

AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday, April 19, 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 15, 2022.
 - b) Special Meeting March 17, 2022.
 - c) Special Meeting March 23, 2022.
2. Review and action on the following application(s):
 - a. Police Captain
 - b. Fire Training/EMS Officer
 - c. Land Records Technician
3. Review and certification on the following eligibility list:
 - a. Assistant Assessor—(original certification 10/29/2020)
 - b. Associate Library Director – (original certification 04/20/21)
 - c. Purchasing Technician—(original certification 10/05/2021)
 - d. Land Records Technician—(original certification 04/19/2022)
 - e. Certified Police Officer—(original certification 04/19/2022)
4. Review on the following applicant list:
 - a. Re-ranked Entry Level Police Officer—(As of 04/14/2022).
5. Correspondence from Finance Director Curtis Eatman, requesting a promotional recruitment and if necessary, open competitive recruitment for the position for Payroll Administrator.
6. Correspondence from Acting Director of Planning and Economic Development Erik Johnson requesting a promotional recruitment and if necessary, open competitive recruitment for the position of Assistant Town Planner.
7. Correspondence from Police Chief John Sullivan, requesting a promotional recruitment and if necessary, open competitive recruitment for the position of Animal Control Officer.
8. Correspondence from Detective Brian Stewart for elimination of four (4) candidates for Entry Level Police Officer.
9. Old business:

2022 APR 14 P 2:56

10. Public Input:

11. New Business

12. Executive Session (if necessary):

13. Adjourn:

MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING

2022 MAR 22 P 2:54

Tuesday, March 15, 2022 @ 9:00 A.M.

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

This was an Electronic Meeting

The link below was provided to join the meeting.

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

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

<https://us06web.zoom.us/rec/share/1eHJkLsANGAVsXSS0AYvULVGUcDAn-Vz3bYkvsFXB1I79suXFgOacu6MzdwIBOt3.trVo0S43Vr5YE61O>

***If prompted for a password, enter: N==0\$Pu

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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 9:08 A.M., with the Commissioner Carol Noble and Commissioner Curt Andrews in attendance. Also present were; Director of Personnel Brigitte Cogswell, Administrative Secretary Erica Blue, Former Personnel Director Kenneth Kelley, and Police Chief John Sullivan, Town Attorney Sue Gruen, Y'Isiah Lopes.

1. Review and approval of the Civil Service Commission Minutes:
 - a) Regular meeting, March 1, 2022.—On a motion by Commissioner Andrews, seconded by 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 Commission that one (1) applicant met the minimum qualifications and would move forward in the process.
3. Review and certification on the following eligibility list:
 - a. IT Technician (original certification 09/16/2021)—On a motion by Commissioner Andrews, seconded by Commissioner
 - b. Noble it was the unanimous decision of the Commission to recertify the list.

- c. Community Services Program Specialist—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to certify a list of one (1).
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.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to approve open and competitive recruitment for Town Attorney Legal Secretary/Assistant Office Manager.
5. Correspondence from Sergeant Ray Quinn for elimination of three (3) candidates for Certified Police Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to eliminate the three (3) candidates.
6. Old Business: No Old Business.
7. Public Input: No Public Input.
8. New Business:
 - a. Commissioner Noble announced her resignation from the Civil Service Commission effective March 21, 2022.—Well wishes extended to Commissioner Noble on behalf of the entire Civil Service Commission.
9. Adjourn:—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 9:17AM.

Respectfully submitted,



Brigitte Cogswell
Director of Personnel

MINUTES
CIVIL SERVICE COMMISSION
SPECIAL MEETING

Thursday, March 18, 2022 @ 11:00 A.M.

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

This was an Electronic Meeting

The link below was provided to join the meeting.

<https://us06wch.zoom.us/j/5731522019>

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<https://us06wch.zoom.us/j/5731522019?pwd=MTpEbnE3TG9MeUo3Tm9WdDI1LkQ0NkxkLT1-eGZkdzV1bzR1eU40L0p3ZS5vR0RlTjRv>

***If prompted for a password, enter: 9FD2!Qx3

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Public questions were be emailed to CSC@hamden.com

202 APR -1 PM 3:48

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 11:04 A.M., with the Commissioner Curt Andrews and Commissioner Carol Noble in attendance. Also present were: Executive Secretary Brigitte Cogswell, and Administrative Secretary Erica Blue.

