

**AGENDA**  
**CIVIL SERVICE COMMISSION**  
**Tuesday, January 19, 2021 @ 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](mailto:CSC@hamden.com)

Click on the link below to join the meeting.  
<https://zoom.us/j/99649579879>

1. Review and approval of the January 5, 2021, Civil Service Commission meeting minutes.
2. Review and action on the following eligibility list(s):
  - a) Payroll Administrator – (original certification 07/14/2020)
  - b) Entry Level Police Officer – (original certification 07/14/2020)
3. Review and approval of the following job description(s):
  - a) Associate Library Director – (Revised)
  - b) Community Development Program Administrator – (New)
4. Old Business:
5. New Business:
6. Adjourn:

For a complete copy of the recording of the Civil Service Commission meeting please email a request to Administrative Secretary Renee Palumbo-Morgan at [rmorgan@hamden.com](mailto:rmorgan@hamden.com).

TOWN CLERK  
HAMDEN, CT  
2021 JAN 15 P 12:07  
REC'D AND FILED BY

**MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Tuesday, January 5, 2021 @ 9:00 A.M.**  
**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**  
**This was a 100% Electronic Meeting.**  
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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 9:05 A.M. with Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Deputy Police Chief Bo Kicak, Fire Chief Gary Merwede, Library Director Melissa Canham-Clyne and Town Engineer Mark Austin.

1. Review and approval of the December 1, 2020, Civil Service Commission meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the minutes with one edit as follows: "At the request of Commissioner Lary, Chairperson Lobo recommended that a meeting be set up at a later date with Mr. Kelley, Ms. Cogswell and Commissioner Lary to address questions that need to be answered regarding Civil Service Rules and Roberts Rules."
2. Review and action on the following eligibility list(s):
  - a) Fire Training Officer – (original certification 06/18/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a final six (6) month period ending 06/18/2021.
  - b) Library Page – (original certification 06/18/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a final six (6) month period ending 06/18/2021.
  - c) Tax Cashier – (original certification 06/16/2020) – No viable names. No action was taken. List expires.
  - d) ELFF/Paramedic – (original certification 01/17/2020) – Chief Merwede requested that this list be certified for an addition two (2) months as there is a need to reopen this to new candidates. All candidates on this list will be allowed to carry over their scores to the new list if they so choose. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a two (2) month period ending 03/17/2021.
  - e) CFF/EMT – (original certification 01/17/2020) – Chief Merwede requested that this list be certified for an addition two (2) months as there is a need to reopen this to new candidates. All candidates on this list will be allowed to carry over their scores to the new list if they so choose. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a two (2) month period ending 03/17/2021.

- f) Administrative Assistant to Boards and Commissions – (original certification 01/17/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 07/17/2021.
  - g) Real Property Appraiser – (original certification 01/17/2020) – No viable names. No action was taken. List expires.
3. Review and certification of the following eligibility list(s):
- a) Assistant Animal Control Officer – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 07/05/2021.
  - b) Deputy Police Chief – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 07/05/2021.
  - c) Police Captain – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 07/05/2021.
  - d) Lieutenant – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 07/05/2021.
  - e) Sergeant – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 07/05/2021.
  - f) Detective – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 07/05/2021.
4. Correspondence from Town Engineer Mark Austin requesting a promotional recruitment from within AFSCME Local 2863 and, if necessary, an open competitive recruitment for the position of Inspector in the Engineering Department. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitment.
5. Correspondence from Mayor Curt Leng requesting an open competitive recruitment for the positions of Building Official. Mayor Leng also requested a promotional recruitment from within AFSCME Local 2863 and, if necessary, an open competitive recruitment for the position of Clerk Typist in the Building Department. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitments.

