

**AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, April 18, 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/85891381385>

2023 APR 14 P 1:24

- 1. Call the meeting to order**
- 2. Public Input**
- 3. Review and approval of the following minute(s):**
 - a. Regular Meeting April 4, 2023
 - b. Special Meeting April 11, 2023
- 4. Review and approval of the following application(s):**
 - a. Youth Services Outreach Counselor
 - b. Community Development Program Specialist
 - c. Back Tax Collector
- 5. Review and approval of the following job description(s):**
 - a. Library Clerk/Patron
- 6. Review and certification of the new eligibility list(s):**
 - a. Account Clerk
 - b. Back Tax Collector
- 7. Correspondence from Public Works Director Joseph Colello requesting promotional recruitment for the position of Superintendent of Solid Waste, Transfer Station and Storm Water.**
- 8. Executive Session:**
- 9. Old Business:**

10. New Business

11. Adjourn:

**MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, April 4, 2023 @ 9:00 A.M.

HYBRID MEETING

2023 APR 10 P 3:29

This meeting will be conducted in person and also by using Electronic Equipment

IN PERSON LOCATION: 3rd Floor Conference Room,

2750 Dixwell Avenue, Hamden, CT 06518

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

Public Questions can be emailed to CSC@hamden.com

ZOOM Link: <https://hamden.zoom.us/j/89812998524>

https://hamden.zoom.us/rec/share/uzv4MQNIZlus9du4xCpciEvL3V8ZdV-h_aKX_mD1MM8hFsXbj-jhORCyl4sRAmgf.kypGeDRVE810eik3?startTime=1680613682000

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*****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 Lobo called the meeting to order at 9:07 a.m., with Commissioner Curt Andrews and Commissioner Helen Ward in attendance. Also present were: Director of Human Resources Brigitte Cogswell, Human Resources Officer Nadia Balassone, Administrative Assistant Erica Blue, Acting Police Chief Timothy Wydra, Fire Chief Jeffrey Naples, Fire Captain Julio Lopes, and two representatives from the Morris & McDaniel Testing Company.

- 1. Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:07 a.m.
- 2. Public Input**—No Public Input.
- 3. Review and approval of the following minutes:**
 - a. Regular Meeting March 21, 2023—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the minutes.

4. Review and approval of the following application(s):

- a. Entry Level Firefighter/Paramedic—No action, the one (1) applicant does not meet the minimum qualifications.

5. Review and approval of the following job description(s):

- a. Superintendent of Sanitation—this item has been tabled for revisions.
- b. Recreation Administrative Assistant (Secretary)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission that this item and item eight (8) are tabled until the Human Resources Department receives the proper documentation.

6. Review and approval of the following eligibility list(s):

- a. Police Captain (original certification 10/04/2022)—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to recertify the list for six (6) months.

7. Review and approval of the following new eligibility list(s):

- a. Zoning Enforcement Officer—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the eligibility list.
- b. Purchasing Buyer—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to certify the eligibility list.
- c. Police Sergeant—On a motion by Commissioner Ward, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list.

- d. Police Lieutenant—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the eligibility list.
- e. Deputy Police Chief—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to certify the eligibility list.
- f. Entry Level Police Officer—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to certify the eligibility list.

8. Correspondence from Director of Arts, Culture & Wellness Karen Bivens for open and competitive recruitment for the position of Recreation Administration Assistant (Secretary)—No action taken, the item is tabled until the next meeting.

9. Presentation from Morris & McDaniel and Connecticut Fire Academy testing.

10. Old Business:

- a. On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to go into Executive Session at 9:20 a.m.
- b. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to go back into regular session at 9:39 a.m.
- c. Chairperson Lobo states for the record that the Executive Session was not necessary for the discussion on the two candidates for Police Detective.

11. Executive Session:

- a. Discussion on upcoming Police Detective exam.

12. Vote on the Police Detective exam candidates—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to open Police Detective recruitment for two (2) weeks and postpone the Detective's test.

13. New Business:

- a. Request for a date for a special meeting for the Entry Level and Certified Police Officer eligibility list—The special meeting will be held Tuesday, April 11, 2023, at 1:00 p.m.
- b. On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to add Entry-Level Police Officer Eligibility List to the agenda.

14. Adjourn—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to adjourn at 10:29 a.m.

Respectfully submitted,



Nadia Balassone
Human Resources Officer

**MINUTES
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

https://hamden.zoom.us/rec/share/8SsyFAN2gUH8DRo0d_cbCw9o_P5q6YxORsV8SxeQJbsqD_lezgzzLLtt5UYsQxaqk.ncGT8lGxwA-FH3GR?startTime=1678197761000

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Then, review the recording by downloading the digital version of these minutes and following the instructions above.

