

**MINUTES
CIVIL SERVICE COMMISSION
SPECIAL ELECTRONIC MEETING**

Tuesday, July 14, 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/96403498778?pwd=MWRiQjMrak50RzIEaUJGT0tWVIBBZz09>

Password: 672192

**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 A.M. with Commissioner Kyle Blake in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Acting Police Chief John Sullivan, Library Director Melissa Canham-Clyne, Town Planner Daniel Kops, Fire Chief Gary Merwede, Finance Director Curtis Eatman, Building Official Robert Labulis, and Tax Collector Kathleen Flynn.

1. Review and approval of the June 2, 2020 Civil Service Commission meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Fire Training Officer – (original certification 06/18/19) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commissioner to certify the list for another six (6) month period ending 12/18/2020.
 - b) Library Page – (original certification 06/18/19) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commissioner to certify the list for another six (6) month period ending 12/18/2020.
 - c) Fire Inspector – (original certification 01/07/20) – No action.
 - d) ELFF Firefighter/Paramedic – (original certification 01/17/2020) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commissioner to certify the list for another six (6) month period ending 01/17/2021.
 - e) Certified Firefighter/EMT – (original certification 01/17/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commissioner to certify the list for another six (6) month period ending 01/17/2021.
 - f) Administrative Assistant to Boards & Commissioners – (original certification 01/17/2020) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commissioner to certify the list for another six (6) month period ending 01/17/2021.

- g) Real Property Appraiser – (original certification 01/17/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commissioner to certify the list for another six (6) month period ending 01/17/2021.
3. Correspondence from Finance Director Curtis Eatman requesting an internal promotional recruitment from within UPSEU, Unit #23, Supervisor’s Bargaining Unit and if necessary open the recruitment to all Town employees for the position of Payroll Administrator in the Finance Department. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to officially approve the commencement of the recruitment that was approved on June 16, 2020 via email correspondence.
4. Review and certification of the following application(s):
- a) Tax Cashier – (1 applicant) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the official unanimous decision as was approved via email correspondence on June 16, 2020, of the Commission that one applicant met the minimum qualifications and would move on in the process.
 - b) Certified Police Officer – (10 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that ten (10) applicants met the minimum qualifications and would move on in the process.
 - c) Payroll Administrator/Accounts Payable – (2 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
5. Review and action on the following eligibility list (s):
- d) Tax Cashier - On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to formally certify the eligibility list that was approved via email correspondence on June 16, 2020, for a six (6) month period ending 12/16/2020.
 - a) Payroll Administrator/Accounts Payable – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 01/14/2021.
 - b) Entry Level Police Officer – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 01/14/2021.

6. Review and approval of the following revised job description(s):
 - a) Deputy Finance Director – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to approve the revised job description.
 - b) Assistant Building Official (Electrical)
 - c) Assistant Building Official (Structural) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to approve both of the Assistant Building Official revised job descriptions.

7. On a motion by Chairperson Lobo, seconded by Commission Blake, it was the unanimous decision of the Commission to adjourn at 9:29 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2020 JUL 17 P 2:39
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