

**AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday, May 18, 2021 @ 9:00 A.M.**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This will be a 100% Electronic Meeting.**

Public Questions can be emailed to CSC@hamden.com

ZOOM Link: <https://zoom.us/j/94978708352>

1. Review and approval of the May 11, 2021, Civil Service Commission special meeting minutes.
2. Review and certification of the following eligibility list(s):
 - a) Community Development Program Specialist
3. Postponed Review and action on the following application(s):
 - a) Assistant Superintendent of Apparatus and Emergency Systems – (2 applicants)
4. Correspondence from Fire Chief Gary Merwede requesting an open competitive recruitment for the position of Assistant Superintendent of Apparatus and Emergency Systems.
5. Old Business:
6. New Business:
7. Adjourn:

TOWN OF HAMDEN
CIVIL SERVICE COMMISSION
TUESDAY, MAY 18, 2021
9:00 A.M.

**MINUTES
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Tuesday, May 11, 2021 @ 9:00 A.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

This was a 100% Electronic Meeting.

Public Questions were emailed to CSC@hamden.com

The link below was provided to join the meeting.

<https://zoom.us/j/94978708352>

***To view the recording, please click the following link and observe the instructions when/if prompted:**

https://zoom.us/rec/share/7bzLVXsIAJM0oCm4TAQoBqkMMCbOMC1vHh-Fzjez5GjOVcZdZ456ZvJgTleuTr_5.M8k4cvXUeUCKRkX5

****If prompted for a password, enter: 4ZY=dESP**

*****If you are reviewing a print copy of these minutes and wish to view the meeting recording, please visit the Agenda Center at www.hamden.com/AgendaCenter.**

Then, review the recording by downloading the digital version of these minutes and following the instructions above.

IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE, MOTIONS MADE AND VOTES TAKEN.

Chairperson Andrea Lobo called the meeting to order at 9:10 A.M. with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Director of Public Works and Parks Craig Cesare, Director of Community Services Julie Smith, Finance Director Scott Jackson, and Library Director Melissa Canham-Clyne.

1. Review and approval of the April 20, 2021, Civil Service Commission regular meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Librarian I Part Time – (original certification 05/05/2020) – On a motion by Chairperson Lobo, seconded by Commissioners Andrews it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 11/05/2021.
 - b) Mechanic/Public Works – (original certification 05/05/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to allow the list to expire.
 - c) Account Clerk – (original certification 05/05/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 11/05/2021.

3. Review and action on the following application(s):
 - a) Community Development Program Specialist – (7 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications and would move on in the process.
 - b) Assistant Superintendent of Apparatus and Emergency Systems – (2 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to postpone this item to the May 18, 2021 meeting when Chief Merwede can be present.
 - c) Paralegal – (35 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that eighteen (18) applicants met the minimum qualifications and would move on in the process.
4. Review and approval of the revised job description for the position of Superintendent of Trees. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the job description.
5. No motions were made under Old Business. There was a brief discussion of the need for a third Commissioner and that updates to the Civil Service Rules need to be made.
6. On a motion by Commissioner Andrews, seconded by, Chairperson Lobo, it was the unanimous decision of the Commission to adjourn at 9:28 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HANDEN, CT
2021 MAY 14 A 8:38
REC'D AND FILED BY

License or Certificate: A Connecticut Class II (Q Restriction) license required, or a current CDL license. (CDL licenses not funded by the Town.) Required to be ASE certified to include diesel and electrical, funded by the Town, within eighteen (18) to twenty four (24) months from date of appointment.

Physical, Mental Exertion/Environmental Conditions: Employees in this classification are required to perform heavy manual labor under difficult conditions and will be expected to work in supportive and mechanical roles at emergency incidents as required including structure fire locations. Must be able to work in poor weather conditions, including heat, cold, rain or snow. Works in a trade-shop sitting on a regular basis and subject to continuous interruptions and background noise. Periods of continuous standing when servicing heavy apparatus may be required. Problem solving ability will be required for emergency repairs, disentanglement of vehicles or apparatus, or logistical support during emergency operations.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on April 20, 2021.

THE TOWN OF HAMDEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER