

AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday, July 20, 2021 @ 9:00 A.M.
Hamden Government Center
Main Conference Room - Third Floor
<https://us06web.zoom.us/j/84463009691>

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

Public correspondence can be emailed to CSC@hamden.com

1. Review and approval of the July 8, 2021, Civil Service Commission special meeting minutes.
2. Review and action on the following application(s):
 - a) Superintendent of Trees/Public Works – (3 internal applicants)
 - b) Assistant Town Clerk – (3 applicants)
3. Correspondence from Purchasing Agent Philip Goodwin requesting an internal promotional recruitment from within the AFSCME Local 2863 and if necessary open competitive recruitment for the position of Purchasing Technician.
4. Correspondence from Finance Director Scott Jackson requesting an internal promotional recruitment from Within the AFSCME Local 2863 and if necessary open competitive recruitment for the position of Payroll Clerk.
5. Review and approval of the revised job description for the position of Maintainer I (Public Works/Parks)
6. Informational Item:
 - a) Job description for the new administrative position – Town Planner and Economic Development Director
7. Public Correspondence:
8. New Business:
9. Old Business:
10. Adjourn:

TOWN CLERK
HANDEN, CT
2021 JUL 19 A 8:39
REC'D AND FILED BY

**MINUTES
CIVIL SERVICE COMMISSION
Special Meeting
Thursday, July 8, 2021 @ 9:00 A.M.
Hamden Government Center
Main Conference Room - Third Floor**

Public Questions were emailed to CSC@hamden.com

**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 9:04 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, Police Chief John Sullivan, Fire Chief Gary Merwede, Youth Services Coordinator Susan Rubino, Elderly Services Coordinator Suzanne Burbage, Finance Director Scott Jackson and Acting Town Planner Erik Johnson.

1. Review and approval of the June 15, 2021, Civil Service Commission regular meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to approve the minutes.
2. Review and certification of the following eligibility list(s):
 - a) Admin. Asst. to Boards & Commissions – (original certification 01/17/2020) – 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 01/17/2022.
 - b) Entry Level Police Officer – (original certification 07/14/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to change the eligibility list to an Entry Level Police applicant list for a six (6) month period ending 01/14/2022. The applicants shall be notified of the new Police hiring processes and that their names are on the Entry Level Police Officer applicant list not an eligibility list.
3. Review and action on the following applications(s):
 - a) Information Technology Technician – (27 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission that sixteen (16) applicants met the minimum qualifications and would move on in the process.
 - b) Account Clerk – (3 internal applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) internal candidates met the minimum qualifications and would move on in the process.

- c) Economic Development Technician– (2 internal applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that two (2) internal candidates met the minimum qualifications and would move on in the process.
4. Review and action on the following eligibility list(s):
 - a) Account Clerk – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 01/08/2022.
 - b) Economic Development Technician – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 01/08/2022.
 - c) Battalion Chief – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 01/08/2022.
5. Informational Item:
 - a) Job description for the new position of Director of Grants and Capital Projects in the Finance Department. The Commission reviewed the job description and agreed with its content and the need for this position.
6. Correspondence from Elderly Services Coordinator Suzanne Burbage requesting a promotional recruitment from within the AFSCME, Local 2863, Bargaining Unit and if necessary open competitive recruitment for the position of Secretary in the Elderly Services Department. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.
7. Correspondence from Youth Services Coordinator Susan Rubino requesting a promotional recruitment from within the AFSCME, Local 2863, Bargaining Unit and if necessary an open competitive recruitment for the position of Clerk Typist in the Youth Services Department. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.
8. Correspondence from Finance Director Scott Jackson requesting a five (5) month extension of the temporary appointment of David Stannard to the position of Chief Assessor. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve an additional five (5) month temporary appointment due to the difficulty in filling this position.

**Minutes (Continued)
Civil Service Commission
Special Meeting
July 8, 2021**

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9. Old Business – No motions were made under Old Business.
10. There were no items of Public Correspondence to discuss.
11. On a motion by Chairperson Lobo, seconded by, Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:31 A.M.

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2021 JUL 16 A 11: 20
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**Account Clerk
Eligibility List
Thursday, July 8, 2021**

Kimberly Craft

Corey Knoll

Rebecca Wetmore

Certified by the Civil Service Commission on: July 8, 2021

**Economic Development Technician
Eligibility List
Thursday, July 8, 2021**

Sharon Regan

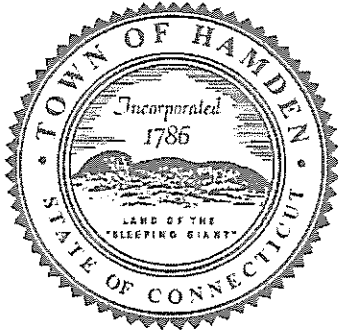
Natalie Barletta

Certified by the Civil Service Commission on: July 8, 2021

**Hamden Battalion Chief Eligibility List
July 8, 2021**

Rank	Candidate
1	Tierney, Brion
2	Barletta, Adam
3	Blyth, Jason
4	Bannon, Gregory
5	Amatrudo, Bernard

Certified by the Civil Service Commission on July 8, 2021.



