

**CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
June 10, 2019**

The Civil Service Commission of the City of Milford held a special meeting on Monday, June 10, 2019 at 5:00 p.m. in Conference Room C in the Parsons Government Complex.

1. Chairman J. Haselkamp, called the meeting to order at 5:05 p.m. T. Holland arrived at 5:07 p.m.

2. Roll Call:

Board Members Present

J. Haselkamp  
T. Holland  
J. Baldwin  
J. Tantimonico

Also Present

M. Pena  
T. Barnes  
P. Erodici  
D. Thomas

Absent

H. Healey

3. Election:

J. Baldwin made a motion to elect J. Haselkamp as Chairman. Seconded by J. Tantimonico. All were in favor. J. Baldwin made a motion to elect J. Tantimonico as Vice Chair. Seconded by T. Holland. All were in favor.

4. Minutes:

J. Tantimonico made a motion to approve the minutes of the November 19, 2018 meeting. T. Holland seconded. All were in favor.

6. There was no old business.

7. New Business:

a) Mr. Thomas discussed his request to hire the candidate for the Chief Clerk-Assessor's Office candidate at step beyond minimum. Discussion ensued. T. Holland made a motion to approve hiring at Step 1 and J. Tantimonico seconded the motion. All were in favor.

b) Ms. Barnes and Mr. Erodici discussed the request to create a new classification in the Finance Department for a Payroll Supervisor. P. Erodici explained that the City processes weekly payroll for over 539 employees. Historically, some payroll functions or tasks were handled by other divisions. The previous model or organization was not well suited for the way modern payroll should function, which is the reason he was before the Commission make the request to create this classification. Discussion ensued. T. Holland made a motion to approve the creation of the new classification and J. Baldwin seconded the motion. All were in favor.

c) Ms. Barnes and Mr. Erodici discussed the request to the upgrade the formerly Account Clerk/Payroll position to Payroll Specialist Classification. The Payroll Specialist will assume additional responsibilities and duties and will need to possess a higher level and/or comprehensive knowledge of payroll rules and regulations. As a result, an upgrade to the position is justified. Discussion ensued. J. Baldwin made a motion to approve the creation of the new classification and J. Tantimonico seconded the motion. All were in favor.

d) Ms. Barnes and Mr. Erodici discussed the creation of a new classification in the IT Division for Lead Information Technology Specialist. The plan calls for this position to assume duties and responsibilities such as performs project execution functions involving considerable independent judgment; supports the IT Manager and IT Support Specialists with managing and maintaining the City's computer systems; learning new systems, documenting these systems and procedures, and mentoring IT Support Specialist on

maintaining the computing environment. Discussion ensued. T. Holland made a motion to approve new classification and J. Tantimonico seconded the motion. All were in favor.

e) Ms. Barnes discussed the creation of a new classification in the Human Resources Department for a HR Assistant. Discussion ensued. T. Holland made a motion to approve new classification and J. Baldwin seconded the motion. All were in favor.

8. Changes to the job descriptions for the Custodial-Foreman Nights, Treasurer/Payroll Administrator and Personal Computer/WAN/LAN Coordinator that has been re-titled to IT Support Specialist were briefly discussed and noted for the record.

9. Ms. Barnes stated that the City was engrossed in the MUNIS HRIS/Payroll system conversion with a "GO Live" date of July 1, 2019. This project has been very challenging and required a lot of time and effort from the HR team as well as Finance, MIS and Accounting, but it has certainly been worth all of the efforts. This system will bring the City's HRIS and payroll operations to modern practices creating efficiencies and providing more functionality. She noted that 6 out of 9 collective bargaining agreements expire June 30<sup>th</sup>. The department will be busy implementing new procedures for the HRIS system, recruiting for numerous vacancies and contract negotiations.

10. T. Barnes reviewed the status of each of the open positions as well any positions which are in the process of being filled, or which have been recently filled.

11. T. Holland made a motion to adjourn and J. Baldwin seconded. The meeting adjourned at 5:57 p.m.

Attest:  
Maria Pena