

AGENDA
CIVIL SERVICE COMMISSION
Tuesday, October 20, 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. Review and approval of the October 6, 2020, Civil Service Commission meeting minutes.
2. Review and action on the following eligibility list(s):
 - a) Economic Development Technician – (original certification 4/16/2019)
 - b) Library Clerk – (original certification 10/15/2019)
3. Review and action on the following application(s):
 - a) Assistant Assessor – (2 applicants)
4. Review and certification of the following eligibility list(s):
 - a) Certified Police Officer
 - b) Assistant Assessor
5. Correspondence from Finance Director Curtis Eatman requesting a temporary appointment of David Stannard to the position of Chief Assessor for a period of up to five (5) months.
6. Tabled Items:
 - a) Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Associate Library Director.
 - b) Correspondence from Sergeant Matthew Barbuto and Sergeant William May regarding the Police Lieutenant Exam.
7. Old Business:
8. Adjourn:

TOWN CLERK
HAMDEN, CT
2020 OCT 16 P 2:18
REC'D AND FILED BY

MINUTES
CIVIL SERVICE COMMISSION
ELECTRONIC REGULAR MEETING
Tuesday, October 6, 2020 @ 9:00 A.M.
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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 9:07 A.M. with newly appointed Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Building Official Robert Labulis, Police Chief John Sullivan, Deputy Police Chief Bo Kicak, Police Sergeant Matthew Barbuto, Police Sergeant William May, Fire Chief Gary Merwede, Fire Training Officer Richard Lennon, Assistant Fire Marshal Nelson Hwang and Library Director Melissa Canham-Clyne.

1. Welcome and introduction of newly appointed Civil Service Commissioner Wanda Lary. Executive Secretary Kelley introduced Commissioner Lary and asked her to tell the Commission a little about her background. Executive Kelley thanked Commissioner Lary for her service to the Town.
2. Review and approval of the August 18, 2020, Civil Service Commission meeting minutes. Chairperson Lobo read and approved the minutes, it was the decision of the Commission to approve the minutes.
3. Review and action on the following eligibility list(s):
 - a) Custodian #10/BOE – (original certification 09/25/2018) – No action, list expired.
 - b) Plumber/BOE – (original certification 10/16/2018) – No action, list expired.
4. Review and certification of the following eligibility list(s):
 - a) Assistant Building Official (ABO Structural) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/06/2021.
 - b) Assistant Building Official (ABO Electrical) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/06/2021.
 - c) Fire Lieutenant - a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/06/2021.

5. Review and action on the following application(s):
 - a) Police Detective (17 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that (17) seventeen applicants met the minimum qualifications and would move on in the process.
 - b) School Nurse – (6 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that (6) six applicants met the minimum qualifications and would move on in the process.
6. Correspondence from Acting Police Chief John Sullivan regarding job certification requirements for the positions of Animal Control Officer and Assistant Animal Control Officer. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to add the certification requirements to the job descriptions for the positions of Animal Control Officer and Assistant Animal Control Officer.
7. 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. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitment.
8. 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. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the temporary appointment of Registered Nurse Ethel Garcia to the position of School Nurse for a period of up to five (5) months or until the position is filled permanently.
9. Correspondence from Acting Police Chief John Sullivan requesting a promotional recruitment from within AFSCME, Local 2863 and if necessary open competitive recruitment for the position of Assistant Animal Control Officer. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitments using the modified job description. Acting Police Chief Sullivan also requested a temporary appointment of Paris Gibbs on a part-time basis to the position of Assistant Animal Control Officer to complete mandated reports. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the temporary appointment of Paris Gibbs to the position of Assistant Animal Control Officer for up to 19 hours a week for up to 30 days to finish mandated reports.

