

CIVIL SERVICE COMMISSION
July 21, 2008

A regular meeting of the Civil Service Commission was held on Monday July 21, 2008 at 7:00 PM in Conference Room C. Present were Commissioners Dowin, Healey, and Winfield. City Planner David Sulkis and Acting Personnel Director John H. O'Connell were in attendance.

The meeting was called to order at 7:05PM.

Item 1. The minutes of the June 16, 2008 meeting were considered and Mr. Healey made a motion to approve. The motion was seconded by Mrs. Dowin and approved unanimously.

Item 2. A request by the City Planner to permit the hiring of an Assistant City Planner above the minimum rate and at Step 2 was considered. A motion was made by Mr. Healey to approve. It was seconded by Mrs. Dowin and approved unanimously.

Item 3. A request by the Health Director to hire for the Sanitarian II position above the minimum and at Step 1 was considered. Mrs. Dowin made a motion to approve. Mr. Healey seconded the motion and it passed unanimously.

Item 4. A request by the Health Director to hire two school nurses above the minimum rate, one at Step 2 and one at Step 3 was considered. A motion to approve was made by Mr. Healey. The motion was seconded by Mrs. Dowin and approved unanimously.

Item 5. A request to extend the Clerk A employment list for six months and until January 17, 2009 was considered. Mr. O'Connell explained this was permissible under regulations to go up to two years and this extension does not exceed this limitation. The recent retirement of the Personnel Director and the Administrative Assistant plus the transfer of the Pension Administrator to position of Administrative Assistant make it difficult to take on the very time consuming task of creating a new Clerk A list at this time. Also, it is believed that the current list still includes some strong and available candidates.

A motion to approve was made by Mr. Healey and seconded by Mrs. Dowin. It passed unanimously.

Item 6. Mr. O'Connell mentioned that the selection process for the Personnel Director was established by ordinance and a copy of it was in the agenda package. The Mayor has had a preliminary discussion with the Chairman of the Board of Alderman about filling this position.

Item 7. Mr. Winfield led a discussion of the open jobs report.

Mrs. Dowin made a motion to adjourn. It was seconded by Mr. Healey and passed unanimously. The meeting adjourned at 7:22PM.

Attest: _____

John H. O'Connell