



# City of Bridgeport, Connecticut

*To the City Council of the City of Bridgeport.*

The Committee on Miscellaneous Matters begs leave to report;  
and recommends for adoption the following resolution:

## **\*152-08 Consent Calendar**

**RESOLVED**, That in accordance with City Charter Chapter 17,  
Section 206(a), the attached changes to the Civil Service Rules II and III  
be, and hereby are, approved, ratified and confirmed

RESPECTFULLY SUBMITTED,  
THE COMMITTEE ON MISCELLANEOUS MATTERS

\_\_\_\_\_  
AmyMarie Vizzo-Paniccia, Co-Chairman

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Warren Blunt, Co-Chairman

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Richard M. Paoletto, Jr.

\_\_\_\_\_  
Denese Taylor-Moye

\_\_\_\_\_  
Daniel Martinez

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Susan T. Brannelly

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Robert Walsh

Council Date: October 5, 2009

Proposed changes to Civil Service Rule II and III

**RULE II. APPLICATIONS**

1. No person shall be admitted to an examination for any class of positions in the classified service, until he shall have filed an application under oath upon a form prescribed by the commission and accompanied by such certificates or other material as may be prescribed.

The time within which applications to take the examination for any class of positions will be received shall be fixed by the personnel director and stated on the public announcement of each examination. In no case shall such a period be less than ten days.

**Add the following text (underlined)**

The Personnel Director will seek information about an applicant's criminal history. Questions about an applicant's criminal history will be asked on a document that is to be completed after the applicant is determined to have met the minimum requirements for the examination and has been declared by the Personnel Director to be otherwise eligible to take the examination. The disclosure of criminal history must be done on a form separate from the initial application form and must be signed by the applicant. The initial application form will contain a disclosure that criminal history information will be sought later in the application or examination process and that criminal history information will be evaluated at that time.

~~2. Every applicant for examination must be a citizen of the United States.~~ **Eliminate the preceding sentence & replace it with the following underlined text:**

2. The laws of the United States and the State of Connecticut will be followed as they address citizenship requirements for employment.

Eliminate all of part 3 shown below and renumber.

~~3. Within the limitations prescribed in the following paragraph and in Section Two of the civil service provisions of the charter, the commission shall have power to establish the residence requirement for any examination for any class of positions in the classified service, except that of teacher. Residence requirements for examinations for teachers shall be determined by the superintendent of schools with the approval of the board of education.~~

Delete the whole preceding paragraph.

~~No person shall be admitted to an examination for any class of positions in the classified service who has not been a bona fide resident of the city of Bridgeport for at least twelve consecutive months immediately prior to the date of the examination; provided that such requirement of residence may be suspended by the commission as to any class or classes of positions requiring high professional, scientific or technical qualifications, or in cases where through low compensation for services such a requirement is disadvantageous to the public interests, but all such cases with the reasons therefore, shall be reported in the annual report of the commission to the mayor.~~

Delete the whole preceding paragraph.

Note: the provisions for residency points for Bridgeport residents currently provided for under Civil Service Rule XV will remain in effect.

3. No application for examination shall be accepted, unless the applicant is within the age limitations fixed by the commission for entrance to the class or position to which he seeks to be appointed or promoted, provided, however, that age limitations for examinations for teachers shall be determined by the superintendent of schools with the approval of the board of education.

4. The personnel director shall notify in writing any person whose application is rejected specifying the cause for the rejection. Upon receiving a written request from any person whose application is rejected the commission may give him an opportunity to show cause why such application should not be rejected, but announced examinations shall not be postponed or delayed for this reason.

### **RULE III. EXAMINATIONS**

Add the following text (underlined) & renumber as shown:

4. After applicants have completed the initial application for examination, the Personnel Director will require candidates who are determined to be eligible for the examination to provide a complete criminal history on forms to be provided by the Bridgeport Civil Service. The Personnel Director will determine at what point in the examination process that the criminal history information will be gathered for each examination process. The Personnel Director will weigh the following factors in determining whether to remove an applicant with a criminal conviction from the examination process or from the employment list or from employment: the nature and seriousness of the offense; time elapsed since the conviction; age when convicted; the degree to which the conviction is related to the duties and responsibilities of the job and the bearing the conviction has on the applicants' fitness and ability to perform such duties and responsibilities; evidence of rehabilitation and the interest of the City in protecting property and the welfare and safety of the public and employees.

Failure to fully disclose a criminal history, except as allowed by Connecticut or federal law, may result in disqualification from the exam process or termination of employment.

The Personnel Director shall have authority to administer these provisions and to make decisions concerning whether to disqualify a candidate or employee. Candidates may appeal the Personnel Director's decisions to the Civil Service Commission. In order to file such an appeal the candidate must notify the Personnel Director in writing within ten (10) days of notification of disqualification by the Personnel Director. The Commission shall have the authority to grant the appellant such relief as the Commission deems appropriate or to deny the appeal.

5. Where written examinations are required, they shall be so managed that no examination papers will disclose the name or identity of any applicants until the examination papers shall have been marked. The personnel director shall make the necessary provisions in connection with the conduct of examinations for such concealment.

Any competitor in any written examination who places any mark on his examination papers that will disclose his identity may be deprived of all benefits under such examination.

6. Each examination shall be rated on a scale of 100 and the relative weights of the different subjects shall be determined by the personnel director and set forth in the public announcement of the examination, provided, however, that the relative weights of the different subjects in examinations

for teacher shall be determined by the superintendent of schools, with the approval of the board of education.

In order to pass any examination, a competitor is required to attain a percentage of 75 or over in each of the subjects which, pursuant to the public announcement, comprise the entire examination. The word "subjects" as used in this section shall mean the publicly announced component parts or divisions of any examination.