**Minutes (continued)**  
**Civil Service Commission**  
**January 5, 2021**

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6. Correspondence from Fire Chief Gary Merwede requesting a promotional recruitment from within IAFF Local 2687 for the positions of Captain and Battalion Chief. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitments.
7. Under Old Business Mr. Kelley informed the Commissioners that Mayor Leng made a 90 day temporary appointment of Marian Amodeo to the position of Economic Development Director on a part time basis.
8. No motions were made under New Business.
9. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to adjourn at 9:29 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

2021 JAN - 8 A 10: 04  
REC'D AND FILED BY  
TOWN CLERK  
HAMDEN, CT

Payroll Administrator/Accounts Payable  
Eligibility List  
Tuesday, July 14, 2020

- 1 Johnson, Maurice 7/14/2020 *Appointed 9/8/2020*
- 1 Perfetto, Louise 7/14/2020

Certified by the Civil Service Commission on: July 14, 2020

Entry Level Police Officer  
Eligibility List  
Tuesday, July 14, 2020

Rank	Last Name	First Name
1	Clapp	Roger
2	Eastman	Matthew
3	Conrad	Dustin
3	McMurray	Kevin
4	Perrotti	Cole
5	Passard	Richard
6	Maloney	Abbey
7	Lapinski	Alex
8	Hubyk	Pamela
9	Escobar	Edwin
10	Montes	Ariel
11	Grabowski	Luke
11	Procaccini	Benjamin
12	Wydra	Brian
13	Korwek	Jillian
14	Morrison	Myles
15	Welz	Mark
16	Rojas	Stalin
17	McElroen	Christopher
18	McGannon	Brendan
19	Dizenzo	Eric
20	Satkowski	Andrew
21	Brierley	Eric
22	Silva	Emanuel
23	Donahue	Kevin
24	Finn	John
25	Gillis	Kelly
26	Chieffo	Ryan
27	Lawlor	Jason
28	Sabo	Ryan
29	Hart	Robert
30	Anuszkiewicz	Steven
30	Park	Daniel
31	Matteis	Paul
32	Carmona	Ashley
32	McAndrews	Michael
32	Miko	Patrick
33	Lohr	Kevin
34	Thomas	Robert

35	Gallagher	Michael
36	Pykosz	Nicholas
36	Teles	Maria
37	Lynch	Scott
38	Agosto	Daniel
39	Mercer	Jah'maine
40	Koberger	Kevin
41	Mumphrey	Shazzon
41	Velez	Noah
42	Nuzzo	David
43	Klink	Ryan
43	Melillo	Ava
43	Whiting	Isiah
44	Pallant	Alyssa
45	Flores	Eric
46	Natale	Matthew
47	Kennedy	Peggy
48	Nesmith	Jayvon
48	Raymond	Myles
49	Bargmann	Blake
50	Pretty	Trevor
51	Krystofik	Ryan
51	Roach	Andrew
52	Altiery	Victor
53	Jaksina	Malgorzata
53	Robinson	Christopher
54	Lucia	Anthony
54	McKechnie	Jenna
55	Limauro	Michael
56	Baron	Jeremy
57	Ellsworth	Kaitlyn
58	Pino	Michael
59	Dwyer	Michael
60	Clarke	Victoria
61	Sampson	Corey
62	Bunyaminu	Abdul
62	Garvin	Kyle
63	Mirmina	Paul
64	Fowler	Stephen
65	Ferriby	Luke
65	Hart	John
65	Piasecki	Michael
65	Riccitelli	Glen
66	Ulrich	James
67	Vaughan	Molly
68	Scelza	Paul
69	Trasente	Nina

70	Gidden	Andre
71	Lopez	Jasmaïne
72	Morales	Luis
73	DiLauro	Alyssa
74	Terreri	Andrew

Certified by the Civil Service Commission on: July 14, 2020



## ASSOCIATE LIBRARY DIRECTOR

**Classified/Competitive**  
**Department: Library**

**BU: UPSEU, Unit #23**  
**Salary Range: 5**

### **PURPOSE OF CLASS:**

In the Town of Hamden this class is accountable for assisting the Director in the administration and operation of the Library; and administration of the Library in the absence of the Director.

### **SUPERVISION RECEIVED:**

Works under the general direction of the Director, or Library Board in Director's absence.

### **SUPERVISION EXERCISED:**

Supervises professional, paraprofessional, technical maintenance and clerical staff as assigned.

