



CITY OF NEW LONDON

CONNECTICUT

Personnel Board
City of New London

September 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) Secretary, Public Utilities | Posted Internal 8/6/08; Closed 8/13/08; Written Exam To Be Held 9/11/08 For Two Internal Candidates |
| ii) Battalion Chief, Fire | Posted Internal 8/8/08; Closed 8/22/08; Currently Preparing For Written Exam To Be Held 9/15/08 |
| iii) Finance Director | Posted Internal/External 8/8/08; Closed 8/29/08; Currently Reviewing Applications |
| iv) Part Time Accounting Clerk | Posted Internal/External 8/22/08; Closed 8/29/08; Currently Reviewing Applications |

b) Previous Job Openings

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| i) Clerk Charter Revision Committee (Part Time) | <i>Filled</i> |
| ii) Public Works Coordinator | Posted 7/11/08 Internal/External; Closed 8/1/08; Currently Reviewing Applications |
| iii) Parking Enforcement Officer (Part Time) | <i>Filled</i> |
| iv) Police Officer | <i>Two Vacancies Filled 9/2/08; Recruitment For Anticipated Vacancies Is Ongoing</i> |
| v) Public Works Maintainer I | Posted 4/11/08; Closed 4/18/08; Testing Complete; CEL Compiled; Candidate Selections Pending Department Review |
| vi) Certified Public Safety Dispatcher, Per-Diem | Posted 5/9/08; Closed 5/16/08; One Candidate Selected; Appointment Pending Results Of Psychological Exam, Background, and Physical Exam |

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| vii) | Public Safety Dispatcher | Posted 5/9/08; Closed 5/16/08; Written Exam Held 6/16/08; Computer Exam Held 6/20/08; Oral Board Held 8/14/08; CEL Submitted; Department Head Interviews Held 9/3/08; Candidate Selection Pending Department Decision |
| viii) | Public Works Maintainer III | Posted 5/23/08; Closed 6/2/08; Three Applicants Selected from CEL; Appointments Pending |
| ix) | Secretary – Police Department | Reposted External 5/30/08; Closed 6/6/08; CEL Compiled, Currently Preparing Chief's Final Interviews |
| x) | 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; Begin Fire Academy 9/8/08</i> |
| xiii) | Part Time Secretary, Public Utilities | Converted To A Full Time Position |

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) Job Description and Classification Approval – Purchasing Assistant (information to be provided at meeting)
- b) Job Description and Testing Approval – Police Sergeant (information to be provided at meeting)
- c) Job Description Approval – Deputy Fire Chief (information to be provided at meeting)

6) Adjournment

The next meeting date is Tuesday, October 14, 2008 at 4:30 p.m.