

CIVIL SERVICE COMMISSION
REGULAR MEETING
March 21, 2016

The Civil Service Commission of the City of Milford held their regular meeting on Monday, March 21, 2016 at 5:00 p.m. in Conference Room C in the Parsons Government Complex.

1. Chairman J. Haselkamp called the meeting to order at 5:00 p.m.
2. Roll Call

Board Members Present	Also Present
J. Haselkamp	T. Barnes
J. Tantimonico	L. Kelliher
J. Baldwin	C. Saley
3. Chairman Haselkamp made a motion to approve the minutes of the January 19, 2016 meeting. Mr. Baldwin seconded the motion. All were in favor.
4. There was no old business.
5. New Business: T. Barnes provided background on the Wastewater Superintendent position. The previous Superintendent retired creating the vacancy. After posting the position, only four applicants applied including one internal applicant. In the interim, the internal applicant was given the appointed as the acting Wastewater Superintendent. He was given a stipend for the interim position. After going through the candidate selection and interview process, the internal candidate was chosen to fill the Wastewater Superintendent position permanently. Given the civil service rules regarding salary increases, the calculation is the difference between minimum and first step causing the internal candidate to start at minimum. Given the challenge of recruiting staff with the required Class 4 license, Mr. Kozlowski's significant accomplishments during the past year as interim, and his professional qualifications, Mr. Saley requests approval to offer the maximum step for this position which would be \$1,595.75 or a base salary of \$82,979. Mr. Baldwin made a motion to approve and Ms. Tantimonico seconded the motion. All were in favor.
6. T. Barnes reported that the City has been in negotiations with Public Works. Historically, wages and benefits have been the primary focus of negotiations; however, these negotiations also focused on the working conditions in this contract. The Public Works contract has been ratified by its members and will go before the Board of Alderman on April 4, 2016 for their review and approval.

The Police, Fire, and Nurses collective bargaining agreements expire this June and one other union is currently in mediation. Negotiations with the rest of the bargaining units are ongoing.

T. Barnes spoke about the Wellness Committee and their recent activities. In February, there were five (5), one hour sessions offered relating to Diabetes. The Committee will be hosting a blood drive and another fitness challenge in the upcoming months.

T. Barnes also shared that she is currently exploring an applicant tracking system that will streamline the application process.

T. Barnes discussed all of the vacancies and recruitment efforts underway and explained that we have received very high volume of applicants for most positions, which is keeping the HR Department very busy.

7. The following job descriptions were distributed and changes were for notation only:

- City Engineer
- Dental Hygienist
- Children's Librarian
- Library Assistant
- Clerk A
- Librarian
- Young Adult Librarian
- Reference Librarian

8. T. Barnes reviewed the open jobs report.
9. J. Baldwin made a motion to adjourn and J. Haselkamp seconded. The meeting was adjourned at 5:28 p.m.

Attest:



Lynn Kelliher