Public questions were 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 Lobo called the meeting to order at 1:05 p.m., with Commissioner Curt Andrews and Commissioner Helen Ward in attendance. Also present were: Director of Human Resources Brigitte Cogswell, Human Resources Officer Nadia Balassone, Administrative Assistant Erica Blue, Acting Police Chief Timothy Wydra, Fire Chief Jeffrey Naples, and Fire Captain Julio Lopes.

1. **Call the meeting to order**—Chairperson Lobo called the meeting to order at 1:05 p.m.
2. **Public Input**—No Public Input.
3. **Review and approval of the following job description(s):**
 - a. **Superintendent of Solid Waste, Transfer Station, and Storm Water**—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the job description.

- b. **Police Detective**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the job description.
- 4. Review and approval of the following new eligibility list(s):**
 - a. **Certified Police Officer**—On a motion by Commissioner Ward, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the eligibility list.
- 5. Correspondence from Acting Police Chief Timothy Wydra requesting promotional recruitment for the position of Police Detective**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to open the recruitment.
- 6. Vote on the Fire Lieutenant vendor testing**—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve Mission CIT for Fire Lieutenant testing.
- 7. Executive Session**—No Executive Session.
- 8. Old Business**—No Old Business.
- 9. Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to adjourn at 1:16 p.m.

Respectfully submitted,



Brigitte Cogswell

Director of Human Resources

TOWN OF HAMDEN

Library Clerk

Classified/Competitive
Department: Library

B.U.: AFSCME 1303-115
Salary: Scale A

Position Definition:

Performs responsible and varied clerical duties which includes contact with the public in a library setting. May be assigned to different library departments (e.g. circulation, technical services, children's department or branches) as needed.

Supervision Received:

Receives general supervision from a library manager, supervisor, or most senior staff at point of service.

Supervision Exercised:

May provide general supervision to library pages. May provide supervision to other library clerks, if in a senior position. May also supervise volunteers.

Examples of Essential Job Duties:

Performs general clerical tasks in a library setting. Keys labels, lists, and reports as required. Maintains materials, supplies, equipment or inventory of same, for assigned unit. Maintains files as needed. Operates standard office equipment such as computers, printers, copy machines, cash registers, etc. Answers telephone calls and provides information as needed or refers calls to other staff. Maintains a neat and organized work area. Prepares materials promoting use of the library, including posters, newsletters, and displays. Performs special projects as assigned.

If assigned to the Circulation Department:

Charges and discharges library materials; records and registers patrons; sorts and routes incoming materials to proper carts; shelves or outgoing boxes; calculates, receives and records on cash register fees or fines; inspects incoming library materials for damages and makes minor repairs as possible; audits shelf reading by pages; trains new pages; delivers routed library materials to other library departments as needed; works on special projects as assigned.

If assigned to Technical Services:

Processes new library materials under supervision; performs database input and maintenance. Works on special projects as assigned.

If assigned to the Children's Department:

Works under the supervision of the Children's Librarian or other senior staff. Withdraws materials, maintains and organizes collections as directed. May assist with class visits and craft programs when needed.

If assigned to the Branches:

Works under the supervision of the branch manager.

Examples of Incidental Duties:

As assigned. Participates in training and professional development programs.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with graduation from high school with one year of public library experience, or one year of general clerical experience, or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Must be able to demonstrate courtesy, diplomacy and sincere interest in helping public. Must have ability to answer inquiries properly and provide correct information. Must be able to relate to patrons and have the ability to establish and maintain effective working relationships with library staff. Must be able to carry out instructions furnished in written and oral form. Ability to acquire a working knowledge of library principles and practices and integrated library system software is necessary. A working knowledge of basic office procedures, is required. Ability to use integrated office software such as Microsoft Office and its applications. Ability to add, subtract, multiply and divide all units of measure is required. Must be able to use the Town's email system.

License or Certificate: Valid Connecticut drivers license.

Physical, Mental Exertion/Environmental Conditions:

Performs duties in an open environment. Must be able to concentrate on moderate detail with constant interruptions. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, books, displays, equipment, office supplies, etc. 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. Some stress involved in interaction with public.

Note: The above tasks and responsibilities are illustrative only. 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 job duties.

Approved by the Civil Service Commission on 10/18/2016.

TOWN OF HAMDEN

Patron Associate

Commented [MC1]: We have updated the name of this position to reflect the actual nature of the position – helping patrons either by serving the public directly or by doing prep work to prepare for public usage.

Classified/Competitive
Department: Library

B.U.: AFSCME 1303-115
Salary: Scale A

Position Definition:

The ~~Library Clerk~~ provides a wide variety of public, technical, and clerical services which includes contact with the public in a library setting. Assists in all phases of library work. Will be assigned to different library departments including Borrower Services, Technical Services, Children's Services, Teen Services or branches as needed. Assignment can be a split assignment and may change upon library needs.

Commented [MC2]: We expanded the scope of the definition to reflect the realities of the job. The position is a jack-of-all trades and may serve in a variety of areas within one shift.

