

**AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Friday, September 25, 2020 @ 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

Click on the link below to join the meeting.

<https://zoom.us/j/99649579879>

1. Welcome and introduction of newly appointed Civil Service Commissioner Wanda Lary.
2. Review and approval of the August 18, 2020, Civil Service Commission meeting minutes.
3. Review and action on the following eligibility list(s):
 - a) Custodian #10/BOE – (original certification 09/25/2018) – No action, list expired.
4. Review and certification of the following eligibility list(s):
 - a) Assistant Building Official (ABO Structural)
 - b) Assistant Building Official (ABO Electrical)
 - c) Fire Lieutenant
5. Review and action on the following application(s):
 - a) Police Detective (17 applicants)
 - b) School Nurse – (6 applicants)
6. Correspondence from Human Resources Director/BOE Gary Highsmith requesting a promotional recruitment from within UPSEU Local 424 Unit 2 and if necessary open competitive recruitment for the position of Clerk 11/BOE.
7. Correspondence from Human Resources Director/BOE Gary Highsmith requesting a temporary appointment of Ethel Garcia to the position of School Nurse for a period of up to five (5) months.
8. Adjourn:

TOWN CLERK
HAMDEN, CT
2020 SEP 23 P 3:56
REC'D AND FILED BY

MINUTES
CIVIL SERVICE COMMISSION
ELECTRONIC MEETING
Tuesday, August 18, 2020 @ 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
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**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 9:06 A.M. with Commissioner Kyle Blake in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Building Official Robert Labulis, Tax Collector Kathleen Flynn, Police Chief John Sullivan, Fire Chief Gary Merwede and Town Planner Daniel Kops.

1. Review and approval of the July 21, 2020 Civil Service Commission meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Clerk 6/BOE – (original certification 08/06/19) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.
 - b) Central Communications Technician – (original certification 08/06/19) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.
 - c) Deputy Finance Director – (original certification 02/04/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to allow the list to expire.
 - d) Library Custodian – (original certification 02/04/2020) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/04/2021.
 - e) Assistant Animal Control Officer – (original certification 08/21/2018) – No action, list will expire.

- f) Maintainer Public Works & Parks – (original certification 02/19/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.
3. Review and action on the following application(s):
 - a) Assistant Building Official/Electrical/Structural – (12 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that all applicants be allowed to participate in the structured oral examination.
 4. Correspondence from Fire Chief Gary Merwede requesting promotional recruitments from within IAFF Local 2687 for the positions of Battalion Chief and Fire Captain. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitments.
 5. Correspondence from Acting Police Chief John Sullivan requesting a promotional recruitment from within UPSEU/COPS Local 062 for the position of Detective. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
 6. Correspondence from Town Planner Daniel Kops requesting a promotional recruitment from with AFSCME Local 2863 and if necessary open competitive recruitment for the position of Zoning Enforcement Officer. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
 7. Correspondence from Finance Director Curtis Eatman requesting a promotional recruitment from with AFSCME Local 2863 and if necessary open competitive recruitment for the position of Assistant Assessor. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
 8. Under Old Business Mr. Kelley informed the Commission after a brief discussion that a third Commissioner has not been appointed.
 9. Under New Business was a discussion of two recruitment requests that were submitted late. It was decided that they will be put on the next meeting agenda and will be voted on at the next meeting. The Commissioners also discussed the posting requirements of the Executive Order and determined that New Business items have to be put on the following meeting agenda to be in compliance with the state requirements.

Minutes (Continued)
Civil Service Commission
August 18, 2020

Page 3.

10. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to Adjourn at 9:32 AM.

