

**AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Tuesday, April 11, 2023 @ 1:00 P.M.

This will be a 100% Electronic Meeting.

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

Public Questions can be emailed to CSC@hamden.com

Click here: <https://hamden.zoom.us/j/81460483045>

TOWN CLERK

2023 APR 10 P 12:25

- 1. Call the meeting to order**
- 2. Public Input**
- 3. Review and approval of the following job description(s):**
 - a. Superintendent of Solid Waste, Transfer Station, and Storm Water
 - b. Police Detective
- 4. Review and approval of the following new eligibility list(s):**
 - a. Certified Police Officer
- 5. Correspondence from Acting Police Chief Timothy Wydra requesting promotional recruitment for the position of Police Detective.**
- 6. Vote on the Fire Lieutenant vendor testing.**
- 7. Executive Session:**
- 8. Old Business:**
- 9. Adjourn:**

Town of HamdenTOWN OF HAMDEN

SUPERINTENDENT OF SOLID WASTE, TRANSFER STATION, AND STORM WATER
 CLASSIFIED/COMPETITIVE

CLASSIFICATION: RANGE 4
 BARGAINING UNIT: SUPERVISORS

Position Definition:

Plans, organizes, and supervises the operations of the Transfer Station, trash and refuse removal, and the maintenance, upkeep and inspection of storm water lines, connections and pumping stations.

Supervision received:

Works under the general direction of the Director and Assistant Director of Public Works, who assigns general work areas and specific work, as necessary, to be performed. Work is carried out with considerable independence and judgement to reach desired results. Work is reviewed for assurance that desired results are obtained.

Supervision exercised:

Provides general supervision and direction to Operators, Truck Drivers, Laborers, and Maintenance Employees.

Examples of essential duties:

Plans work according to standard procedures. Establishes administrative, operational and preventative maintenance schedules. Oversees the installation, operation, maintenance, and repair of instrumentation, pumps, pipes, valves, and equipment in the storm sewer system. Routinely inspects storm water lines and pump station. Determines periodic maintenance needs and assigns personnel as needed. Recommends major repairs by external contractors, and repairs specifications or services.

Establishes emergency procedures for response to breakdowns in system. Responds to emergencies on a call in basis. Coordinates maintenance and repair of system with Public Works and public safety units to avoid operational interruptions and to maintain safety. Responds to citizen's complaints concerning storm water system. Investigates matters and takes corrective action. Maintains records of complaints and emergency events to identify weaknesses within the system and to take remedial action.

Plans and implements layout of Transfer Station to assure efficiency in dumping or removal of materials and convenience of users. Plans seasonal and daily work tasks at work sites, including leaf collection, brush site, recycling, and hazardous waste removal. Oversees inspections of site and enforcement of regulations and permit activities. Coordinates programs and schedules with recycling contractors, C.R.R.A., and the Department of Environmental Protection.

Prepares near- term and long- term planning recommendations for the upgrading and improvement of the storm water system. Assists supervisors in preparation of Operating and Capital improvement departmental budget recommendations. Prepares specifications for contract work, and/ or equipment purchases. Evaluates work methods and procedures and effects improvements. Coordinates training programs for employees with the Personnel Department and outside agencies, including safety

procedures, equipment operation, and general work methods.

Maintains records of labor, and inventory of materials, supplies and equipment for repair and maintenance work. Prepares reports of on-the-job personal injuries, accidents, and damage to equipment, vehicles or facilities. Coordinates major equipment repairs or services with the Superintendent of Vehicle Maintenance to avoid interruption of services. Prepares statistical and narrative summaries for supervisors.

Examples of incidental duties:

Participates in Public Works professional organizations, including training opportunities to remain up-to-date on technology and work methods, and procedures. Responds to winter issues and other emergencies. May supervise snow removal or related emergency services.

Minimum qualifications required:

The skills and knowledge required would generally be acquired with graduation from a vocational technical school, or completion of a vocational training program in technology or mechanical trades. Six years of progressively responsible experience in storm water sewer collection, mechanical repair, road maintenance, or construction work. Also, three years of supervisory experience, or any equivalent combination of education and experience.

