

AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING

Tuesday, March 15, 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, March 1, 2022.
2. Review and action on the following application(s):
 - a. Community Services Program Specialist (3)
3. Review and certification on the following eligibility list:
 - a. IT Technician (original certification 09/16/2021)
 - b. Community Services Program Specialist
4. Correspondence from Town Attorney, Sue Gruen requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Town Attorney Legal Secretary/Assistant Office Manager.
5. Correspondence from Sergeant Ray Quinn for elimination of three (3) candidates for Certified Police Officer.
6. Old Business:
7. Public Input:
8. New Business:
9. Adjourn:

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**MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday, March 1, 2022 @ 9:00 A.M.
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TOWN CLERK
MAR 1 2022
9:19 AM

Chairperson Lobo called the meeting to order at 9:02 A.M., with the Commissioner Curt Andrews and Commissioner Carol Noble in attendance. Also present were; Executive Secretary Brigitte Cogswell, Administrative Secretary Erica Blue, Former Personnel Director Kenneth Kelley, and Fire Chief Gary Merwede, Y'Isiah Lopes, Rob Daniello, Kevin Samperi, and Sue Gruen.

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular meeting, February 15, 2022.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following application(s):
 - a. Community Services Program Specialist (3)—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commissioner to move this item to the next agenda.
3. Review and certification on the following eligibility list:
 - a. Elderly Service Secretary; (original certification 09/02/2021).—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision to take no action.
 - b. Community Services Program Specialist (original certification 03/01/2022).—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commissioner to move this item to the next agenda.
4. Review and approval of the following job description(s):
 - a. Town Attorney Legal Secretary/Assistant/Office Manager.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the job description.
 - b. Recruit Firefighter/ EMT.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to approve the job description.

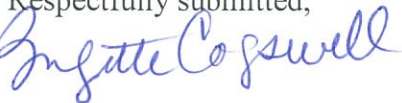
Regular Meeting—March 01, 2022.

- c. Fire Department Training Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve the job description.
 - d. Community Development Coordinator (new position).—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the decision of the Commission to approve the job description.
5. Correspondence from Fire Chief Merwede requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Fire Department Training Officer.—On a motion by Commissioner Andrews, seconded by Commissioner Noble, it was the unanimous decision of the Commission to open recruitment.
6. Correspondence from Fire Chief Merwede requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Recruit Firefighter/EMT.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to open recruitment.
7. Correspondence from Police Chief Sullivan requesting open recruitment and testing process for the position of Central Communication Technician.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to open recruitment.
8. Correspondence from Town Clerk Karimah Mickens requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Land Records Technician.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to open recruitment.
9. Correspondence from Town Clerk Karimah Mickens requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Assistant Town Clerk.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to open recruitment.
10. Old Business: No old business.
11. Public Input: No public input.
12. New Business:

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- a. On a motion by Commissioner Andrews, seconded by Carol Noble it was the unanimous decision to add a new business item:
 - i. Economic Development Director Erik Johnson requests promotional recruitment and open competitive if necessary of Part-Time Energy Efficiency Coordinator.
 - b. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision to add a new business item:
 - i. Elimination code procedure for the Hamden Police Department candidates.—The Hamden Police Department will send information to Personnel to support their recommendation for the elimination of Police candidates. The information will be added to the Civil Service Agenda for approval of their removal at the next meeting.
13. Adjourn:—On a motion a motion by Chairperson Lobo, seconded by Commissioner Noble it was the unanimous decision of the Commission to adjourn at 9:42am.

Respectfully submitted,



Brigitte Cogswell
Director of Personnel

IT Technician Eligibility List

September 7, 2021

1684

Rank	Last Name	First Name	
1	Xavier	Russell	9/23/21
2	Brown	Robert	9/23/21
3	Abdelhadi	Moucir	9/23/21
4	Pinho	Ricardo	
5	Landock	Keith	
6	Zdanis	Brian	
7	Martinez	Abner	
8	Garcia	Marc	
9	Cuppini	Jonathon	
10	Redding	Brian	
11	Louisfin	Alland	
12	Merritt	Richard	

Certified by the Civil Service Commission on September 7, 2021.

1684

Community Services Program Specialist

Eligibility List

March 15, 2022

Cameron Joyner

Jacob Galarza

Anne Marie Karavias

Ken Kelley

From: Patty Lujick
Sent: Thursday, March 10, 2022 11:37 AM
To: Brigitte Cogswell; Ken Kelley
Cc: Sue Gruen
Subject: Administrative Position in Town Attorney's Office

Good Morning:

Sue has asked me to request the Administrative Position in the Town Attorney's Office be posted on the Town's website as soon as possible in order to gather applicants. It is with the utmost importance that this task be completed as soon as possible.

Thank you.

*Patricia A. Lujick, Paralegal
Office of the Town Attorney
Town of Hamden
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Hamden, CT 06518
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(203) 287-7050 -office
(203) 287-7051 - fax*