

**AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, February 1, 2022 @ 9:00 A.M.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

This will be an Electronic Meeting only

Public Questions can be emailed to CSC@hamden.com

ZOOM Link: <https://us06web.zoom.us/j/5731522919>

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular meeting, January 18, 2022

2. Review and certification on the following eligibility list:
 - a. Engineering Inspector; original certification (06/08/2021)
 - b. Paralegal; original certification (06/08/2021)
 - c. Battalion Chief; original certification (07/08/2021)
 - d. Economic Development Technician; original certification (07/08/2021)
 - e. Account Clerk; original certification (07/08/2021)
 - f. Superintendent of **Trees PW** ; original certification (07/20/2021)
 - g. Clerk Typist original; certification (08/03/2021)
 - h. Hamden Fire Captain; original certification (08/03/2021)

3. Review and approval of the following job descriptions:
 - a. Youth Services Outreach Counselor

4. Correspondence from Y'Isiah Lopes, Community Service Coordinator requesting promotional recruitment from within Local 424, UPSEU Unit #23 and if necessary, open competitive recruitment for the position of Program Specialist.

5. Correspondence from Curtis Eatman, Finance Director requesting promotional and open and competitive recruitment for the position of Real Property Appraiser.

6. Correspondence from Fire Chief Gary Merwede requesting promotional and open competitive recruitment from the position of Certified Firefighter/EMT.

7. Old Business:

8. Public Input:

9. New Business:

10. Adjourn:

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REC'D AND FILED BY

TOWN CLERK
HAMDEN, CT

MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING

Tuesday, January 18, 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/SGuD3lBJd4-](https://us06web.zoom.us/rec/share/SGuD3lBJd4-r5vu669rDa5RBvOVBB6HidJUtMRKCb8YtYAwkFcbecChjJdk2gs.2WKhm--N38bu-a3N)

[r5vu669rDa5RBvOVBB6HidJUtMRKCb8YtYAwkFcbecChjJdk2gs.2WKhm--N38bu-a3N](https://us06web.zoom.us/rec/share/SGuD3lBJd4-r5vu669rDa5RBvOVBB6HidJUtMRKCb8YtYAwkFcbecChjJdk2gs.2WKhm--N38bu-a3N)

***If prompted for a password, enter: S!&9qpSP

***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.

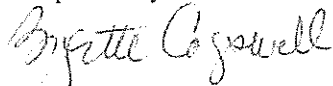
Chairperson Andrea Lobo called the meeting to order at 9:03 A.M., with the Commissioner Curt Andrews and Commissioner Carol Noble in attendance. Also present were, Executive Secretary Brigitte Cogswell, Administrative Secretary Erica Blue, and Police Chief John Sullivan.

1. Review and approval of the Civil Service Commission Minutes:
 - a) Special meeting, January 6, 2022.—On a motion by Commissioner Andrews seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the Civil Service Special meeting minutes of January 6, 2022 based on the changes of Chairperson Noble to Commissioner Noble.
2. Review and action on the following application(s):
 - a) Non-Certified Entry-Level Police.—Chairperson Lobo tabled this item pending additional research and information.
 - b) Certified Entry-Level Police.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve 10 (ten) applications and give one (1) applicant until Friday, January 21, 2022 to get POST certification to Personnel.

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HAMDEN CIVIL SERVICE

- c) IT Manager—No IT Manager applications, this item will be moved to a future agenda.
- 3. Review and certification on the following eligibility list:
 - a) Maintainer I.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list.
- 4. Old Business:
 - a) Status of Certified Police Candidates' Polygraph.—On a motion by Chairperson Lobo seconded by Commissioner Andrews it was the unanimous decision of the Commission to certify the list of four applicants.
- 5. Public Input: No public input.
- 6. New Business: No new business.
- 7. Adjourn:--On a motion by Chairperson Lobo, seconded by Commissioner Noble it was the unanimous decision of the Commission to adjourn at 9:23AM.

Respectfully submitted.



Brigitte Cogswell
Director of Personnel

**Engineering Inspector
Eligibility List
Tuesday, June 8, 2021**

Rank	Candidate Name
1	Matthew Kott
2	Ira Norton
3	Hazrathllah Zadran
4	David Vailette

Certified by the Civil Service Commission on: June 8, 2021.

Paralegal
Eligibility List
Tuesday, June 8, 2021

Rank	Applicant Name
1	Dixon, Daphany
2	Blue, Erica
3	Steele, Vionna
4	Bates, Jessica
5	Cyr, Susan

**Hamden Battalion Chief Eligibility List
July 8, 2021**

Rank	Candidate
1	Tierney, Brion
2	Barletta, Adam
3	Blyth, Jason
4	Bannon, Gregory
5	Amatrudo, Bernard

Certified by the Civil Service Commission on July 8, 2021.