Knowledge, skills, and abilities:

Thorough knowledge of operations in the construction, maintenance, and repair of storm sewer systems, and underground utilities. Must have a working knowledge of Transfer Station or landfill operations and requirements, and heavy and light construction equipment and vehicles. Must have a working knowledge of sub-surface maintenance repair and construction, and safety practices and procedures. Must be able to apply principles of supervision to solve practical problems and to deal with a variety of concrete variables, where only limited standardization exists. Occupational Safety and Health Act (OSHA) is required. Must be able to interpret a variety of instructions in written, oral, diagrammatic, or schedule form. Also, plan, organize, and supervise seasonal maintenance and emergency response programs. Must have working knowledge of maintenance and construction documents, including plans, estimates, and contracts. Must acquire a proficiency in department specific computer applications and a general knowledge of integrated office software such as Microsoft Office and its applications, including Word and Excel. Must be able to use the Town's e-mail system. Ability to establish and maintain effective working relationships with other employees and the public is required.

License or certificate:

A Connecticut Motor Vehicle Operator's license is required. A Connecticut Class B Commercial Driver's License (CDL) is desirable.

Physical, mental exertion/environmental conditions:

Ability to perform strenuous physical work under adverse weather conditions. Considerable physical effort required, in walking, standing, and climbing while performing sewer inspection duties. There is periodic highway driving, which includes exposure to hazardous weather conditions. There is exposure to hazards while supervising site work for which precautionary measures must be taken. Must be able to see far away and close up to drive and to distinguish colors, and hear normal sounds with some background noise.

Note: The above description is illustrative of tasks and responsibilities, including, but not limited to. 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.

Town of Hamden

TOWN OF HAMDEN

SUPERINTENDENT OF SOLID WASTE, TRANSFER STATION AND SANITARY SEWERS

CLASSIFIED/COMPETITIVE

CLASSIFICATION: RANGE 4
BARGAINING UNIT: SUPERVISORS

Position definition:

Plans, organizes and supervises the operations of the Transfer Station, trash and refuse removal, and the maintenance, upkeep and inspection of storm and sanitary sewer lines, connections, and pumping stations.

Supervision received:

Works under the general direction of the Director and Assistant Director of Public Works, who assign general work areas and specific work, as necessary, to be performed; work is carried out with considerable independence and judgment to reach desired results. Work is reviewed for assurance that desired results are obtained.

Supervision exercised:

Provides general supervision to Foreman and general direction to Sanitary Sewer Operators, Laborers and Maintenance employees.

Examples of essential duties:

Plans work according to standard procedures. Establishes administrative, operational and preventative maintenance schedules. Oversees the installation, operation, maintenance and repair of instrumentation, pumps, pipes, valves and equipment in the sewer collector line system and storm sewer system. Routinely inspects sewer lines and pump stations. Determines periodic maintenance needs and assigns personnel as needed. Recommends major repairs by external contractors, and prepares specifications for services.

Establishes emergency procedures for response to breakdowns in system. Responds to emergencies on a call-in basis. Coordinates maintenance and repair of system with Public Works and public safety units to avoid operational interruptions and to maintain safety. Responds to citizens' complaints concerning collector system. Investigates matters and takes corrective action. Maintains records of complaints and emergency events to identify weaknesses within system and to take remedial action as necessary.

Plans and implements layout of Transfer Station to assure efficiency in dumping or removal of materials and convenience of users. Plans seasonal and daily work tasks at work sites, including leaf collection, brush site, recycling, and hazardous waste removal. Oversees inspections of site and enforcement of regulations and permit activities. Coordinates programs and schedules with Recycling contractors, C.R.R.A., and the Department of Environmental Protection.

