

AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday October 5, 2021 @ 9:00 A.M.
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This will be an Electronic Meeting and
In Person Meeting at the Hamden Government Center
Main Conference Room Third Floor
Public Questions can be emailed to CSC@hamden.com
ZOOM Link: <https://us06web.zoom.us/j/89220438002>

1. Review and approval of the Civil Service Commission Minutes:
 - a) Special meeting, September 16, 2021

2. Review and action of the following eligibility list(s):
 - a) Fire Lieutenant – (original certification 10/06/20)
 - b) Assistant Building Official Structural (original certification 10/06/20)
 - c) Assistant Building Official Electrical (original certification 10/06/20)

3. Review and Action on the following application(s):
 - a) Account Clerk – 7 applicants (external)
 - b) BOE School Nurse – 1 applicant

4. Review and certification of the following eligibility list(s):
 - a) Purchasing Technician
 - b) Elderly Outreach Counselor
 - c) Truck and Equipment Mechanic
 - d) Land Records Technician

5. Review and Approval of the following job description(s):
 - a) Administrative Secretary - Personnel

6. Correspondence from Finance Director Scott Jackson requesting a promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Real Property Appraiser.

7. Correspondence from Town Clerk Vera Morrison requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Assistant Town Clerk.

8. Public Correspondence:

9. Old Business:

Tabled Item - Correspondence from Assistant Superintendent for Human Resources and Administration Gary Highsmith regarding Custodian/Class 10 status.

**Civil Service Commission
Regular Meeting Agenda (continued)**

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10. New Business:

11. Adjourn:

TOWN CLERK
HAMDEN, CT
2021 SEP 22 P 3:39
REC'D AND FILED BY

**MINUTES
CIVIL SERVICE COMMISSION
Special Meeting
Thursday, September 16, 2021 @ 9:00 A.M.
Hamden Government Center
Main Conference Room - Third Floor
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**

**This was an Electronic Meeting and
In Person Meeting at the Hamden Government Center
Main Conference Room Third Floor**

The link below was provided to join the meeting.

<https://us06web.zoom.us/j/84463009691>

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

<https://us06web.zoom.us/rec/share/9uspMvx5q3fporcIfHh-knYm09qT5ug0wZOymbgojSeqL-DEWG2Dx8KStQ6S.O8J6RdRecAMZAE5L>

****If prompted for a password, enter: 7HHBx@1=**

*****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.**

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.**

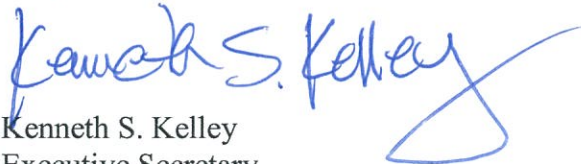
Chairperson Andrea Lobo called the meeting to order at 9:04 A.M. with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Kenneth Kelley, Benefits Technician Kathleen Walsh, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Library Director Melissa Canham-Clyne, Public Works Director Craig Cesare and Elderly Services Coordinator Suzanne Burbage.

1. Review and approval of the August 3, 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) Library Custodian- On a request made by Library Director Melissa Canham-Clyne and a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that the list would not be recertified.
 - b) ELFF/Paramedic- 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 1/17/2022.

- c) CFF/EMT- 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 1/17/2022.
3. Review and action on the following applications(s):
 - a) Maintainer I- (64 applicants) - held for Executive Session.
 - b) Land Records Technician (3 applicants) - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision that one (1) applicant met the minimum qualifications and would move on in the process.
 - c) Elderly Services-Outreach Counselor - (6 external applicants) - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that three (3) external applicants met the minimum qualifications and would move on in the process.
 - d) Payroll Clerk - (22 applicants) - On a motion by Chairperson Lobo, seconded by Chairperson Andrews, it was the unanimous decision of the Commission that nine (9) applicants met the minimum qualification and would move on in the process.
 - e) Purchasing Technician – (4 external applicants) - On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) external candidates met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
 - a) Secretary/Elderly Services Department – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 03/16/2022.
 - b) Information Technology 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 03/16//2022
5. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within the AFSCME Local 1303-115 and an open competitive recruitment for the position of Librarian Part-time. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment.

6. Correspondence from Assistant Superintendent for Human Resources and Administration Hamden Public High Schools Gary Highsmith regarding Custodian/Class 10. On a motion by Chairperson Lobo, seconded by Commissioner Andrews this item was tabled.
7. Old Business – No motions were made under Old Business.
8. Public Correspondence: There were no items of Public Correspondence to discuss.
9. Executive Session: On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to go into Executive Session at 9:25AM. On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to come out of Executive Session at 9:56AM.
10. New Business:
 - a) Certified Police Applicant List – (11 applicants) - On a motion by Chairperson Lobo seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve eight (8) applicants to move forward in the process.
 - b) Maintainer I – (63 applicants) - On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the commission to accept thirty eight (38) applicants to move on in the process.
11. On a motion by Chairperson Lobo, seconded by, Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:57 A.M.

