

**AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Thursday, September 16, 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) Regular meeting, August 3, 2021

2. Review and action of the following eligibility list(s):
 - a) Library Custodian – (original certification 02/04/2020)
 - b) ELFF/Paramedic – (original certification 01/17/2020)
 - c) CFF/EMT – (original certification 01/17/2020)

3. Review and Action on the following application(s):
 - a) Maintainer I – (64 applicants)
 - b) Land Records Technician – (3 applicants)
 - c) Elderly Services – Outreach Counselor (6 external applicants)
 - d) Payroll Clerk – (22 applicants)
 - e) Purchasing Technician – (3 external applicants)

4. Review and certification of the following eligibility list(s):
 - a) Secretary/Elderly Services Department
 - b) Information Technology Technician

5. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within AFSCME Local 1303-115 and open competitive recruitment for the position of Librarian Part-time.

6. Correspondence from Assistant Superintendent for Human Resources and Administration Hamden Public Schools Gary Highsmith regarding Custodian/Class 10 status.

7. Old Business:

8. Executive Session:

9. New Business:
 - a) Certified Police Officer applicant list.

10. Adjourn:

TOWN CLERK
HAMDEN, CT
2021 SEP 11 P 12:15
REC'D AND FILED BY

**MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, August 3, 2021 @ 9:00 A.M.

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 9:05 AM 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, Purchasing Agent Philip Goodwin, Director of Public Works and Parks Craig Cesare and Elderly Services Coordinator Suzanne Burbage.

1. Review and approval of the July 20, 2021, regular meeting minutes and, the July 22, 2021, Civil Service Commission special meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve both of the minutes.
2. Review and action on the following eligibility list(s):
 - a) Clerk 6/BOE – expiring on 08/06/2021 – No action.
 - b) Central Communications Technician – expiring 08/06/2021 – No action.
3. Review and Action on the following application(s):
 - a) Truck Mechanic – (8 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that seven (7) applicants meet the minimum qualifications and will move on in the process.

- b) Elderly Outreach Counselor – (3 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that two (2) applicants meet the minimum qualifications and will move on in the process.
 - c) Secretary/ Elderly Services – (3 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) applicants meet the minimum qualifications and will move on in the process.
 - d) Purchasing Technician – (1 applicant) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that one (1) applicant meets the minimum qualifications and will move on in the process.
 - e) Maintainer I – (64 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to move this item to the next Civil Service Commission meeting.
4. Review and certification of the following eligibility list(s):
- a) Clerk Typist – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission to certify the eligibility list for a six (6) month period ending 02/03/2022.
 - b) Fire Captain – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of Commission to certify the eligibility list for a six (6) month period ending 02/03/2022.
5. No motions were made under Old Business.
6. New Business:
- a) Chairperson Lobo requested that a policy be put in place when reviewing applications, that any incomplete applications, unsigned applications or applications stating particular experience with no supporting information be disqualified from review by the Commission. Executive Secretary Kelley and the Commissioners all agreed this is a practice that will be implemented.
 - b) Director Cesare requested that the testing process for Public Works positions be discussed. Director Cesare suggested that the Truck Mechanic applicants be given a written and oral examination. Director Cesare suggested that the Maintainer applicants be given an agility test and an oral examination possibly on a Saturday or in the evening. Executive Secretary Kelley and the Commission agreed that this testing procedure will be arranged.

7. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:24 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kenneth S. Kelley". The signature is written in a cursive style and includes a large, stylized flourish at the end that forms a triangle.

Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HANDEN, CT
2021 AUG - 6 A 11: 34
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**Clerk Typist
Eligibility List
Tuesday, August 3, 2021**

Internal Candidate Name
Natalie Barletta <i>No longer interested</i>

Rank	Candidate Name
1	Newton, Jeremy
2	Ciresi, Anna
3	Kearney, Kelly
4	Boulton, Laurene
4	DellaCamera, Sherril
4	Luedee, Jennifer
5	Chieppo, Kirsten
5	Rowe, Cieanna
6	Greco, Carol
6	Nicholson, Joy
7	Catone, Rosa
7	Villano, Theresa
8	Perregaux, Laura
9	Caro, Brunilda
9	Dissanayake, Maya
9	Quigley-DeDomenico, Nancy
9	Sanfacon, Denyse
10	Adams, Lamonica
11	Rainey, Alison
11	Wheeler, Kailey
12	Haury, Adam
13	Slaine, Sean

Certified by the Civil Service Commission on: August 3, 2021

**Hamden Fire Captain Eligibility List
August 3, 2021**

Rank	Candidate
1	Lennon, Richard
2	Dowling, Michael
3	Wood, David
4	Martin, Kevin P.
5	Such, Daniel
6	Osiecki, Daryl
7	McCarthy, James
8	Lopes, Julio
9	Anderson, Joseph

Certified by the Civil Service Commission on August 3, 2021.

**Library Custodian
Eligibility List
Tuesday, February 4, 2020**

Rank	Candidate
1	Lorincz, William <i>2/18/2020</i>
2	Serdy, John <i>2/18/2020</i>
3	Bunyaminu, Abdu-Aziz <i>2/18/2020</i> <i>Appointed</i>
3	Delgado, Emmanuel <i>2/18/2020</i>
3	Masi, Robert <i>2/18/2020</i>
4	Sanchez, Angelo
5	Clement, Edward
6	Giagrande, Paul
6	Langley, Charles

Certified by the Civil Service Commission on: February 4, 2020

8/18/2020
2/2/2021

Hamden Fire Department - FF/Paramedic Testing
 Summary of Written Examination and Oral Interview Scores

Overall Ranking	Last Name	First Name
1	Phelan	Robert
2	Nolan	Matthew
3	D'Costa	Melroy
4	McGoldrick	Jeffery
5	Rudewicz	Connor
6	Dosin	Christopher
7	Stalzer	Erik
8	Hanson	Abigail
9	Crouch	Timothy
10	Dempsey	Thomas
11	Rahmlow	Christopher
12	Canny	Ian
13	Montanye	Matthew
14	Inzucchi	Charles

1/24/2020 Appointed 2/3/2020
 1/21/2020 Appointed 2/3/2020
 1/21/2020
 1/21/2020 Appointed 2/3/2020
 1/21/2020
 1/21/2020 Appointed 2/3/2020

Certified by the Civil Service Commission on: January 17, 2020

7/14/2020
 1/5/2021 2 months
 3/16/2021 CSC meeting
 9/17/2021 6 months ext given

**Certified Firefighter/EMT
Eligibility List
January 17, 2020**

Rank	Candidate
1	Pretty, Harley 1/31/2020 Appointed 2/10/2020
2	Deskin Jr, Timothy 1/31/2020 Appointed 2/10/2020
3	Kosiorowski, Kyle 1/31/2020
4	Fitzmaurice, William 1/31/2020 Appointed 2/10/2020
5	Gould, Terrance 1/31/2020 Appointed 2/10/2020
6	Coniglio, Kyle 1/31/2020
7	Hopkins, John
8	Oster, Gary

Certified by the Civil Service Commission on January 17, 2020.

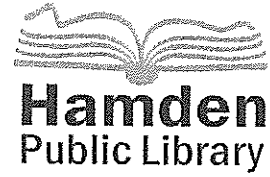
7/14/2020

1/5/2021 2 months

3/10/2021 CSC Meeting

9/17/2021 6 months ext. given

memo



Hamden Public Library

To: Ken Kelley <KKelley@Hamden.com>
From: Melissa Canham-Clyne
CC: Brigitte Cogswell, Renee Morgan
Date: August 11, 2021
Re: Need new part-time librarian list

The Hamden Public Library has exhausted the current list of candidates for the part-time librarian positions. Please initiate a new recruitment list.

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