**CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**JUNE 19, 2023**

The Civil Service Commission of the City of Milford held a regular meeting on Monday, June 19, 2023 at 5:00 p.m. via teleconference.

1. J. Haselkamp called the meeting to order at 5:01 p.m.
2. Roll Call:

Board Members Present: Also Present Absent

J. Haselkamp T. Barnes H. Healey

T. Holland J. Boanno

J. Tantimonico C. Saley

1. Minutes:

T. Holland made a motion to approve the minutes from the April 17, 2023 meeting and J. Tantimonico seconded. All were in favor.

1. Old Business:

There was no old business.

1. New Business:
2. Public Works Director Chris Saley discussed the request to hire the selected candidate for Truck Driver/Tree Equipment Operator at Step 3 based on his experience, skills, extensive background and difficulty in finding other qualified candidates. T. Holland made a motion to hire the candidate at Step 3 and J. Tantimonico seconded. All were in favor.
3. C. Saley also requested to hire the selected candidate for the HVAC Mechanic at Step 6 based on experience, skills, extensive background and difficulty in finding other qualified candidates. T. Holland made a motion to hire the candidate at Step 6 and J. Tantimonico seconded. All were in favor.
4. T. Barnes requested the approval of the job description for a new job classification: Network and Security Engineer within the MIS department following the recent vacancy in the Lead IT Specialist position. The IT manager determined that this job classification more accurately outlines the current focus of work versus the outdated desktop support responsibilities. T. Holland made a motion to approve the job description for the new Network and Security Engineer job classification and J. Tantimonico seconded. All were in favor.
5. T. Barnes requested the approval of the job description for a new job classification: Systems Engineer within the MIS department to also outline the current IT job function more accurately. T. Holland made a motion to approve the job description for the new System Engineer job classification and J. Tantimonico seconded. All were in favor.
6. T. Barnes requested the approval of the job description for a new job classification: Certified Vitals Clerk within the City Clerk office. The City Clerk currently has two Assistant City Clerk vacancies and is looking to reorganize her office to downgrade one of these vacant positions to not only allow a growth opportunity to one of the Clerk A’s but to add another certified employee in the City Clerk office with signing authority. T. Holland made a motion to approve the job description for the new Certified Vitals Clerk job classification and J. Tantimonico seconded. All were in favor.

1. Report of Human Resources Director:

T. Barnes discussed that Human Resources has been busy with end of Fiscal Year tasks including salary step increases, health insurance premium cost shares and paying stipends to employees who waive health insurance; open enrollment has been completed; onboarding approximately 100 seasonal recreation employees for the City’s summer camps; working on pension actuaries validation program; negotiations with the Fire union have begun with a reopener focusing on salary and benefits; information provided to the Supervisors and Public Works unions whose contracts expire on June 30, 2023; Mayor Smith would like to restart the Employee of the Month program; the wellness committee started a summer walking challenge; discussions on conducting an employee compensation study analysis.

1. Open Jobs Report:

HR has received authorization to fill many of the vacant positions including jobs in the City Clerk, Tax and Assessor offices, Truck Driver/Tree Equipment Operator, two Truck Driver/Laborers, HVAC Mechanic, Custodian and two Wastewater Mechanic positions. Of the 37 vacancies, 10 have been filled.

1. T. Holland made a motion to adjourn and J. Tantimonico seconded. All were in favor. The meeting adjourned at 5:38 p.m.

Attest:

John Boanno