**Economic Development Technician
Eligibility List
Thursday, July 8, 2021**

Sharon Regan

Natalie Barletta

Certified by the Civil Service Commission on: July 8, 2021

**Account Clerk
Eligibility List
Thursday, July 8, 2021**

Kimberly Craft

Corey Knoll

Rebecca Wetmore

Certified by the Civil Service Commission on: July 8, 2021

**Superintendent of Trees/Public Works
Eligibility List
Tuesday, July 20, 2021**

Rhone, Christopher

Sullivan, Robert

Zukunft, Karl

Certified by the Civil Service Commission on: July 20, 2021

**Clerk Typist
Eligibility List
Tuesday, August 3, 2021**

Internal Candidate Name
Natalie Barletta

Rank	Candidate Name
1	Newton, Jeremy
2	Ciresi, Anna
3	Kearney, Kelly
4	Boulton, Laurene
4	DellaCamera, Sherril
4	Luedee, Jennifer
5	Chieppo, Kirsten
5	Rowe, Cianna
6	Greco, Carol
6	Nicholson, Joy
7	Catone, Rosa
7	Villano, Theresia
8	Perregaux, Laura
9	Caro, Brunilda
9	Dissanayake, Maya
9	Quigley-DeDomenico, Nancy
9	Sanfacon, Denyse
10	Adams, Lamonica
11	Rainey, Alison
11	Wheeler, Kailey
12	Haury, Adam
13	Slaine, Sean

Certified by the Civil Service Commission on: August 3, 2021

**Hamden Fire Captain Eligibility List
August 3, 2021**

Rank	Candidate
1	Lennon, Richard
2	Dowling, Michael
3	Wood, David
4	Martin, Kevin P.
5	Such, Daniel
6	Osiecki, Daryl
7	McCarthy, James
8	Lopes, Julio
9	Anderson, Joseph

Certified by the Civil Service Commission on August 3, 2021.

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TOWN OF HAMDEN

Youth Services Outreach Counselor

Classified/Competitive
Department: Community Services

Bargaining Unit: AFSCME 2863
Salary: Scale A / Range 4

Position Definition: As an integral part of Youth Services, the Youth Services Outreach Counselor provides programming services and referrals to youth and families through needs assessment, community education and information dissemination.

Supervision Received: The Youth Services Outreach Counselor works under the direct supervision of the Youth Services Coordinator.

Supervision Exercised: At the direction of the Youth Services Coordinator, may supervise volunteers, interns and Youth workers.

Examples of Essential Job Duties: Works with the Coordinator to create community based prevention programming based on needs of the youth in the community. Offers support and referrals to youth and families in need. Supervises and coaches youth in volunteer/community service and job placement. Facilitates Youth Advisory Board that evaluates current youth programming and recommends changes where appropriate. Assists the Coordinator in the planning and execution various Youth Services' town wide and neighborhood specific events and programs. Will work with Youth Services Coordinator to facilitate large and small group presentations on various topics including, but not limited to substance abuse prevention, violence prevention, bullying prevention, decision making, preparing for success, etc. May create, implement and support out of school programming for Hamden youth and their families.

Examples of Incidental Job Duties: Collaborates with youth serving agencies and community organizations to assist in the coordination of services for Hamden children and families (with a focus on the most vulnerable) in need, including positive youth development, family support, mental health, juvenile justice, child welfare, teen pregnancy prevention and community outreach. Attends meetings with the Youth Services Coordinator. Acts as a resource and provides consultation and advice to staff members related to program evaluation, planning, development and direct service. Performs other related duties as directed and required.

Minimum Qualifications Required: Bachelor's Degree in Social Services or closely related area and one (1) year of experience in a Youth Services function or Associate's Degree in Social Services or closely related area and two (2) or more years of experience in a Youth Services function.

Knowledge, Skills and Abilities:

Knowledge of best youth practices, culturally competent and accessible youth programming, needs assessment, program planning and evaluation techniques. Possess excellent interpersonal, organizational, and communication skills. Ability to organize and manage multiple projects with attention to detail and accuracy while adhering to deadlines in a high- energy, fast paced environment. Must possess a strong

working knowledge of integrated office software such as Microsoft Office and its applications including Word, Excel and Access databases. Ability to manage time efficiently. Excellent written and verbal communication skills. Significant experience working with individuals and groups from diverse ethnic and socio-economic backgrounds. Ability to exercise good judgment, proper discretion and strong ethical character while handling confidential client information.

License or Certificate: Must possess a current valid Connecticut driver's license.

Physical, mental exertion/environmental conditions: Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is a constant interaction with families and staff members, requiring the individual to remain calm dealing with complex social issues. Must have the physical ability to remain on feet for extended periods of time. 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 paperwork. Must be able to lift up to 50lbs of supplies and equipment.

Note: This is a grant funded Youth Services position. 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 the essential duties.

Revised January 2022

Approved by the Civil Service Commission on February 1, 2022.

TOWN OF HAMDEN

Outreach Counselor/Youth Services

Salary Classification: Scale A/Range 4

SUPERVISION RECEIVED: Works under the direct supervision of the Youth Services Coordinator.

SUPERVISION EXERCISED: At the direction of the Coordinator, may supervise employees of a lower classification.

