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REC'D AND FILED BY

MINUTES
CIVIL SERVICE COMMISSION
SPECIAL MEETING

Tuesday, January 06, 2022 @ 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/89220438002>

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

<https://us06web.zoom.us/rec/share/szofYRSK3ipD0qEODWV0PwEm38z8quNtE0No4dc9Tmdl6DtsXBnqVcsj7CE4K9FS.tJjsGO7jCjdp7nmX>

***If prompted for a password, enter: v3*!d.Ul

***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 be emailed to 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 Andrea Lobo called the meeting to order at 9:05 A.M., with the Commissioner Curt Andrews and Commissioner Carol Noble in attendance. Also present were, Executive Secretary Brigitte Cogswell, Administrative Secretary Erica Blue, and Chief of Staff Sean Grace.

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular meeting, December 21, 2021- On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following application(s):
 - a) Fire Inspector – 5 applicants: On a motion by Chairperson Lobo seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve the five applicants.
 - b) Chief Assessor—2 applicants: On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the two applicants.

- c) Real Property Appraiser—3 applicants: On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the three applicants.
3. Review and certification on the following eligibility list:
 - a) Chief Assessor: On a motion by Chairperson Lobo seconded by Chairperson Noble it was the unanimous decision of the Commission to certify the list of two applicants.
 - b) Real Property Appraiser: On a motion by Chairperson Lobo seconded by Chairperson Noble it was the unanimous decision of the Commission to certify the list of two applicant.
4. Review and approval of the following job description(s):
 - a) IT Manager: On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the job description.
5. Entry-level firefighter/Paramedic Result
 - a) Entry Level Firefighter/Paramedic eligibility list: On a motion by Chairperson Lobo seconded by Chairperson Noble it was the unanimous decision of the Commission to certify the list of six applicants.
6. Correspondence from Chief of Staff, Sean Grace, requesting promotional recruitment from within Local 424, UPSEU Unit #23 and if necessary, open competitive recruitment of the position for IT Manager.—On a motion by Chairperson Lobo seconded by Chairperson Noble it was the unanimous decision of the Commission to begin open and competitive recruitment for IT Manager.
7. Correspondence from Chief of Staff, Sean Grace, requesting open competitive recruitment of the position for Town Engineer (informational only).
8. Old Business:
 - a. The full BOE Clerk 7 eligibility list has been sent to HR Director Gary Highsmith. If Highsmith wants to proceed with an external recruitment his office should post the position and conduct the testing as we agreed. Civil Service already approved the process for BOE to manage their own recruitments for all Clerk positions.
9. Public Input: no public input.

10. Adjourn: On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:38 A.M

Respectfully submitted,

Brigitte Cogswell (EB)

Brigitte Cogswell
Executive Secretary