



TOWN OF WINCHESTER
CIVIL SERVICE COMMISSION – PO BOX 41
338 MAIN STREET, WINSTED, CONNECTICUT 06098

Town of Winchester, Annual Report 2019

Civil Service Commission

The Civil Service Commission of the Town of Winchester exercises the Authority of Connecticut General Statutes 7-407 to 7-424, incorporated in Article XII, Section 1201 and 1202 of the Town of Winchester Charter.

The personnel regulations are adopted to provide for the recruitment and development of the best available employee for each position in the classified service of the Town of Winchester at all times. They provide for establishing orderly procedures for administering the Civil Service System in such a way to ensure:

- a) That employment in the classified service of the Town of Winchester shall be made attractive as a career.
- b) That all appointments and promotions to positions in the classified service shall be on the sole basis of merit and fitness, which, so far as practicable, shall be ascertained by means of competitive examinations.
- c) That a performance rating system shall be provided whereby economy and effectiveness in personnel services may be promoted to the mutual benefit of the employees, Town officials, taxpayers and all the people of the Town of Winchester.
- d) That each classified service employee shall be encouraged to render his or her best service to the Town

The Commission is comprised of three unpaid commissioners, (Francis Delaney, Joseph Nichols, Anita Garnett), appointed by the Town Manager for six year terms, staggered at two year intervals. The Commission employs a Chief Examiner, (position currently not filled) who ensures proper process is followed precluding bias, real or perceived, attempts to influence the commission and/or nepotism in the examination, promotion and hiring process of employees. Irene Connoles serves as the commission's part time paid secretary.

Over this past year the commission has conducted processes resulting in the hiring for the positions for Waste Water Treatment Plant Operator, Maintainer III, Project Administrator, Building & Grounds Maintainer, Mechanic and have added a Civil Service Examination Proctor. Working with Chief William Fitzgerald processes conducted for the police department resulted in positions being filled for one Police Officer and seven Dispatchers.

Currently, the commission is involved with processes and pending processes for the positions of Secretary/Office Assistant for Public Works, Crew Leader for Public Works,

Associate Tax Assessor & Collector of Revenues, Tax Collector & Assistant Tax Assessor, Town Planner, Office Clerk, Chief Examiner and continuing processes for Entry level, Certified Police Officers and Dispatchers.

The commission meets regularly once per month normally on the fourth Thursday of the respective month, meetings are held at 5:30pm during regular Town working hours to provide ready access for all town employees and other interested parties. Special meetings are conducted as necessary to facilitate hiring processes throughout the year.