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

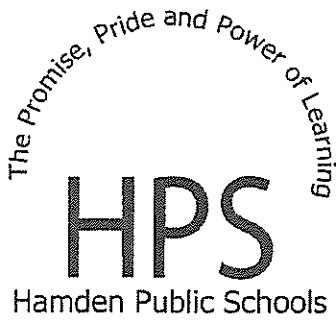
TOWN CLERK
HAMDEN, CT
2020 AUG 21 P 3:35
REC'D AND FILED BY

Custodian #10/BOE
Eligibility List
Tuesday, September 25, 2018

Rank	Last Name	First Name
1	Wildman	Carl 10/30/18 Appointed 12/2/18
2	DeGroot	Kyle 10/30/18, 5/29/19 NI Employed by Vall.
2	Higgins (Temp in Library) 10/9/18	Brendan 10/30/18, 5/29/19 Appointed 6/17/19
2	Martindale	David 10/30/18, 5/29/19 10/26/19
2	Shields Remove from list ^{see} email	Kevin 10/30/18, 5/29/19 No longer interested
3	Lockery Remove from list ^{see} email	David 10/30/18, 5/29/19 NI Now 10/26/19 NI 9/3/2020
4	Ardito	James 6/7/19 10/26/19 1/6/20
5	Bairne	Brian 6/7/19 10/26/19 Appointed 12/4/19
5	Casale	Michael 6/7/19 Appointed 6/12/19
5	Droney	Brian 6/7/19 10/26/19 1/6/20, 9/8/2020
5	Fredricksen	Eric 6/7/19 10/26/19 1/6/20 Appointed 3/2/2020
5	Jannetty	Joseph 6/7/19 10/26/19 1/6/20 9/8/2020
5	McDermott	Brian 6/7/19 10/26/19 1/6/20 9/8/2020
5	Ward	Mark 6/7/19 10/26/19 Appointed 12/4/19
6	Amore	Daniel 9/8/2020 Appointed 9/22/2020
6	Elmuhr	Ferris 9/8/2020
6	Felicello	Philip 9/8/2020 Appointed 9/22/2020
6	Ginnetti Jr	Dominick 9/8/2020 Appointed 9/22/2020
7	Vogt Jr	Kurt
8	Kurpios	Damian
8	Stevens	William
9	Armstrong	Gregory
9	Catenza	Richard
10	Fischer	Shaun
10	Sannino	Jacqueline
11	Acampora	Michael
11	Bauta	Bujar
11	Flonc	Joseph
11	Greco	Bonnie
11	Sannino	Dominick
12	Nerone	Robert

Certified by the Civil Service Commission on: September 25, 2018

3/19/19
10/15/19
5/5/2020



Jody Ian Goeler, Superintendent
Christopher C. Melillo, Assistant Superintendent

August 17, 2020

Kenneth Kelley
Personnel Director
Civil Service Commission
Town of Hamden
2372 Whitney Avenue
Hamden, CT 06518

Dear Mr. Kelley:

We currently have an open position for Clerk 11 at Hamden Public Schools. Therefore, we are requesting a certified list for Clerk 11. If there is no certified list for Clerk 11 we would request that you begin a recruitment for Clerk 11. I have attached a job description.

As always thank you for your continued cooperation.

Sincerely,

A handwritten signature in black ink, which appears to read "Gary Highsmith". The signature is written in a cursive style with a large, sweeping initial "G".

Gary Highsmith
Director of Human Resources

GH/al



HAMDEN PUBLIC SCHOOLS
HAMDEN, CT 06517

Title:

Clerk 11

Qualifications:

1. A high school diploma (or its equivalent) with at least four (4) years of successful employment in secretarial/clerical work
2. Ability to follow complex written and oral instructions
3. Demonstrated ability to organize and maintain files (electronically and otherwise, inclusive of confidential documents), and answer telephones courteously and professionally
4. Knowledge of and expertise with modern office practices and procedures, including but not limited to desktop application software (i.e. Microsoft Office, Microsoft Word, Outlook, Power Point, Excel, or equivalent software systems) and MUNIS and Power School
5. Ability to complete tasks independently and in a timely manner
6. Ability to perform clerical and accounting oriented duties
7. Such alternatives to the above qualifications as the Board or the Superintendent may find appropriate and acceptable

Reports to:

Designated Supervisor

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Goal:

