

Civil Service Commission

March 15, 2010

A regular meeting of the Civil Service Commission was held on March 15, 2010 in Conference Room C of the Parson's Government Complex. Present were Commissioners Baldwin, Dowin, Healey, Toohey, Winfield and Personnel Director John H. O'Connell.

The meeting was called to order by John O'Connell at 7:05 PM.

Item #1. Commissioner Dowin nominated Commissioner Winfield for the position of Chairman of the Civil Service Commission. Commissioner Healey seconded the nomination. There were no other nominations and the vote in favor of Commissioner Winfield was unanimous. Chairman Winfield called for nominations for Vice Chairman and nominated Commissioner Dowin. Commissioner Healey seconded the nomination. There were no other nominations and the vote in favor of Commissioner Dowin was unanimous.

Item #2. Commissioner Dowin made a motion to accept the minutes from the October 19, 2009 meeting. Commissioner Healey seconded the motion. The minutes were accepted by a unanimous vote.

Item #3. Personnel Director O'Connell updated the commission on the number of jobs that have been filled through promotions and transfers. He also discussed the lengthy and involved process of developing lists of eligible individuals from outside City employment. He recommended future outside lists be developed in a more general manner to cover a broader section of the classified positions. It was mentioned that a number of people went through the screening process for two separate but somewhat similar in skill level clerical positions. Where feasible this can save on advertising, office supplies, postage and time. The high number of qualified applicants for various advertised positions was discussed with optimism as we have hired some very capable, competent individuals.

Lastly the department is moving forward with reviewing tests, job descriptions and creating computer files of these documents.

Item #4. The commission reviewed the open jobs report and comment was made on the high number of openings for truck drivers. It was noted that often employees advance through this classification to slightly higher positions.

Item #5. The Personnel Director briefed the Commission on the number and types of grievances he has heard this past year.

A motion was made by Commissioner Baldwin and seconded by Commissioner Toohey to add executive session to the agenda to discuss personnel issues concerning public works employees, Irwin Langewisch and Everett Pollard. It passed unanimously.

A motion was made by Commissioner Baldwin and seconded by Commissioner Toohey to go into executive session. It passed unanimously.

The Commission adjourned to executive session at 7:32 p.m.

A motion was made by Commissioner Baldwin and seconded by Commissioner Toohey to leave executive session. It passed unanimously.

The Chairman reconvened the Commission in public session at 7:34 p.m.

A motion to adjourn was made by Commissioner Healey and seconded by Commissioner Dowin. It passed unanimously.

The meeting adjourned at 7:35 PM.

Attest:

John H. O'Connell