

**AGENDA  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING**

**Thursday, February 23, 2023 @ 9:00 A.M.**

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

**Public Questions can be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**

**ZOOM Link: <https://hamden.zoom.us/j/89812998524>**

- 1. Call the meeting to order**
- 2. Public Input**
- 3. Review and approval of the following minutes:**
  - a. Regular Meeting February 7, 2023
- 4. Review and approval of the following application(s):**
  - a. Purchasing Buyer
  - b. School Nurse
- 5. Review and approval of the following new eligibility list(s):**
  - a. Real Property Appraiser
- 6. Review and approval of the following job description(s):**
  - a. Youth Services Outreach Counselor
  - b. Community Development Program Specialist
- 7. Correspondence from Finance Director Curtis Eatman requesting a promotional and, if necessary, an open and competitive recruitment for the position of Back Tax Collector.**
- 8. Correspondence from Director of Arts, Culture & Wellness Karen Bivens requesting a promotional and, if necessary an open and competitive recruitment for two positions of Community Development Program Specialist, and Youth Services Outreach Counselor.**

**9. Executive Session:**

- a. Discussion regarding the job description and job qualifications for the Police Lieutenant recruitment.

**10. Vote to rescind or accept the application for Police Lieutenant.**

**11. Old Business:**

**12. Adjourn:**

MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING

Tuesday, February 7, 2023 @ 9:00 A.M.

7 2023 FEB 14 A 8:47

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

Public Questions can be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)

ZOOM Link: <https://hamden.zoom.us/j/89812998524>

[https://hamden.zoom.us/rec/share/AOWjrXOt5XZuXYvZCZcU4A3bJHzpFO4GwvqGOBGiGP-cHUv-bd45o1\\_gLYGcr9I5.rGRukC27FcGxEmWi?startTime=1675778533000](https://hamden.zoom.us/rec/share/AOWjrXOt5XZuXYvZCZcU4A3bJHzpFO4GwvqGOBGiGP-cHUv-bd45o1_gLYGcr9I5.rGRukC27FcGxEmWi?startTime=1675778533000)

\*\*\*\*\*If prompted for a passcode enter: [jD4!@f69](#)

\*\*\*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](http://www.hamden.com/AgendaCenter).

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

Public questions were be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)

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

Chairperson Lobo called the meeting to order at 9:02 a.m., with Commissioner Curt Andrews and Commissioner Helen Ward in attendance. Also present were: Director of Personnel Brigitte Cogswell, Administrative Assistant Erica Blue, Fire Commissioner Gary Tinney, Captain Julio Lopes, Acting Police Chief Timothy Wydra, Police Lieutenant William Onofrio, Human Resources Officer Nadia Balassone, Town Planner Eugene Livshits, Fire Chief Jeffrey Naples and Town Attorney Susan Gruen.

1. **Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:02 a.m.
2. **Public Input**—Public Input from Police Lieutenant William Onofrio regarding his application for Deputy Police Chief.
3. **Review and approval of the following minutes:**
  - a. Regular Meeting January 19, 2023—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the minutes with the amendment under item 9, to correct Chairperson Lobo's name.

- b. Special Meeting January 30, 2023—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes.

**4. Review and approval of the following application(s):**

- a. Zoning Enforcement Officer—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the four (4) applicants to move forward in the process.
- b. Real Property Appraiser—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the one (1) applicant to move forward in the process.
- c. Account Clerk—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the seven (7) applicants to move forward in the process.
- d. Foreman of Buildings—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the four (4) applicants to move forward in the process.

**5. Review and approval of the following eligibility list(s):**

- a. Clerk Typist (original certification August 3, 2021)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the list for six (6) months until August 7, 2023.
- b. Battalion Chief (original certification July 8, 2021)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission for the list expire.

**6. Review and approval of the following new eligibility list(s):**

- a. Teen Librarian II—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the eligibility list.

**7. Executive Session:**

- a. Discussion to rescind or accept the name on the Firefighter/Paramedic eligibility list (action taken at 1/30/2023 Special Civil Service Meeting).
- b. Discussion regarding the job description and job qualifications for Police Detective, Lieutenant, Sergeant and Deputy Police Chief Recruitment.

**8. Vote to rescind or accept the new Firefighter/Paramedic on the Entry Level Firefighter/Paramedic eligibility list**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to go into executive session at 9:16 a.m.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to go back into regular session at 10:01 a.m.

- a. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to take no action on this item.

**9. Vote to rescind or accept the applications for Police Detective, Lieutenant, and Sergeant**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to go into executive session at 9:16 a.m.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to go back into regular session at 10:01 a.m.

- a. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission to remove one candidate from the Sergeant, Detective, Deputy Police Chief and Lieutenant applicant list because they do not meet the minimum qualifications.


**10. New Business:**

- a. Correspondence from Acting Police Chief Timothy Wydra requesting open and competitive recruitment for the position of Central Communications Technician—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the recruitment.

**11. Old Business:** No Old Business.

12. **Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 10:06 a.m.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel

|                  |                                |  |
|------------------|--------------------------------|--|
|                  | <b>Real Property Appraiser</b> |  |
|                  | <b>Eligibility List</b>        |  |
|                  | <b>Feb. 23, 20223</b>          |  |
|                  |                                |  |
| <b>Last Name</b> | <b>First Name</b>              |  |
|                  |                                |  |
| Cambino          | Gina                           |  |
|                  |                                |  |
|                  |                                |  |
|                  | <b>CSC Certified 02/23/23</b>  |  |

## Erica Blue

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**From:** Curtis Eatman  
**Sent:** Wednesday, February 15, 2023 4:03 PM  
**To:** Erica Blue  
**Cc:** Brigitte Cogswell; Nadia Balassone  
**Subject:** Back Tax Collector Recruitment

Hi Erica,

Please open the recruitment for Back Tax Collector in the Tax Office. The position is vacant and the need to start recruitment immediately is critical for this office.

If you have any questions, please let me know,

Sincerely,

Curtis



## Erica Blue

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**From:** Karen Bivens  
**Sent:** Thursday, February 16, 2023 4:48 PM  
**To:** Brigitte Cogswell  
**Cc:** Erica Blue  
**Subject:** open recruitment request  
**Attachments:** Community Development Program Specialist 10.04.22.pdf

Hello Brigitte,

I would like request to open the recruitment for Community Development Program Specialist and Youth Services Outreach Counselor. I would also like to request the addition of "bilingual preferred" to the clerk/typist position and open recruitment for that position at the Keefe Community Center.

Thank you.

*Karen Bivens  
Director of Arts, Culture, Recreation, and Wellness  
Town of Hamden  
2750 Dixwell Ave.  
Hamden, CT 06518  
Ph: 203.287.2852 Cell: 475.306.5246  
[Click here to sign up for Town of Hamden Updates](#)*

## Erica Blue

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**From:** Karen Bivens  
**Sent:** Friday, February 17, 2023 10:05 AM  
**To:** Brigitte Cogswell  
**Cc:** Erica Blue; Erica Blue  
**Subject:** Youth Services Job Description  
**Attachments:** Youth services JD.docx

Hello,

Please see attached the amended job description for Youth Services Outreach Counselor for which I have requested opening recruitment.

Please add license and physical requirements to description as required.

Thank you.

*Karen Bivens  
Director of Arts, Culture, Recreation, and Wellness  
Town of Hamden  
2750 Dixwell Ave.  
Hamden, CT 06518  
Ph: 203.287.2852 Cell: 475.306.5246  
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