TOWN OF HAMDEN

PURCHASING DEPARTMENT

Hamden Government Center
2750 Dixwell Ave
Hamden, CT 06518

Tel: (203) 287-7111

Fax: (203) 287-7115

Philip W. Goodwin
Purchasing Agent

July, 14 2021

Mayor Leng,

This memo is to address the immediate need to fill the Purchasing Technologist Position that has been vacated. Managing the many projects that this department deals with on a daily basis is daunting, but being down one third of your workforce will lead to taking longer to accomplish deliverables in an accurate and timely matter.

Respectfully Submitted,

Philip W. Goodwin
Purchasing Agent

Cc: Personnel Director Ken Kelly
Chief of Staff Adam Sendroff
Finance Director Scott Jackson

Renee Morgan

From: Adam Sendroff
Sent: Monday, July 19, 2021 8:37 AM
To: Ken Kelley
Cc: Renee Morgan; Brigitte Cogswell; Scott Jackson
Subject: Payroll Clerk

Dear Ken,
Please begin the recruitment process for the Payroll Clerk position.
Thank you.
Regards,
Adam

Adam Sendroff
Chief of Staff
Town of Hamden
2750 Dixwell Avenue
Hamden, CT 06518
203-287-7109
asendroff@hamden.com

Town of Hamden
Maintainer I (Public Works / Parks)

Classified/Competitive
Public Works/Parks Departments

B.U.: UPSEU, Unit#1, Unit#36
Salary Scale: Per CBA

Purpose of Class: In the Department of Public Works and Parks, this class is accountable for performing the full range of tasks in; grounds care, motor equipment services and maintenance, semi-skilled trades and the maintenance and repair of city streets, sidewalks, catch basins, storm sewer lines and other public works projects.

Supervision Received: Works under the close supervision of an employee of higher grade or Superintendent of a division; works more independently with acquired experience.

Examples of Essential Job Duties by General Work Areas:

Grounds Care (Outside Services):

Digs ditches; shovels materials such as sand, stone, dirt and snow; operates hand, small power equipment, mowers and attachments; cuts weeds or brush; weeds gardens; rakes fill, loam, grass or leaves; moves, loads, unloads and distributes supplies and equipment; cleans gutters, storm sewers and catch basins; plants lawns, flowers, shrubs, etc. with detailed instruction from supervisor; trims shrubs or trees from ground level(does not include pruning); spreads patching material; may operate and perform preventive maintenance on power mowers, snow blowers and snow plows required in care of grounds, walks and roads; may sand and salt walkways; picks up litter; empties trash receptacles and maintains dumpster areas.

Motor Equipment Services:

Operates motor vehicles of less than a five ton capacity such as pick-up trucks and the like; loads and unloads vehicles; maintains vehicles in good conditions including cleaning; supplies motor vehicles with gas, oil, water and other fluids.

Trades:

Assists a skilled worker by passing tools, carrying or lifting materials and running errands; acts as a helper to a higher grade Maintainer in more difficult tasks requiring special or greater skills; performs related duties as required.

These are only examples of types of tasks that incumbents in this class may be expected to perform. Tasks should only be assigned if they are of the appropriate skill level (as defined in the Purpose of Class).

The following is a listing of examples of vehicles, equipment, tasks or related duties, the operating, maintaining or performing of which are considered to be the responsibilities and duties of positions in this class:

- Vehicles:**
- ½, ¾, 1' ton vans (passenger/cargo)
 - ½, ¾, 1 ton pickups (2 & 4 wheel drive)
 - ¾, 1 ton trucks, various body styles
 - sedan deliveries

- Equipment:**
- mowing equipment
 - grass trimmers/brush cutters
 - walk behind snow blowers

- Duties:**
- assisting employees of higher grades in various skilled operations
 - grounds keeping
 - hand seeding
 - helping with sanding and plowing
 - stores section – material handling
 - fuel and routine maintenance of equipment

Knowledge, Skills and Abilities: Knowledge of the physical properties of standard road construction and maintenance materials; interpersonal skills; oral and written communication skills; familiarity with the basic principles of construction and general maintenance; ability to operate equipment listed above; ability to understand and follow written and oral instructions.

Minimum Qualifications Required: A high school diploma, GED or High School equivalency certificate are required. Any experience and/or training which would provide the knowledge, skills and abilities listed above. Incumbents in this class must be willing to accept assignment to emergency duties, including snow and ice removal, whenever services are needed.

License or Certificates Required: ~~Incumbents in this class are required to possess a current, valid Connecticut driver's license. A Connecticut Class B Commercial Driver's License (CDL) preferred.~~
A valid Connecticut driver's license is preferred.

Physical, Mental Exertion/Environmental Conditions: Incumbents in this class must have adequate physical strength, stamina and physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. Candidates will be required to successfully complete a physical and medical examination. Incumbents in this class are exposed to extremes of weather conditions, to frequent lifting of heavy weights (up to 50 pounds), to highly dangerous road and traffic conditions, including exposure to heights when working on bridges, to poison ivy, insect bites and allergy irritants during summer months, and to loud and potentially dangerous machinery. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Note: The above tasks and responsibilities are illustrative only. 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 job duties.