GENERAL STATEMENT & EXAMPLES OF DUTIES: Provides primary responsibility for services to youth and families through needs assessment, community education and information, program development and implementation. The major areas of activity are administration, social planning, coordination and direct services. Assists the Coordinator in the recruitment and supervision of summer staff and program speakers; fiscal management and reporting of DHR monies and the preparation of grants; assists in the developing of community-based prevention programs; community education programs; needs assessment; supervision of program projects; committee work and program evaluation; as directed, works collaboratively with other youth-servicing agencies in the provision of a comprehensive network of youth services, coordinating town-wide youth programs; as directed, provides counseling and referrals; directs Day Camp, including recruiting and hiring, supervision, program planning and development, registration and public information; may administer various youth services and represent agency on assigned committees; performs other related duties as directed and required.

MINIMUM EXPERIENCE AND TRAINING: Associate's Degree, and a minimum of three (3) years' progressively responsible experience in a Human Services function **OR** a Bachelor's Degree in Social Sciences and a minimum of one (1) year progressively responsible experience in a Human Services function.

SKILLS, KNOWLEDGE AND ABILITIES: Knowledge of theories and social planning procedures for youth; excellent written and oral communication skills; ability to relate effectively and fairly with supervisors, other employees, committees, the general public, and clients; basic knowledge of needs assessment; program planning and evaluation techniques; clerical aptitudes and skills necessary to perform routine mathematical computations and clerical duties.

NOTE: Inclusion of certain items in this Job Description prepared by the Panel shall not curtail or prejudice either party's rights under the law.

Erica Blue

From: Y'Isiah Lopes
Sent: Thursday, January 27, 2022 12:02 PM
To: Erica Blue
Subject: Request posting Program Specialist vacant position

Good Afternoon Erica,

Please place me on the Civil Service Agenda for February 1, 2022

Requesting that we post the Program Specialist position that is now currently vacant

I request it open for a week to ant interested Town of Hamden employees or bargaining union employees. After open it up to the Town for at least 3 days. Thank you please advise if you need anything else.

Thank you
Y'Isiah Lopes
Community Services Department
Town of Hamden
Keefe Community Center
11 Pine Street
Hamden, CT 06514
ylopes@hamden.com
203-562-5129 ext 1111
Cell 203-565-9767

Town of Hamden



Community Services

Erica Blue

From: Curtis Eatman
Sent: Friday, January 28, 2022 3:06 PM
To: Brigitte Cogswell
Cc: Erica Blue
Subject: Real Property Appraiser Recruitment

Dear Human Resources Officer:

The Town of Hamden Assessor's office is in immediate need of a Real Property Appraiser (RPA). I am officially requesting the Human Resource Department conduct a promotional (open) and competitive recruitment process for this position.

The town's RPA is responsible for estimating the value of land and buildings in the town. The position assists the Chief Assessor in developing our grand-list.

If you have any questions, please don't hesitate to let me know,

Sincerely,

Curtis

Curtis M. Eatman
Finance Director
Town of Hamden
203-287-7007

Erica Blue

From: Brigitte Cogswell
Sent: Friday, January 28, 2022 3:34 PM
To: Erica Blue
Subject: Fwd: RE: [POSSIBLE SPAM] Hamden Fire Department -Hiring Process

----- Forwarded message -----

From: Gary Merwede <GMerwede@Hamden.com>
Date: Jan 28, 2022 3:13 PM
Subject: RE: [POSSIBLE SPAM] Hamden Fire Department -Hiring Process
To: Brigitte Cogswell <BCogswell@Hamden.com>
Cc: Sean Grace <sgrace@Hamden.com>

Brigitte,

Thank you for your email. I know that you are aware of my support for the diversity goals of the department. I do understand and appreciate Chairman Tinney's thoughts about the application pool, however I have two concerns:

First, re-opening the application period for 30-45 days will put additional pressure on the department's current budget, which is now projected to exceed line funding by 300k. I would suggest a shorter duration of perhaps 3 weeks.

Second, the current applications are for Certified Firefighter / EMT candidates that have been to the CFA within the last five years, hold a CPAT card within the last two years, and have a current EMT license. These candidates, once appointed by the Fire Commission, would be able to cover some of the current openings by late spring and through the busy summer months. We are currently holding promotions because we do not have an active Certified Firefighter / EMT list in place or (at least) in the testing process.

With this understanding, I approve and support Chairman Tinney's request to reopen the application period for Certified Firefighter / EMT's for a period of three weeks in order to encourage the application of additional candidates and potentially help the diversity of the list.

-GPM

Gary P. Merwede
Chief of Department / EMD
Hamden Fire Department
@HFDCAR1

From: Brigitte Cogswell
Sent: Friday, January 28, 2022 11:59 AM
To: Gary Merwede <GMerwede@Hamden.com>
Cc: Sean Grace <sgrace@Hamden.com>
Subject: Fwd: [POSSIBLE SPAM] Hamden Fire Department -Hiring Process

Good afternoon Chief Merwede,

Please see the email below from the Fire Commission Chair Tinney requesting the extension of the certified Fire Fighter recruitment.