Prepares near-term and long-term planning recommendations for the upgrading and improvement of the sewer collector system. Assists supervisors in preparation of operating and capital improvement departmental budget recommendations. Prepares specifications for contract work and/or equipment purchases. Evaluates work methods and procedures and effects improvements. Coordinates training programs for employees with the Personnel Department and outside agencies, including safety procedures, equipment operation, and general work methods.

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Maintains records of labor, and inventory of materials, supplies and equipment for repair and maintenance work. Prepares reports of on-the-job personal injuries, accidents, and damage to equipment, vehicles or facilities. Coordinates major equipment repairs or services with the Superintendent of Equipment to avoid interruptions in services. Prepares statistical and narrative summaries for supervisors.

Examples of incidental duties:

Participates in public works professional organizations, including training opportunities, to remain up-to-date on technology and work methods and procedures. Responds to winter and other emergencies. May supervise snow removal or related emergency services.

Minimum qualifications required:

The skills and knowledge required would generally be acquired with graduation from a vocational technical school or completion of a vocational training program in wastewater technology or mechanical trades and six years of progressively responsible experience in sanitary sewer collection, mechanical repair, road maintenance or construction work, including three years supervisory experience; or any equivalent combination of education and experience.

Knowledge, skills, and abilities:

Thorough knowledge of operations in the construction, maintenance and repair of storm and sanitary sewer systems, and underground utilities. Must have a working knowledge of Transfer Station or landfill operations and requirements, and heavy and light construction equipment and vehicles. Must have a working knowledge of sub-surface maintenance repair and construction, and safety practices and procedures. Must be able to apply principles of supervision to solve practical problems and to deal with a variety of concrete variables, where only limited standardization exists. A working knowledge of state and federal laws pertaining to wastewater collection and treatment, and with the Occupational, Safety and Health Act (OSHA) is required. Must be able to interpret a variety of instructions in written, oral diagrammatic or schedule form and to plan, organize and supervise seasonal maintenance and emergency response programs. Must have a working knowledge of maintenance and construction documents including plans, estimates and contracts. Must acquire a proficiency in department-specific computer applications and a general knowledge of integrated office software such as Microsoft Office and its applications including Word and Excel. Must be able to use the Town's email system. Ability to establish and maintain effective working relationships with other employees and the public is required.

License or certificate:

A Connecticut Motor Vehicle Operator's license is required.
A Connecticut Class B Commercial Driver's License (CDL) is desirable.

Physical, mental exertion/environmental conditions:

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Approved by the Civil Service Commission on 07/01/02.

TOWN OF HAMDEN
POLICE DETECTIVE

Classified/Competitive
Hamden Police Department

B.U.: UPSEU/COPS, Local 062
FLSA Status: Non-Exempt

GENERAL STATEMENT & EXAMPLES OF DUTIES:

Duties may require any of the following specific assignments or any combination of the following assignments: **Detective Division:** Detectives assigned to the Detective Division shall conduct complete and thorough investigations of all criminal incidents that are brought to their attention and shall be responsible for the detection and apprehension of criminal offenders, the location of missing persons, the recovery of lost or stolen property, and the cooperation with other municipal authorities, especially with regard to the disposition of cases involving juveniles; shall also be responsible for performing all identification functions required for either criminal justice or civil purposes. **Special Victims Unit:** Detectives assigned to the Special Victims Unit shall perform comprehensive investigations of all incidents involving juveniles, school related matters, missing persons, mentally ill persons, and bicycle complaints; shall seek to prevent youth crime and juvenile delinquency and shall be concerned with juvenile offenders, whether delinquent or predelinquent, and other matters pertaining to the youth of the community for which the Hamden Police Department may be made responsible. **Training Division:** Detectives assigned to the Training Division shall arrange for the training of all line Police Officers in the various skills essential to the effective execution of the police role. This shall include instruction on the subjects of laws and ordinances, departmental rules and regulations, investigation and evidence collection, report writing, first aid, firearms, community relations and any other matters pertaining to the duties of an officer as prescribed by the Chief of Police; shall also maintain records on training received by each officer; and shall also be in charge of uniforms, clothing, weapons, and supplies. **Court Liaison Unit:** Detectives assigned to the Court Liaison Unit shall coordinate all pertinent court and police functions, including the transmittal of all relevant forms and reports, the scheduling of officer appearances, the conveyance of prisoners between the court and jail, the maintenance of accurate and complete records of officer's time spent in court, the delivery of warrant applications, the distribution of approved warrants and subpoenas to appropriate police units and any other tasks assigned by the Chief of Police. **Ethics & Integrity Unit:** Detectives assigned to the Ethics & Integrity Unit shall conduct thorough investigations of all matters pertaining to citizen complaints against officers, alleged police misconduct, background information on prospective or active Police Officers, or any other investigative task assigned to the Unit by the Chief of Police. **Street Interdiction Team:** Detectives assigned to the Street Interdiction Team shall function similar to Detectives assigned to the Detective Division, but may also be assigned to specific areas or functions as determined by the Chief of Police.