REVISED June July 2021

Town of Hamden
Town Planning and Economic Development Director
-D R A F T-

Non-Classified / Non-Competitive
Planning and Economic Development Departments
Appointment

Non-Bargaining Unit
Mayoral

Position Definition: The Director of Town Planning and Economic Development will provide an important link between the local government and the business community through the administration of small business loans and tax incentive programs created to strengthen the local economy. The Director has the primary responsibility for implementing and overseeing programs to sustain business growth and business retention. The Director performs supervisory, administrative and professional work in planning, organizing and directing all services and activities for Planning and Economic Development of the Town of Hamden. Provides professional advice to state and local officials, boards and committees concerning the development and implementation of the policies, goals, regulations, and statutory requirements related to community development for the Town of Hamden. Maintains frequent contact with municipal, regional, and state officials, the business community, the media, non-profit organizations and the general public. Provides the community with an efficient and rational system of land use and building management to assure protection and enhancement of open space, to facilitate the retention and expansion of existing and residential housing. Protects business interests and works to improve the quality of life for residents by seeking out new compatible businesses for relocation to the Town of Hamden.

Supervision Received: Receives general direction from the Mayor. Performs work with considerable independence. Establishes priorities within general work assignments and consults with the Mayor on matters of policy.

Supervision Exercised: Provides general direction to professional staff members and general supervision to support staff, consultants and vendors.

Examples of Essential Job Functions: Responsible for developing and implementing the Town of Hamden's Plan of Conservation and Development (POCD). Evaluates short and long-term municipal development needs and opportunities of the community. Oversees studies related to population, land use, housing, transportation, the environment, open space, residential and commercial development, economic and social conditions, historic preservation, community appearance, physical infrastructure and public facilities, and related matters.

Prepares reports and presents findings for consideration and action to land use commissions such as the Planning and Zoning Commission, the Inland Wetlands Commission, the Zoning Board of Appeals, and the Natural Resources and Open Space Commission. Oversees and coordinates with assessment, building, engineering, health, and public safety of proposed residential, commercial and other developments for recommendations to the several land use commissions. Plans and organizes the activities in accordance to standard and established procedures. Administers activities through professional and support staff in the functional areas of planning, economic revitalization, community development, redevelopment planning, workforce development, tax incentive programs and related state and federal development programs.

Evaluates short and long-term municipal development needs and opportunities of the Town. Interacts with residents, community representatives and local organizations to survey interests. Determines resources available to meet perceived needs. Oversees, through planning, marketing and coordinating staff and external consultants, the securing, implementation and completion of approved projects. Interprets community economic information in promotional brochures and public speaking engagements to attract potential business and industrial residents. Provides leadership for the participation of business and community residents in presenting the Town to visitors, and coordinates activities with local and regional Chamber of Commerce.

Oversees and prepares grant applications for intergovernmental assistance, and private proposals for presentation to the Economic Development Commission. Negotiates final terms and conditions of approved projects with state, federal, and private funding sources. Serves as liaison to state, federal, and community representatives to assure awareness of development opportunities. Administers state economic development programs, including state tax incentives.

Prepares and recommends departmental budget to the administration for approval. Prepares narrative and statistical reports for the Mayor, Legislative Council and Town Boards or Commission upon request. Administers collective bargaining and personnel regulations for staff members.

Minimum Qualifications Required: Bachelor's degree in Social Sciences, Urban Planning, Public Administration, or a closely related field with 10 years of increasingly responsible experience in planning, economic and community development; or a Master's degree and 8 years of the aforementioned experience, or an equivalent combination of education and practical work experience.

Knowledge, Skills and Abilities: The ability to administer a multipurpose planning and zoning enforcement team is necessary. Must be able to apply principles of urban planning and economic development to define problems, collect data, establish facts, and draw valid conclusions. Ability to give precise and concise written and oral instructions and work effectively with staff members, Commission members and the general public; and to establish and maintain positive relationships. A working knowledge of community development, community renewal and related housing problems is desirable. Knowledge of research methods applied to community affairs.

A working knowledge of sources of funds and assistance available is also desirable. Ability to apply State, and Federal laws, Town Ordinances, departmental policies, procedures, rules and regulations to determine necessary action. Ability to review, interpret, and disseminate technical information to the proper authorities. Ability to understand municipal operations and to manage their budgetary impact is essential. A thorough understanding of state statutes pertaining to town and regional planning, including full knowledge of zoning and subdivision regulations is required. Must have a proficiency in department-specific computer software applications and have a general knowledge of integrated software such as GIS, Microsoft Office and its applications including Word and Excel.

License or Certificate: A valid Connecticut Motor Vehicle Operator's License is required.

Physical Exertion/Environmental Conditions: Works in office setting subject to continuous interruptions. Includes exposure to computer screens on a daily basis; may be required to lift and move light to medium weights, i.e., manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

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