To provide administrative and secretarial assistance to Hamden Public Schools administration

Examples of Performance Responsibilities:

1. Performs diverse clerical duties requiring a high degree of responsibility and independent judgment which involves knowledge of modern office practices and procedures, regulations and laws pertaining to children requiring special education services
2. Processes, verifies and records requisitions, orders, bills, invoices, payrolls, claims, tax returns, purchase orders, warrants, and other related forms
3. Maintains accurate files and accounting records of tuition bills, homebound services, tutorial services, transportation services, bank statements, trial balances, and contractual agreements
4. Orders yearly office supplies and helps in preparing office budget
5. Maintains class lists and information related to outside placements
6. Arranges for transportation of students in special education programs and maintains transportation lists
7. Prepares data for local, state and federal reports as requested
8. Types correspondence, reports, lists, schedules, statements and department budgets
9. Interacts effectively with visitors, and arranges appointments for immediate supervisor as necessary
10. Protects the confidentiality of sensitive information
11. Enters data into the Hamden Public School's student data system
12. Coordinates and maintains student records in conjunction with the Supervisor
13. Prepares and distributes agendas and minutes for Curriculum Committee, Administrative Council meetings, Directors' meetings, Principals meetings, and other meetings as the immediate supervisor may deem appropriate

14. Coordinates some aspects of school lunch program with business supervisor or his/her designee (i.e. Nutra-Kids)
15. Assists in the preparation of grant proposals and grant budgets
16. Performs all other duties and responsibilities as assigned and directed by the immediate supervisor

Job Responsibility Requirements: All work is to be conducted in compliance with applicable employer, state, local and federal safety and environmental requirements.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, sit, and talk or hear. The employee uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee is regularly required to reach with hands and arms. The employee may be required to lift, push and/or move up to 50 pounds, including office supplies and materials. The employee must be able to hear clearly (correctable to within normal limits) to record telephone information. The employee needs to be able to tell where a sound is coming from in a noisy environment. Specific vision abilities required by this job include vision correctable to 20/20, distance vision, depth perception and peripheral vision. Adaptive technology may be used. There is some stress in interacting with children, parents or the public.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

There is regular intermittent exposure to a computer screen. The employee must work with public and other staff, continuously meeting multiple demands from several people. The noise level in the work environment is usually moderate and is acceptable to this particular environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment:

Civil Service. UPSEU Local 424 Unit 2. Twelve Month work year.

Evaluation:

Performance of the person holding this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

***This job description is not, nor is it intended to be, a complete statement of all the duties, functions and responsibilities required in this position.**

This job description represents a list of responsibilities for all Classification 11 clerks. The specific performance requirements for each Classification 11 position will depend upon the specific position held by the employee.

Hamden Public Schools is an equal opportunity employer

Ken Kelley

From: Highsmith, Gary <ghighsmith@hamden.org>
Sent: Wednesday, September 9, 2020 8:26 AM
To: Ken Kelley
Cc: Jody Goeler; Lucarelli, Ann
Subject: attention Civil Service Commission (Nurse appointment)

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize and contact the sender to verify the content is safe.

Hello Ken,

Please be advised that we had a School Nurse resign late last week. We cannot open schools without a nurse in every school, especially during this COVID-19 pandemic. While I have been able to fill two other School Nurse vacancies in the last week, in order to fill this one, I needed to interview and choose a School Nurse from among the applications that are yet to be approved by Civil Service. However, based upon information and belief, it is my understanding that pursuant to Civil Service Rule 9 Section 2.c., the Commission can authorize a temporary appointment, not to exceed five (5) months, to a vacancy in any position class pending the preparation of an appropriate eligibility list.

As such, please be advised that I would like to appoint Ethel Garcia to the vacant School Nurse position in Hamden Public Schools. Ethel has filed an application with Civil Service.

I do not have email addresses for anyone on the Civil Service Commission, so if you could forward this I would appreciate it.

Gary Highsmith
Director of Human Resources
Hamden Public Schools