10. Correspondence from Town Attorney Susan Gruen requesting a temporary appointment of Patricia Lujick to the position of Paralegal on a part-time basis for a five (5) month period or until the position is filled permanently. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the part time temporary appointment of Patricia Lujick for a five month period or until the position is filled permanently. Chairperson Lobo requested that Attorney Gruen send her request for recruitment to fill the position of Paralegal within thirty (30) days.
11. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Associate Library Director. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to table this item until more data can be evaluated by the Commission.
12. Correspondence from Sergeant Matthew Barbuto and Sergeant William May regarding the Police Lieutenant Exam. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to table this item until more data can be evaluated by the Commission.
13. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to adjourn at 9:49 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2020 OCT 13 A 10:47
REC'D AND FILED BY

**Economic Development Technician
Eligibility List
April 16, 2019**

Rank	Candidate
1	Forvil, Nancy
2	Williams, Vanessa
3	Barletta, Natalie
3	Landry, Pamela
4	Sangrey, Andrea

4/17/19 appointed

4/17/19

4/17/19

4/17/19

Certified by the Civil Service Commission on April 16, 2019.

11/5/19

5/5/2020

Library Clerk Part-time
Eligibility List
Tuesday, October 15, 2019

Rank	Candidate Name
1	Wheatley, Michael <i>10/29/19</i>
2	Carini, Dominic <i>10/29/19</i>
3	Keeler, Ryan <i>10/29/19 Appointed 10/30/19</i>
4	Kosowsky, Andrea

Certified by the Civil Service Commission on: October 15, 2019

5/19/2020



TOWN OF HAMDEN
FINANCE DEPARTMENT

Hamden Government Center
2750 Dixwell Ave
Hamden, CT 06518
Tel: (203) 287-7119
Fax: (203) 287-7125

Mr. Curtis M. Eatman
Director of Finance

October 16, 2020

Mr. Kenneth Kelley
Civil Service Commission
Hamden, CT
06518

Dear Mr. Kelley:

Please allow this letter to serve as my notice to the Civil Service Commission requesting a temporary appointment of Mr. David Stannard to the Chief Assessor's position. I am requesting a temporary appointment for either 5 months, or until the position is filled permanently.

I am available to answer any questions

Sincerely,

Mr. Curtis M. Eatman,
Director of Finance
Town of Hamden

Responsibilities fulfilled by this position	Benefit to Town of Hamden	Loss to Town if unfilled
<p>Serves as library's chief administrator in the absence of the Library Director.</p>	<p>As the Director's direct report and team member, the Deputy is able to quickly make administrative decisions regarding staff, facilities, and budget; may act as the Director's proxy, particularly in consortia, auxiliary, and board related voting arrangements; provides a direct line of succession.</p>	<p>Inability to quickly remedy crucial problems in the absence of the Director means employment, facility, and budget decisions will be deferred, often at a financial cost, risk of public safety, and with the possibility of labor violations. Without a direct line of succession, a vacancy in the directorship becomes even costlier to the town and creates a contentious work environment.</p>
<p>Participates in the preparation of the Library annual and capital budgets.</p>	<p>As the Director's direct report and team member, the Deputy provides valuable insight about staff, facility, and programmatic impacts on the annual budget request; by assisting to assemble the budget, the Deputy has a thorough understanding of implementation and priorities of the budget and the Town's needs.</p>	<p>Lack of institutional knowledge of staffing, facility, programs, and services means that ill informed decisions could be made that would require costly remediation and/or loss of library functions in key areas.</p>
<p>Creates and maintains an effective and positive work environment by communicating goals and expectations for staff performance by supporting employee engagement efforts.</p>	<p>As the Director's direct report and team member, the Deputy is the key liaison with all staff in communicating performance and customer service standards, and in understanding the needs of employees in being able to execute these expectations.</p>	<p>Without this position of the ratio of administrator to employee becomes 1:36, which lessens the effectiveness of the Director to successfully build a sustainable future for the library.</p>

