

**CITY OF NEW HAVEN CIVIL SERVICE BOARD  
MINUTES OF MEETING – September 2022 Regular Meeting**

September 28, 2022

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Carmen Rodriguez</li> <li>• Commissioner Dennis Daniels</li> <li>• Noelia Marcano Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Sr Personnel Analyst HR, Heather O’Grady</li> <li>• Administrative Assistant HR, Emma Acampora</li> <li>• Assistant Corporation Counsel Att. Robert Scott</li> <li>• Director Public Safety Communications, Joseph Vitale</li> <li>• Other members of the Public</li> </ul>
<p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• Commissioner Leasley Negron</li> </ul>	

Meeting opened at 12:38 pm.

**#1 Job Descriptions**

*Circulation Supervisor*

Ms. Marcano presented the item and then introduced Luis Chavez-Brummer, Deputy Director of New Haven Free Public Library to explain the new position and job description to the Board. He explained and gave an overview of the structure of the public library and the role of that position within the department’s structure.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Rodriguez. Votes taken, all yeas, none opposed. Job description for Circulation Supervisor approved.

**#2 Eligibility List**

The Board was given the opportunity to view the list virtually on screen before deliberating or voting. Guests were placed in the virtual waiting room.

Ms. Marcano presented results and provided pass/fail data for list #22-45 Administrative Assistant. Commissioner Rodriguez motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-46 Administrative Assistant Bilingual. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-47 School Security Officer. Commissioner Rodriguez motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-48 Network Administrator. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-49 Senior Accountant. Commissioner Rodriguez motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-50 Labor Research Associate. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-51 Coordinator of Human Resources Administration. Commissioner Rodriguez motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed

### **#3 List Removals**

Guests were then moved to the virtual waiting room. Ms. Marcano presented the names for removal from list eligibility #22-17 Police Officer. Commissioner Daniels moved to approve the names to be removed. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions. List removals approved.

#### List #22-17 Police Officer- Removals

Rank	Last Name	First Name
65	Ramirez	Bryan
76	Jimenez	Michael

### **#4 List Amendments/Corrections/Extensions /Expirations**

None received this month.

### **#5 Temporary Pending Test Request(s)**

Ms. Marcano presented and informed the Board of updates. No action needed.

### **#6 Reinstatement Request(s)**

Ms. Marcano presented Joseph Vitale, Director of Public Safety Communications who would assist Ms. Marcano to present the item.

Commissioner Daniels motioned to approve the reinstatement of B. DeJesus as Communications Supervisor (PSAP). Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

### **#7 Transfer Request(s)**

Ms. Marcano asked the Board to vote on adding Heather O'Grady and Tyra Robinson's transfer requests to the agenda. Commissioner Daniels motioned to approve the addition of two items to the agenda. Ms. Marcano proceeded to present S. Carmen's transfer request as stated on the agenda.

Commissioner Daniels motions to approve S. Carmen's transfer request. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Ms. Marcano proceeded to introduce Taryn Bonner, Labor Relations Manager of the Board of Education to assist Ms. Marcano with the presentation. Ms. Marcano informed that it appears that Tyra Robinson was not hired from any civil service certified list. Yet, the Board of Education hired her into a civil service tested position back in 1999. Ms. Robinson is now seeking to utilize the transfer benefit enjoyed by civil service tested employees. Ms. Marcano answered minor questions posed by the Board concerning an occurrence of this same situation with another employee hired by the BOE years ago and brought to the Board a few months ago to allow use of the transfer benefit.

On the matter of allowing Tyra Robinson the ability to utilize the transfer benefit afforded to civil service tested employees, Commissioner Mongillo asked for a motion. Commissioner Daniels moved to approve.

Commissioner Rodriguez seconded the motion. Votes taken: all yeas; none opposed. Use of the transfer benefit allowed for Tyra Robinson.

On the matter of approving Tyra Robinson's transfer request, Commissioner Mongillo asked for a motion. Commissioner Daniels moved to approve. Commissioner Rodriguez seconded the motion. Votes taken: all yeas; none opposed. Tyra Robinson's request to be placed on the Transfer List was approved.

Commissioner Daniels motions to approve Heather O'Grady's transfer request. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Commissioner Daniels motions to approve Tyra Robinson's transfer request. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

**#8 Board Correspondence**

None received this month

**#9 Corporation Counsel Update**

None received this month

**#10 Temporary Pending Test Report**

Acknowledged. No Board action required.

**#11 Meeting Minutes**

Ms. Marcano presented the minutes from the meeting conducted on August 24, 2022, and September 14, 2022. Motioned to accept the meeting minutes as presented was made by Commissioner Daniels. Seconded by Commissioner Rodriguez. Votes taken: All yeas; none opposed. Meeting minutes approved.

**#12 Other Business**

Ms. Marcano requested that the Board allow the use of continuous recruitment lists for the positions of administrative assistant and bilingual administrative assistant. She stated that the vacancy counts for these positions continue to exceed the number of candidates on the eligible lists for these classifications. Ms. Marcano concluded by informing the Board of the number of times these positions have been tested over the last 12-15 months. Commissioner Daniels motioned to allow continuous recruitment for the job title of administrative assistant and bilingual administrative assistant. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Next special meeting date requested for October 14, 2022 was discussed and confirmed to take place at 12:30 pm. The next regular meeting date scheduled for October 26, 2022 at 12:30pm was confirmed.

There being no further business to conduct, Commissioner Mongillo motioned to adjourn meeting. Seconded by commissioner Rodriguez. Meeting adjourned at 1:29 p.m.



Noelia Marcano  
Secretary

**NOTE:** For the purpose of compliance with the Freedom of Information Act, these minutes are made available for review subject to later review, revision and approval by the Civil Service Board.

**Civil Service Board Approval Date:** 10/26/22