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

Secretary Elderly Services

Eligibility List

September 16, 2021

1.) Natalie Barletta

2.) Kimberly Craft

3.) Kathleen Walsh

Certified by the Civil Service Commission on September 16, 2021.

**IT Technician Eligibility List
September 16, 2021**

Rank	Last Name	First Name
1	Xavier	Russell
2	Brown	Robert
3	Abdelhadi	Moucir
4	Pinho	Ricardo
5	Landock	Keith
6	Zdanis	Brian
7	Martinez	Abner
8	Garcia	Marc
9	Cuppini	Jonathon
10	Redding	Brian
11	Louisfin	Alland
12	Merritt	Richard

Certified by the Civil Service Commission on September 16, 2021.

**Fire Lieutenant
Eligibility List
October 6, 2020**

Rank	Candidate
1	Gagnon, Brian
2	DeLine, Michael O.
3	DeBurra, Lawrence
4	Blake, Scott
4	Orourke, Douglas
6	Borelli, Nicholas
7	Schaffer, Shane, Sr.
8	Hilbert, Edward, Jr.
9	Quick, Russell
10	Sperl, Michael
11	Pouncy, Raymond
12	Paczowski, Donald
13	Torres, Luis
14	Martin, Kevin A.
15	Kellick, Matthew
16	Ferrucci, Giovanni
17	Postemsky, Stephen
18	Hwang, Nelson
19	Mordecai, Michael
20	Colandrea, Michael
21	Davis, Jason
22	Bowden, Lawrence

11/10/2020 Appointed 12/4/2020

11/10/2020

11/10/2020

Certified by the Civil Service Commission on October 6, 2020

4/20/2021

ABO Structural Eligibility List
Eligibility List
Tuesday, October 6, 2020

Rank	Candidate Name
1	Dillon, Robert <i>10/8/2020</i>
2	Diamond, Edward <i>10/8/2020</i>
3	Lubus, Mark <i>10/8/2020</i>
4	Farquharson, Scott

Appointed 11/30/2020

ABO Electrical Eligibility List
Eligibility List
Tuesday, October 6, 2020

Rank	Candidate Name
1	Haynes, Seon <i>10/8/2020</i>
2	Brown, William <i>10/8/2020</i>
3	Young, Wanakee <i>10/8/2020</i>

Appointed 12/16/2020

Certified by the Civil Service Commission on 10/06/2020

4/20/2021

Ken Kelley

From: Scott Jackson
Sent: Tuesday, September 28, 2021 10:14 AM
To: Ken Kelley
Cc: Brigitte Cogswell
Subject: Real Estate Appraiser

Please begin the recruiting process for the position of real Estate Appraiser in the Assessor's office. Feel free to contact me if you have any questions.

scott

Scott D. Jackson
Director of Finance
Town of Hamden
2750 Dixwell Avenue
Hamden, CT 06518

(203) 287-7007

www.hamden.com

I would request for the CSC meeting on October 5 that the following be included

Please begin an immediate recruitment for Assistant Town Clerk.

This is a critical position within the office that takes over in the absence of Town Clerk, and there are Asst Town Clerks all over the state that are retiring.

I will be retiring myself on November 29th, and want to make sure the qualified and trained staff are in place before I leave.

Please honor this request as time is of essence for the critical statutory work we do in this office, and this will be a harder position to fill.

Vera Morrison, Town Clerk
Hamden Government Center
2750 Dixwell Avenue
Hamden, CT 06518
(203) 287-7162 (Office phone)

Ken Kelley

From: Highsmith, Gary <ghighsmith@hamden.org>
Sent: Friday, September 3, 2021 2:05 PM
To: Ken Kelley
Cc: Jody Goeler; Sue Gruen; Ariola, Tom; Lucarelli, Ann; 'William Ryan'
Subject: custodial positions

Hello Ken,

As you may be aware, the role played by custodians during this pandemic has become more prominent than in any time in recent memory. Not only are we paying a great deal in overtime to custodians due to the number of vacancies we have, but we cannot expect custodians to continue at this pace. In addition, we only have one HVAC person in the district. While Ken Kaminsky is doing outstanding work as with our HVAC, we need to be able to hire another person. Although we have asked for a Class 10 custodial test, it is my understanding that there has been no testing for a custodian Class 10, and as a result, the list remains expired.

It is neither my desire or intention to violate Civil Service policies, procedures or requirements in terms of hiring. However, in speaking with Jody, we find ourselves in a position that requires us to move forward with our own hiring process in order to ensure that we have a sufficient custodial force as early as next week. I would appreciate an opportunity to continue to work collaboratively with you so that we can find a way to get the custodians we need right away. I know that Monday is a Holiday, but I am confident that if we talk on Tuesday of next week, we will be able to resolve this pressing issue before having to move forward outside of the civil service process.

I look forward to working with you in order to find a swift and appropriate resolution regarding this important matter.

Gary Highsmith
Assistant Superintendent for Human Resources and Administration
Hamden Public Schools