<p>Facilitates employee professional development.</p>	<p>The Deputy's understanding of the strategic development of library services and programs for the community ensures appropriate professional development and alignment of continuing education for all staff.</p>	<p>Absent a facilitator for professional development, opportunities to improve services to Hamden residents will be diminished as often this type of programmatic support to staff growth becomes less about meeting the growing concerns/needs of the community and more about rewarding the squeaky wheel.</p>
<p>Recommends policies and procedures for orientation, performance appraisal, and retention of staff.</p>	<p>As the key liaison with staff, the Deputy lays the foundation for successful employee integration into the daily operations of the library. The greatest resource of any library is the staff. The spine of any staff is the institutional support provided by its administrators.</p>	<p>Quality of public service and morale decline without the Deputy to ensure consistency in fully preparing staff, assessing staff, and recognizing staff/boarding, staff assessment, and appropriate recognition of staff.</p>
<p>Works with the Town in recruiting of public service staff.</p>	<p>As a representative of library administration, the Deputy will efficiently and collaboratively work with the Town in finding outstanding public service staff.</p>	<p>Burdens of recruitment are not shared evenly with the Town and opportunities to guarantee thorough vetting of the Town's and library's needs might not occur, resulting in poor recruitment and, possibly, retention of solid candidates.</p>

<p>Recommends to Library Director hiring or disciplining of staff.</p>	<p>As the immediate liaison with staff and Director, the Deputy is knowledgeable concerning staffing needs, position duties, union contracts, and expectations of exceptional service.</p>	<p>By limiting administration's daily interactions and supervision of public service staff, situations that should be addressed with professional immediacy will grow into problems requiring greater outlays of attention and, possibly, money.</p>
<p>Monitors, in conjunction with the Library business office, expenditures of departmental fund allocations through internal reports making recommendations to the Director transfers from accounts as required.</p>	<p>As the Director's direct report and team member, the Deputy's skillful budgeting of resources enables the library to efficiently maintain efficacy of service.</p>	<p>Neglected opportunities to hone budget allocations to best serve the needs of the Town and library will occur.</p>
<p>Oversees work schedules of staff, recommending modifications as needed.</p>	<p>As administrator for daily operations, the Deputy understands staffing levels, union contracts, and work flows.</p>	<p>Absent an administrator to guide the daily staffing levels of the library, violations of union contracts and/or insufficient staffing to ably serve the public will occur; also, places obligation of adequate staffing onto a member of the bargaining unit, thus creating a proxy supervisor.</p>
<p>Explains goals, objectives, policies and procedures to the staff and public.</p>	<p>The Deputy's institutional knowledge and understanding of policies creates consistent outcomes for the public and is the bedrock of excellent customer services.</p>	<p>Missing immediate access to the knowledge of a daily administrator would lessen the ability of the library to provide consistent, quality service.</p>

<p>Assists in de-escalation and mediation of conflict.</p>	<p>As a primary figure representing the leadership of the library, the Deputy leads, intercedes on staff behalf, and guides proper de-escalation to ensure public safety and public service.</p>	<p>Misunderstandings could escalate into larger issues that endanger the public and staff.</p>
<p>Answers public complaints in conjunction with the Director and Town officials.</p>	<p>As an essential member of the leadership team, the Deputy uses institutional knowledge and professionalism to resolve complaints.</p>	<p>Preventing timely resolution of complaints by limiting the ability to respond, hurts the reputation of the library, is poor public service, and diminishes the value of the Town's outreach to the community.</p>
<p>Participates in Hamden Public Library board meetings, Friends of the Library meetings, committee meetings, strategic planning, and other leadership activities as required, including representing either the Library or Town on special boards or committees.</p>	<p>As an integral member of administration and the library leadership team, the Deputy is able to fully participate and advocate on the library's and community's behalf. The educational and professional breadth of this position means that the Deputy has the strategic foresight to fairly advocate for the library and community.</p>	<p>Absent the Deputy's full immersion into the library's vision and daily operations, the duty of advocating and participating in the development of effective, efficient strategies and outcomes is spread too thinly, resting squarely on the shoulders of only one administrator.</p>
<p>With the Director, plans marketing.</p>	<p>Informing the public of the Library's mission and the many services which fulfill it, is primary to expanding the use and sustainability of the library.</p>	<p>Incomplete commitment to successfully relaying the library's availability to add quality of life and learning to Hamden residents means that the library is not fully serving the community as best as possible and is, in effect, only preaching to the choir.</p>

