

**AGENDA
CIVIL SERVICE COMMISSION
Tuesday, March 16, 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

ZOOM Meeting ID: 996 4957 9879

<https://zoom.us/j/99649579879>

1. Review and approval of the March 2, 2021, Civil Service Commission meeting minutes.
2. Review and action on the following eligibility list(s):
 - a) ELFF/Paramedic – (original certification 01/17/2020)
 - b) CFF/EMT – (original certification 01/17/2020)
3. Review action on the following application(s):
 - a) Associate Library Director – (5 applicants)
4. Review and approval of the revised job description for the position of Community Development Program Specialist.
5. Old Business:
6. New Business:
7. Adjourn:

TOWN CLERK
HAMDEN, CT
2021 MAR 12 A 10:38
REC'D AND FILED BY

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, March 2, 2021 @ 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
The link below was provided to join the meeting.
<https://zoom.us/j/99649579879>**

***To view the recording, please click the following link and
observe the instructions when/if prompted:**

<https://zoom.us/rec/share/YskbC1YUTn2ehmQMjug0XvlrX9zEGmifgJvMvEPmr2zcW2x8vYClcJaVxWdB08F.P4KZ8gPcLpUeJ2E4>

****If prompted for a password, enter: 0NM@@@0GG**

*****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.**

**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 9:02 A.M. with Commissioners Curt Andrews and Wanda Lary in attendance. Also present were Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Deputy Police Chief Bo Kicak and Town Attorney Susan Gruen.

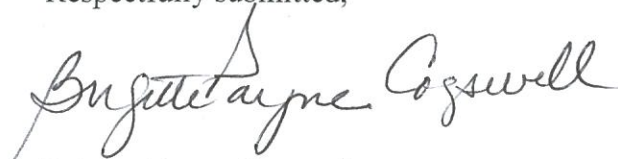
1. Review and approval of the February 16, 2021, Civil Service Commission meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to approve the minutes. Commissioner Lary abstained from the vote.
2. Review action on the following application(s):
 - a) Certified Police Officer – (3 applicants) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission that three (3) applicants are Certified Police Officers and will move on in the Hamden Police testing process. Commissioner Lary opposed the vote.
3. Review and approval of revised job description(s):
 - a) Paralegal – Town Attorney’s Office – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to approve the job description. Commissioner Lary abstained from the vote.

Minutes (continued)
Civil Service Commission
March 2, 2021

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4. Old Business: Chairperson Lobo requested that review of the Civil Service Rules commence after the March 16, 2021 meeting. The Commission will meet for up to an hour and Town Attorney Gruen will be asked to attend if needed.
5. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to adjourn at 9:26 A.M.

Respectfully submitted,



Brigitte Payne Cogswell
Human Resources Officer

TOWN CLERK
HAMDEN, CT
2021 MAR -3 P 3:11
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Hamden Fire Department - FF/Paramedic Testing
Summary of Written Examination and Oral Interview Scores

<u>Overall Ranking</u>	<u>Last Name</u>	<u>First Name</u>
1	Phelan	Robert
2	Nolan	Matthew
3	D'Costa	Melroy
4	McGoldrick	Jeffery
5	Rudewicz	Connor
6	Dosin	Christopher
7	Stalzer	Erik
8	Hanson	Abigail
9	Crouch	Timothy
10	Dempsey	Thomas
11	Rahmlow	Christopher
12	Canny	Ian
13	Montanye	Matthew
14	Inzucchi	Charles

1/21/2020 Appointed 2/3/2020
 1/21/2020 Appointed 2/3/2020
 1/21/2020
 1/21/2020 Appointed 2/3/2020
 1/21/2020
 1/21/2020 Appointed 2/3/2020

Certified by the Civil Service Commission on: January 17, 2020

7/14/2020
 1/5/2021 2 Months

Certified Firefighter/EMT
Eligibility List
January 17, 2020

Rank	Candidate
1	Pretty, Harley 1/21/2020 Appointed 2/10/2020
2	Deskin Jr, Timothy 1/21/2020 Appointed 2/10/2020
3	Kosiorowski, Kyle 1/21/2020
4	Fitzmaurice, William 1/21/2020 Appointed 2/10/2020
5	Gould, Terrance 1/21/2020 Appointed 2/10/2020
6	Coniglio, Kyle 1/21/2020
7	Hopkins, John
8	Oster, Gary

Certified by the Civil Service Commission on January 17, 2020.

7/14/2020

1/5/2021 2 months

TOWN OF HAMDEN

Community Development Program Specialist

Classified/Competitive

Department: Community Development

B.U.: AFSCME, Local 2863

Salary: Range 4

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.

~~The Civil Service Commission approved this job description and exempted this position from the Classified Service at its February 2, 2021 regular meeting due to the position being entirely grant funded and should the grant funds be reduced or expire the position will expire as well.~~

~~*This is a Mayoral appointed position which requires Legislative Council approval.*~~

~~*February 2021*~~

Approved by the Civil Service Commission on March 16, 2021.