

**AGENDA
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Thursday, October 29, 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/96403498778?pwd=MWRiOiMrak50RzIEaUJGT0tWVIBBZz09>**

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)
 - c) Librarian I Part-time – (original certification 05/05/2020)
 - d) Mechanic Public Works – (original certification 05/05/2020)
 - e) Account Clerk/Finance – (original certification 05/05/2020)
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. Correspondence from Town Attorney Susan Gruen requesting a promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Paralegal.
7. Adjourn:

TOWN CLERK
HAMDEN, CT
200 OCT 21 P 3:40
REC'D AND FILED BY

MINUTES
CIVIL SERVICE COMMISSION
ELECTRONIC REGULAR MEETING
Tuesday, October 6, 2020 @ 9:00 A.M.
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This was a 100% Electronic Meeting.
Public Questions were emailed to CSC@hamden.com
Click on the link below to join the meeting:
<https://zoom.us/j/99649579879>

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

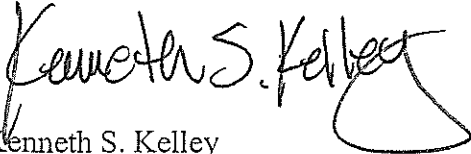
Chairperson Andrea Lobo called the meeting to order at 9:07 A.M. with newly appointed Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Building Official Robert Labulis, Police 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 Reported 10/30/19</i>
4	Kosowsky, Andrea

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

5/19/2020

Librarian I/Part-time
Eligibility List
Tuesday, May 5, 2020

Rank	Candidate
1	Menta, Peter
2	Paris, Beth
3	Connolly, Jane
4	Massari, Rose

Certified by the Civil Service Commission on: May 5, 2020

Truck and Equipment Mechanic
Eligibility List
Tuesday, May 5, 2020

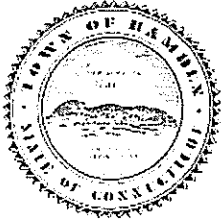
Rank	Candidate
1	Gilbert, Robert 5/13/2020
2	Redmond, Shawn 5/13/2020
3	Vitaletti, David 5/13/2020

Certified by the Civil Service Commission on: May 5, 2020

Account Clerk/Finance
Eligibility List
Tuesday, May 5, 2020

Rank	Candidate
1	Forvil, Nancy 9/3/2020
1	Garcia, Marlene 9/3/2020 <i>Appointed 10/7/2020</i>
1	Martindale, Lorrie 9/3/2020

Certified by the Civil Service Commission on: May 5, 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:

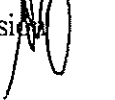
Please allow this letter to serve as my notice to the Civil Service Commission requesting a temporary appointment of Mr. David Stannard to the Chief Assessor's position. I am requesting a temporary appointment for either 5 months, or until the position is filled permanently.

I am available to answer any questions

Sincerely,

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

Memo

To: Members of the Civil Service Commission 
From: Sue Gruen, Town Attorney
Cc: Ken Kelley, Personnel/Civil Service
Date: October 26, 2020
Re: Paralegal Position Vacancy in Town Attorney's Office

Thank you for your consideration approving the appointment of Mrs. Patty Lujick to the part time Paralegal position in the Town Attorney's office for up to 5 months or until the position is filled permanently.

At your direction, I hereby request the commencement of the process to fill this position.