### **EXAMPLES OF ESSENTIAL JOB DUTIES:**

Assists the Director in short and long range planning for Library development; directs the operations of the branch libraries; supervises, trains, and evaluates staff; develops with branch managers, branch services and programs; supervises and monitors the activities of the Library's Business Office; monitors expenditures of departmental fund allocations through internal reports and recommends to the Director transfers from accounts as required; assists Director with budget preparation and makes recommendations on expenditures in designated line items; directs the public relations, special events, and promotional activities for the Library; acts as liaison to community groups and plans and coordinates special programs including speakers bureau, receptions, etc.; manages and coordinates the Library Volunteer Program activities; drafts and recommends policies to the Library Board and implements plans and goals adopted by the Board as directed; in consultation with division department heads determines areas in which staff need to develop skills; identifies and arranges appropriate training and staff development initiatives; recommends policies and procedures for hiring, orientation, performance appraisal, and retention of staff; prepares grant applications and reports, and acts as project director for competitive grants; ensures compliance with grant criteria, timetables, and guidelines; represents either the Town or Library on special boards; attends special training through professional library organizations at both the state and national level; confers with town officials and the general public to provide information and resolve problems and complaints; prepares special reports as needed; analyzes statistical data to determine service priorities; performs related duties as required.

### **MINIMUM QUALIFICATIONS REQUIRED:**

A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association and four (4) years' post graduate degree experience in general professional library work. Two (2) years of the General Experience must have been providing advanced level professional library services and supervising professional librarians.

Note: Supervisory capacity is defined as full time administrative responsibility for a major Department or branch library. The emphasis should be on such activities as managing, planning, organizing, controlling, and coordinating the functions of an assigned department or branch.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of modern principles and practices of library science; considerable knowledge of library administration, principles and techniques of modern library science and library automation; considerable oral and written communication skills; planning ability; supervisory ability.

Approved by the Civil Service Commission on October 17, 2012.

**Town of Hamden  
Associate Library Director**

**Classified/Competitive  
Library**

**B.U.: UPSEU, Local #23  
Salary: Range: 5**

**Position Definition:** In the Town of Hamden this position is accountable for assisting the Director in the administration, operation, and development of the library. The Associate Library Director serves as the library's chief administrator in the absence of the Library Director.

**Supervision Received:** Works under the general direction of the Director, or Library Board in Director's absence.

**Supervision Exercised:** Supervises professional, paraprofessional, technical, facility, and clerical staff as assigned.

**Examples of Essential Job Functions:** Supports the daily operational management of the Library in partnership with the Director and department managers; oversees scheduling of public service areas and responds to staffing emergencies; with the Director assists in short and long range planning for Library development; participates in the preparation of the Library annual and capital budgets; facilitates employee professional development; recommends policies and procedures for orientation, performance appraisal, and retention of staff; works with the Town and Director in recruiting of public service staff; recommends to Library Director hiring or disciplining of staff; working with the Director and business manager, monitors budgetary activities; explains goals, objectives, policies and procedures to the staff and public; assists in de-escalation and mediation of conflict.

In conjunction with the Director and Town officials answers public complaints; participates in Hamden Public Library board meetings, Friends of the Library meetings, committee meetings, strategic planning, and other leadership activities as required; with the Director, plans marketing and outreach; builds effective working relationships with stakeholders and community members by encouraging collaboration; supervises cross-functional committees tasked with the execution of strategic initiatives; assists the Director in gathering, preparation, and presentation of data information to assist in assessment and evaluation of library performance to support decision making, grant writing, and strategic planning; assists Director with branch and community development of services and programs; manages and coordinates the Library Volunteer Program activities, including recruitment and recognition; works with the Director and Board to ensure compliance with federal, state, and municipal rules; participates in professional programs and conferences to keep abreast of new methods and techniques for the improvement of library operations; as needed helps to staff public service desks; serves as library's chief administrator in the absence of the Library Director; and performs duties as required.

**Minimum Qualifications Required:** A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association. Four (4) years' post graduate degree experience in professional library work or in a related field. Two or more year's advanced level professional supervisory experience also required.

