



CITY OF NEW LONDON

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Personnel Board City of New London

December 8, 2008
Council Ante Room
4:30 p.m.

AGENDA

- 1) Roll Call and Call to Order
- 2) Acceptance of Minutes of May 12, 2008 (corrected) and June 10, 2008
- 3) Citizen Participation
- 4) Communications

a) New Job Openings

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|--|---|
| i) School Crossing Guards – Part Time | Posted 11/14/08; Closed 11/21/08; Currently Reviewing Applications |
| i) Tax Collection Assistant | Posted 10/23/08; Closed 10/30/08; No Internal Candidates; Posted External 10/31/08; Closed 11/7/08; Written Exam Held 12/5/08 |
| ii) Public Works Transfer Station Maintainer | Posted 10/24/08; Closed 10/31/08; Written Exam Held 11/21/08; Driving Skills Test Held 12/5/08 |
| iii) Custodian | Posted 10/24/08; Closed 10/31/08; Written Exam 11/10/08; Oral Exam Held 11/21/08 |

b) Previous Job Openings

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|--|---|
| i) Police Detective | Posted 9/9/08; Closed 9/23/08; Written Exam Held 11/25/08; Oral Exam Held 12/3/08; Currently Preparing Certified Eligibility List |
| ii) Part Time Parking Enforcement Officer | Posted 10/3/08; Closed 10/10/08; Currently Reviewing Applications for Interview Selection |
| iii) Deputy Fire Chief | Posted 10/10/08; Closed 11/7/08; Currently Reviewing Applications for Training & Experience Evaluation Rating |
| iv) Fire Inspector | Posted 10/10/08; Closed 11/7/08; Written Test Scheduled for 12/17/08 |
| v) Certified Public Safety Dispatcher – Per Diem | <i>Filled</i> |
| vi) Secretary, Public Utilities | <i>Filled By Internal Candidate</i> |

vii) Battalion Chief, Fire	<i>Filled By Internal Promotion 10/16/08</i>
viii) Finance Director	Posted Internal/External 8/8/08; Closed 8/29/08; Training & Experience Evaluation Completed; Written Assessment Exam Given To Top Candidates; Oral Exam Held 10/17/08; Candidate Selection Pending
ix) Police Officer	Recruitment For Anticipated Vacancies Is Ongoing for 12/15/08 Academy; Agility Test Held 11/2/08; Oral Interviews Held 11/5/08; Swearing In for 1 Candidate Scheduled for 12/12/08
x) Public Works Maintainer I	Posted 4/11/08; Closed 4/18/08; Testing Complete; CEL Compiled; <i>Three Vacancies Filled</i>
xi) Public Safety Dispatcher, Full Time	<i>Filled</i>
xii) Firefighter	Posted External 2/22/08; Closed 3/20/08; Written Exams Scheduled For 6/9/08 And 6/10/08; Oral Exam Held 6/26/08 And 6/27/08; <i>Five Candidates Hired; Began Fire Academy 9/8/08; Will Be Sworn In 12/19/08; One More Candidate Under Consideration For Next Academy</i>

c) Review Suggested Revisions from Board Members of Public Works Field Employees & Public Works Service Employees Appointment/Promotion Plans and Associated Job Descriptions

5) Action Agenda

a) Nominations and Elections of Officers

There are no proposed changes to the Appointment Promotion Plans for any of the following items.

- b) Job Description and Classification Approval – Purchasing Assistant
- c) Job Description and Testing Approval – Police Sergeant
- d) Job Description Approval – Deputy Fire Chief
- e) Job Description Approval – Accounting Technician
- f) Job Description Approval – Director of Public Works
- g) Job Description Approval – Director of Finance
- h) Job Description Approval – Fire Chief
- i) 2009 Calendar Year Meeting Schedule Approval

6) Adjournment

The next meeting date is Monday, January 12, 2009 at 4:30 p.m.