<p>Oversees development and execution of community relations initiatives, development and implementation of internal and external branding.</p>	<p>Acting as a trusted leader in developing the library's outreach, the Deputy is able to guide staff in understanding and conveying the library's story using the many tools now available to marketing and branding.</p>	<p>Core components of successful outreach is consistency and feedback. Lacking oversight in developing the library's outreach hampers the ability to accurately and thoroughly use all available resources. It diminishes the integrity of the message.</p>
<p>Builds effective working relationships with stakeholders and community members by encouraging collaboration.</p>	<p>As a role model for the staff, the Deputy enhances the library's outreach and partnerships by sharing our resources with others.</p>	<p>Failure to build collaborative relationships with stakeholders and community members creates a library system acting as a silo in the community. Leadership is necessary to promote and negotiate active collaboration.</p>
<p>Provides a leadership role in strategic planning and service innovation for the library. Supervises cross-functional committees tasked with the execution of strategic initiatives, providing guidance to ensure effective results within the budget.</p>	<p>Using the breadth of knowledge and strategic foresight inherent in this position's qualifications, the Deputy ably steers planning, resource management, and staff involvement to ensure that the library's mission evolves to meet community needs.</p>	<p>Missing this leadership position hinders the ability to fully implement needed change in the institution because the Deputy has an unique role with regarding staff development and is also a key representative of the library to the community at large.</p>
<p>Gathers, analyzes, prepares, and presents data information to assist in assessment and evaluation of library performance to support decision making, grant writing, and strategic planning.</p>	<p>As the leader responsible for daily operations, the Deputy understands data implications for services, programs, and budgets.</p>	<p>Missing a consistent gatherer and interpreter of data, information needed for grants, program development, and evaluation of service becomes more subjective and less accurate.</p>

<p>Assists Director with branch and community development of services and programs. Supervises branch managers.</p>	<p>As a library administrator, the Deputy understands the uniqueness and commonalities of different communities and stakeholders; thus, allowing for growth of services based on community need.</p>	<p>Lack of an engaged administrator in developing community programs and services, results in neglect of library resources and community interests.</p>
<p>Manages and coordinates the Library Volunteer Program activities, including recruitment and recognition.</p>	<p>As a member of the leadership team and the primary staff facilitator, the Deputy understands the special role of volunteers in expanding outreach and successfully negotiating collaboration. The Deputy also understands union contracts and what roles a volunteer cannot undertake.</p>	<p>Without a primary leader to recruit, supervise, and encourage volunteer engagement in the library and community, opportunities to grow library collaboration and to provide service to the community will be nonexistent. There will be no recruitment, retention, or recognition of volunteers.</p>
<p>Recommends to the Director and Board new public service policies and operational procedures, or changes to existing policies and procedures.</p>	<p>In the distinctive role as a member of the library leadership team and primary staff facilitator, the Deputy is aptly prepared to understand the implications of new services, especially with regards to daily implementation.</p>	<p>Neglecting insight about how services and programs can be most efficiently and effectively implemented through daily operations, makes change more hypothetical and less practical.</p>
<p>Assists with grant writing and administration of grant funds.</p>	<p>As a member of the library leadership team, the Deputy has a thorough understanding of data, community needs, and strategic development.</p>	<p>Minus the assistance of the Deputy, less grants are applied for, administered, and researched. This results in missed opportunities to pursue beneficial services and programs that will benefit the town both financially and programmatically.</p>

<p>Works with the Director to ensure compliance with federal, state, and municipal rules.</p>	<p>As a member of the library leadership team, the Deputy ensures that the library does not violate laws and executes all services in an ethical manner.</p>	<p>Detrimentially limits the oversight of library compliance with a myriad of rules and laws.</p>
<p>Participates in professional programs and conferences to keep abreast of new methods and techniques for the improvement of library operations.</p>	<p>As a integral member of library leadership, the Deputy keeps abreast of the evolution of public libraries and best practices for delivering quality public services.</p>	<p>Staff development and evolution of the Hamden Public Library as a key life long learning asset is weakened, reducing the library's ability to add to the quality of life in Hamden.</p>
<p>Performs duties as required.</p>	<p>As the Director's direct report and the primary administrator for daily operations, the Deputy's adaptability permits the library to function even during a pandemic.</p>	<p>Removing adaptability and responsiveness in library administration, means that the library becomes inflexible and unable to change as needed when confronted with situations as unique as pandemics.</p>