**Knowledge, Skills and Abilities:**

- Superior knowledge of modern principles and practices of library science.
- Excellent oral, written and interpersonal skills; and the ability to communicate tactfully and courteously with members of the staff, public, other town departments, and community organizations.

- Proficiency in evaluation and assessment; ability to apply data analysis finding in support of enhancing library services.
- Ability to work both independently and collaboratively, while demonstrating initiative and leadership skills to achieve library objectives.
- Ample curiosity to learn new technologies and skills that will propel excellence in public service.
- Supervisory ability

**License or Certificate:** A valid Connecticut Motor Vehicle Operator's License is required.

**Physical Exertion/Environmental Conditions:** Works in office setting subject to continuous interruptions. Includes exposure to computer screens on a daily basis; may be required to lift and move light to medium weights, i.e., manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

**Note:** the above description is illustrative of tasks and responsibilities. It is not meant to be inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

*Revised January 2021*

**Approved by the Civil Service Commission on January 19, 2021.**

**TOWN OF HAMDEN**  
**Community Development Program Administrator**

**Non-Classified/Non-Competitive**  
**Department: Community Development**

**Non Bargaining Unit; Full Time**  
**\$31.00/hour, 35 hours/week**

**Position Description:** This position involves technical work in the coordination of the local Community Development Block Grant (CDBG) program undertaken by the Town of Hamden, CT. These activities include, but are not limited to, responding to inquiries, reviewing program applications, preparation of agreements, maintenance of files and environmental review records, procurement and interfacing with contractors, monitoring public service agency grant recipients, completion of grant reports, and bookkeeping.

**Supervision Received:** The Community Development Program Administrator works under the direction of the Community Development Manager.

**Examples of Essential Job Duties:** The Community Development Program Administrator coordinates the implementation of the Community Development Block Grant program. Key responsibilities include:

- Responds to written and verbal inquiries, requests for applications and information from potential applicants, in a manner conducive to their understanding
- Analyzes and inputs data into reporting systems, including, but not limited to, the HUD Integrated Disbursement Information System (IDIS)
- Prepares and processes funding drawdowns and payments, and keeps detailed financial records
- Reviews program applications and assists in determining eligibility
- Opens, verifies all information, maintains and closes all grant participant files, making sure all documentation is complete and federal requirements are met
- Prepares the Consolidated Plan, Annual Action Plan, and Comprehensive Annual Performance and Evaluation Report for submission to HUD
- Assists in preparation and submission of other reporting as required by HUD
- Prepares grant sub recipient agreements, and oversees sub recipient compliance
- Prepares agreements, contracts, amendments, policies, and legal notices
- Works with the Community Development Citizens Advisory Commission
- Organizes procurement, in compliance with federal, state, and local rules and regulations
- Monitors projects, and communicates with contractors and residents
- Completes environmental reviews, assists in the submission of requests for release of funds to HUD, and maintains environmental review files
- Performs other duties as assigned

### **Knowledge Skills and Abilities:**

- Excellent organizational, communication, and problem-solving skills are essential
- Must be able to deal effectively with the general public, with governmental employees, contractors, and non-profit organizations
- High degree of knowledge regarding the HUD CDBG grant program, including the HUD Integrated Disbursement Information System (IDIS) online system
- Use Microsoft Office Suite proficiently, including ability to develop and utilize spreadsheets in Excel
- Experience with and knowledge of federal environmental review regulations
- Must be able to work with and maintain confidential information
- Ability to work independently, and ability to organize and maintain complex and detailed records
- Must be able to work effectively under time constraints to meet deadlines
- Knowledge of grant management principles desirable

**Minimum Qualifications Required:** Bachelor's degree in Planning, Government, Economics, Political Science, or related field. One year or more experience working with grants.

**License or certificate:** A valid, current Connecticut driver's license is preferred.

**Physical, mental exertion/environmental conditions:** Must be able to deal with the stress associated with demanding deadlines and changing priorities in a fast-paced environment. Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer. The employee operates standard office equipment.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.