1. Review and certification on the following eligibility list:
 - a. Certified Firefighter/EMT:—On a motion by Commissioner Andrews, seconded by Noble it was the unanimous decision of the Commission to certify the list of twelve (12) candidates for Certified Firefighter/EMT.
2. Old business: No Old Business.
3. Public Input: No Public Input.
4. Adjourn: —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn.

Respectfully submitted,



Brigitte Cogswell
Director of Personnel

AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING

Wednesday, March 23, 2022 @ 3:30 P.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>

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, and Fire Chief Gary Merwede, Nelson Hwang and David Beaton.

2022 APR - 14 PM 4:15
RECORDED BY

1. Review and certification on the following eligibility list:
 - A. Fire Inspector: original certification (03/23/2022)—On a motion by Commissioner Andrews seconded by Chairperson Lobo it was the unanimous decision of the Commission to certify the list of two (2).
2. Old business: No Old Business.
3. Public Input:
 - a. Public Comment: Union President David Beaton requested to the names of the two eligible applicants for the Fire Inspector.—The two applicants names will be provided by the Fire Chief.
4. Adjourn:--On a motion to Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn.

Respectfully submitted,


Brigitte Cogswell
Director of Personnel

Assistant Assessor
Eligibility List
Thursday, October 29, 2020

Rank	Candidate Name
1	Forvil, Nancy
1	Zychowski, Rebecca

Approved

Certified by the Civil Service Commission on: October 29, 2020

4/20/2020

Associate Library Director
Eligibility List
Tuesday, April 20, 2021

- 1 Bussard, Alyssa 4/27/2021 *Appointed*
- 1 Flewelling, Janet 4/27/2021 - 10/20/21
- 1 Lichtenberg, Lore V. 4/27/2021 10/20/21

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

Purchasing Technician
Eligibility List
Oral Examination – October 5, 2021

<u>Rank</u>	<u>Candidate Name</u>
1	Robert Brown
2	Kathleen Walsh
3	Wendy Santamauro
4	Garrett Jacobowitz

Hired 10/13/21

Certified by the Civil Service Commission on October 5, 2021.

Town of Hamden
Certified Police Officer
Eligibility List
April 19, 2022

Rank	Last Name	First Name
1	Jiminez	Omar
2	Bayas	Juan
3	Mitchell	Taequan
4	Soler	Oscar
5	Carter	Marvline
6	Valdavinios	LuisAngel
7	Seagren	Joseph

Erica Blue

From: Curtis Eatman
Sent: Wednesday, March 23, 2022 3:45 PM
To: Erica Blue
Cc: Brigitte Cogswell
Subject: RE: In Re: Payroll Administrator

Dear Brigitte Cogswell:

I am formally requesting authorization to hire for the position of Payroll Administrator. Our current employee has provide sufficient notice that he will be resigning from the position in June 2022. This position is critical to the operation of the Town's Finance Department.

By hiring a Payroll administrator now (or immediately), the finance department will have the ability to have the current employee train our new employee, thus eliminating any potential payroll errors. This critical onboarding training will allow the finance department to function and transition, hopefully, without much issue.

If you have any further questions, please let me know,

Sincerely,

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

Erica Blue

From: Erik Johnson
Sent: Wednesday, April 13, 2022 12:24 PM
To: Erica Blue
Cc: Brigitte Cogswell; Sharon Regan
Subject: RE: In Re: Assistant Town Planner

Erica:

Please let this email serve as my formal request to open the competitive recruitment process for the Assistant Town Planner position. Please let me know if you need any additional information from me to proceed.

Sincerely,

Erik Johnson
Acting Director of Planning and Economic Development

Erica Blue

Subject: FW: civil service requests

From: Brigitte Cogswell
Sent: Tuesday, April 5, 2022 2:12 PM
To: Erica Blue <eblue@Hamden.com>
Subject: Fwd: civil service requests

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

From: John Sullivan <jsullivan@hamdenpd.com>
Date: Apr 5, 2022 1:15 PM
Subject: civil service requests
To: Ken Kelley <KKelley@Hamden.com>, Brigitte Cogswell <BCogswell@Hamden.com>, 'Andrea Lobo' <andrearlobo@yahoo.com>, 'Curt Andrews' <curt@idriveglobal.com>
Cc:

Ken/Bridget-

We respectfully, request that the posting of the Animal Control Officer position, that the posting for central communication technician position, and certified entry level police officer ranking list be placed on the next civil service meeting agenda.

Respectfully,

John Sullivan

Chief of Police

Hamden Police Department

Office: (203) 230-4015

Fax: (203) 288-4876