SUPERVISION RECEIVED:

Receives direct supervision from immediate higher ranking superior officer as determined by the Chief of Police.

SUPERVISION EXERCISED:

May provide direct supervision to employees of equal or lesser rank. May provide technical supervision to all members of the Department.

KNOWLEDGE, SKILLS & ABILITY:

An occupationally significant combination of: capacity to acquire knowledge of laws and regulations and lead investigative procedures and methods; verbal ability to converse with people at varied levels; tact and diplomacy in order to establish rapport with people; ability to perform under stress and maintain equanimity in the face of danger or resistance; organizational ability in order to gather and evaluate facts; an assurance of manner that will gain confidence and respect, ability to utilize highly developed sensory senses; strong deductive reasoning skills; the ability to sustain concentration and motivation for long periods of time; and the physical strength and stamina necessary to perform the duties.

MINIMUM EXPERIENCE:

Police Officers employed with the Town of Hamden who hold the position of Grade A-III Officer or higher.

EXAMINATION PROCESS:

Written Examination - 75%

Oral Examination - 25%

The examination shall be open to all Grade A-III Officers or higher. Seniority Credits will be added in accordance with Rule 7 of the Civil Service Rules & Regulations.

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.

Approved by Civil Service on October 29, 2007.

Revised September 2018.

Revised April 2023.

**Certified Police Officer
Eligibility List
Apr. 11, 2023**

#	LAST NAME	FIRST NAME	
1	Rivera	Richard	
2	Altieri	Michael	
3	Sudac	Stephen	
4	Limauro	Michael	
CSC Certified 04/11/2023			

TOWN OF HAMDEN, CONNECTICUT
REQUEST TO FILL POSITION

Section I - To Be Completed by Department

The recruitment process could take months, depending on the position to be filled. Please keep this in mind as you learn of upcoming position vacancies and submit this form with ample advance notice for the benefit of your department. Complete this form and forward to the Human Resources Department.

Position Title: Police Detective Union/Non-Union: / Yes/ No

Department: Hamden Police Department If so, which union: UPSEU/COPS, Local 062

Hours Biweekly 80 Wage Grade _____ Hourly Rate _____ Annual Salary (Entry Level) \$101,674.67

Write a justification addressing the reason for Vacancy. Include why there is a need, and justification for opening this recruitment approval.

Name of Employee Leaving Position (Retired/Resigning): Vacancy has existed since November 2022 due to retirement

Is Current Job Description Accurate? / / Yes/ / No Date of Last JD Update: September 2018

Date to bring RTF to Civil Service: April 11, 2023
(Date of CSC meeting)

Can you suggest special recruitment sources? _____

Is there any additional information you can provide regarding requirements for expediting recruitment, including date for position to be filled by?

Department Head Signature: *Nancy A. ...* Date: 4-6-2023

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Section II - To Be Completed By Human Resources

Civil Service Commission Approved? / _____ / Yes / _____ / No /

Active Eligibility List? / / Yes / / No Vacancy No. _____

Date of List _____

Human Resources Officer Signature: _____ Date: _____

Director of Human Resources Signature: _____ Date: _____