Supervision Received:

Receives general supervision from a library manager, supervisor, or most senior staff at point of service.

Supervision Exercised:

May provide general supervision to library pages. May provide supervision to other ~~library clerks~~ Patron Associates [Library Clerks under older version], if in a senior position. May also supervise volunteers.

Examples of Essential Duties:

Provides prompt, courteous and direct assistance in person and via the phone or email to all patrons.

Performs general tasks in a library setting. Some examples include creating labels, lists, and reports. Maintaining materials, supplies, equipment or inventory.

Operates standard office equipment such as computers, printers, copy machines, label printers, laminators, and cash registers.

Advocates for the library, and library services within the library and community through various forms of outreach.

Shelves materials as necessary in order to maintain inventory.

Charges and discharges library materials.

Commented [MC3]: In this section we have combined the many examples of essential duties that fell under departmental assignments. In the modern library, it is not uncommon for this position to serve at different public desks as needed. Some archaic duties were removed [database input and maintenance].

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Records and registers patrons.

Sorts and routes incoming materials to proper carts, shelves or outgoing boxes.

Calculates, receives, and records on cash register fees.

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Processes new library materials under supervision of the department supervisor.

Makes minor repairs to materials as needed.

May assist with receiving of materials and inventory of office supplies.

Withdraws materials from collection for consideration and maintains and organizes collections as directed.

May assist with class visits or other programming as needed.

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Examples of Incidental Duties:

Participates in ongoing professional development by attending professional library conferences, seminars, webinars, and network committees; attends and participates in staff meeting discussions.

Keeps informed of emerging technologies, current trends, improved programs and processes to better meet the needs of the community, and seeks out training as needed.

Prepares materials promoting use of the library, including posters, newsletters, and displays.

Actively participates in library committees, task force, or special projects that align with special interests and strengths of the individual.

Performs other related duties or special projects as assigned.

Commented [MC4]: We have updated this section to reflect the ongoing professional development all staff in the library undertake to be current with technology, the learning needs of our patrons, and the interests of the community. We have added with union permission the expectation that this position actively participates on library system wide committees, task forces, or special projects. Covid taught the library that every staff member in the library has a unique strength or talent to contribute to the well-being and success of Hamden.

Qualifications and Competencies:

The skills and knowledge required would generally be acquired with graduation from high school or equivalency. At minimum one year of service industry experience is required. Considerations will be made for a candidate with an equivalent combination of education, work experience, and training.

Commented [MC5]: We have removed the need for public library experience or clerical experience, finding instead that it is more helpful to have a person who has worked in the service industry. The position relies on excellence in customer service.

Knowledge, Skills, and Abilities:

Must enjoy working with a diverse public and ~~have~~ possess cultural humility.

Ability to engage with people in a positive manner.

Comfortable with using computers and various software is required.

Strong commitment to working within a team environment is required.

Ability to prioritize, complete multiple tasks and meet program deadlines is required.

Ability to acquire a working knowledge of library principles and practices and integrated library system software is necessary.

Orally bilingual desired.

Commented [MC6]: Again as this position is focuses on helping patrons the strongest attributes needed for success are those associated with excellence in customer service for diverse populations. Diversity includes age, race, gender identification, sexual orientation, religious affiliation, and political outlook.

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Physical, Mental Exertion/Environmental Conditions:

Performs duties in an open environment. Must be able to concentrate on moderate detail with constant interruptions. Routinely and intermittently exposed to computer screen, and must take periodic breaks from screen. May be required to lift and move light to medium weights, for example, books, displays, equipment, office supplies, etc. 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. Some stress involved in interaction with public.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Edited and approved by the Local 1303-115 leadership ~~3/16/2023~~ March 2023

Account Clerk
Eligibility List
4.18.2023

| Last Name | First Name |
|------------------|--------------------------|
| | |
| Hongo | Lenore |
| Steskla | Tyler |
| Chambasis | Roseann |
| | |
| | CSC Certified 04.18.2023 |

**Back Tax Collector
Eligibility List
Apr. 18, 2023**

| Last Name | First Name |
|-------------------------|-------------------|
| | |
| Greaves | David |
| Rose | Jovanya |
| | |
| CSC Certified 4.18.2023 | |

Erica Blue

From: Joseph Colello
Sent: Wednesday, April 12, 2023 5:23 PM
To: Brigitte Cogswell
Cc: Erica Blue; Nadia Balassone; Kathleen Walsh; Susan Rubino; Liz Ditman; Joseph Colello
Subject: Job Posting

Good Afternoon Brigitte,

I respectfully request that the new Civil Service approved job description of Superintendent Of Solid Waste, Transfer Station And Storm Water be posted in the Supervisors Union as soon as possible. Please advise when we can move forward with this request. Thank you for your attention to this matter in advance.

Respectfully,
Joey Colello
203-619-4052