

**AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING
Tuesday, May 11, 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

<https://zoom.us/j/94978708352>

1. Review and approval of the April 20, 2021, Civil Service Commission regular meeting minutes.
2. Review and action on the following eligibility list(s):
 - a) Librarian I Part Time – (original certification 05/05/2020)
 - b) Mechanic/Public Works – (original certification 05/05/2020)
 - c) Account Clerk – (original certification 05/05/2020)
3. Review and action on the following application(s):
 - a) Community Development Program Specialist – (7 applicants)
 - b) Assistant Superintendent of Apparatus and Emergency Systems – (2 applicants)
 - c) Paralegal – (35 applicants)
4. Review and approval of the revised job description for the position of Superintendent of Trees.
5. Old Business:
6. Adjourn:

TOWN CLERK
HAMDEN, CT

2021 MAY -7 P 1:19

REC'D AND FILED BY

MINUTES

CIVIL SERVICE COMMISSION

Tuesday, April 20, 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/CuEZ0enLv9T8FneImIbxRSo450v4BYc0tiUB0sg9Hk15JYbvOT>

[I_AHpft46Hj1WY.MnSDhJIXPq87Yryz](#)

****If prompted for a password, enter: 25DrK%B^**

*****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 Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Fire Chief Gary Merwede, Police Chief John Sullivan, Director of Public Works and Parks Craig Cesare, and Library Director Melissa Canham-Clyne.

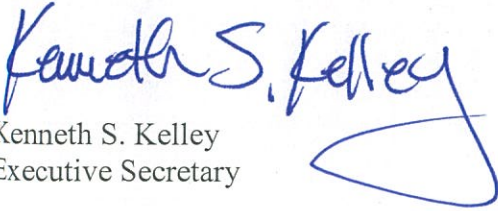
1. Review and approval of the March 16, 2021, Civil Service Commission meeting minutes. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to approve the minutes with one edit to item 1 which should read "seconded by Commissioner Lary".
2. Review and action on the following eligibility list(s):
 - a) Economic Development Technician – (original certification 04/16/2019) – Expired – No action.
 - b) Library Clerk P/T – (original certification 10/15/2019) – On a motion by Commissioners Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to certify the list for another six (6) month period ending 10/15/2021.
 - c) Fire Lieutenant – (original certification 10/06/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to certify the list for another six (6) month period ending 10/06/2021.
 - d) Assistant Building Official Structural & Electrical – (original certification 10/06/2020) – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to certify the list for another six (6) month period ending 10/06/2021.

- e) Assistant Assessor – (original certification 10/29/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to certify the list for another six (6) month period ending 10/29/2021.
3. Review and certification of the following eligibility list(s):
 - a) Certified Police Officer – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to certify the list for a six month period ending 10/20/2021.
 - b) Associate Library Director – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to certify the list for a six month period ending 10/20/2021.
 4. Review and approval of revised job description for the position of Assistant Superintendent of Apparatus and Emergency Systems in the Fire Department. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to approve the job description.
 5. Correspondence from Finance Director Scott Jackson and Police Chief John Sullivan requesting a promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of IT Technician. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to commence with the recruitment.
 6. Correspondence from Director of Public Works and Parks Craig Cesare requesting an open competitive recruitment for the position of Maintainer. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to commence with the recruitment. Director Cesare is also requesting a promotional recruitment from within UPSEU Unit #23 and if necessary open competitive recruitment for the position of Superintendent of Trees. On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the decision of the Commission to commence with the recruitment once the job description is approved by the Civil Service Commission.
 7. No motions were made under Old Business.
 8. Under New Business was correspondence from Human Resources Director BOE Gary Highsmith requesting an emergency five (5) month temporary appointment of Elizabeth Spayd, RN to the position of School Nurse. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to grant his request.

Also, under New Business Commissioner Lary announced that she will be resigning from the Commission and will send written notice to Mayor Leng.

9. On a motion by Commissioner Andrews, seconded by, Chairperson Lobo, it was the unanimous decision of the Commission to adjourn at 9:35 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT

2021 APR 22 A 11:03

REC'D AND FILED BY

Librarian I/Part-time
Eligibility List
Tuesday, May 5, 2020

| Rank | Candidate |
|------|----------------|
| 1 | Menta, Peter |
| 2 | Paris, Beth |
| 3 | Connolly, Jane |
| 4 | Massari, Rose |

Certified by the Civil Service Commission on: May 5, 2020

10/29/2020

Truck and Equipment Mechanic
Eligibility List
Tuesday, May 5, 2020

| Rank | Candidate |
|------|--------------------------------------|
| 1 | Gilbert, Robert 5/13/2020, 1/6/2021 |
| 2 | Redmond, Shawn 5/13/2020, 1/6/2021 |
| 3 | Vitaletti, David 5/13/2020, 1/6/2021 |
| | |

Appointed 2/1/2021

Certified by the Civil Service Commission on: May 5, 2020

10/29/2020

Account Clerk/Finance
Eligibility List
Tuesday, May 5, 2020

| Rank | Candidate |
|------|-----------------------------|
| 1 | Forvil, Nancy 9/3/2020 |
| 1 | Garcia, Marlene 9/3/2020 |
| 1 | Martindale, Lorrie 9/3/2020 |

Appointed 10/7/2020

Certified by the Civil Service Commission on: May 5, 2020

10/29/2020

Town of Hamden

SUPERINENDENT OF TREES – PUBLIC WORKS

Classified/Competitive
Department: Public Works

BU: UPSEU, Unit #23
Salary: Range 4

Position definition: Plans, organizes and oversees a town-wide tree, parks and parkways program, including a systematic inspection of town trees, and the maintenance, treatment and replacement of trees.

Supervision received: Works under the general direction of the 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 judgment to reach desired results. Work is reviewed for assurance that desired results are obtained.

Supervision exercised: Provides general supervision to skilled tree climbers and maintenance staff, and oversees work of contracted employees as necessary.

Examples of essential duties: Plans tree maintenance program, including seasonal tasks. Regularly and systematically inspects town trees and responds to complaints of obstructing or diseased trees. Responds to citizen concerns with town trees on private property. Investigates diseased or obstructive trees within town limits, and takes remedial action to remove, trim, or cause to have treated, trees which may be a public hazard. Maintains tree maintenance and inspection records.

Oversees tree crew and maintainers in pruning, planting, removal, spraying and treatment of trees. Allocated work to tree crew. Takes safety measures to assure safety of the crew and the public. Provides training to crew members in both tree maintenance and preservation, and in work safety.

Responds to emergency situations as required, including winter storms and natural disasters. Inspects damaged sites, plans and implements response. Coordinates work with public safety and public works units. Maintains job or project log. Completes daily work sheets. Evaluates work methods and procedures and recommends improvements. Prepares recommendations for operating and capital improvement budgets and submits to the Director.

Examples of incidental duties: Evaluates work performance of Maintainers and recommends appropriate personnel actions as necessary. Maintains inventory of trees on town property; maintains log of inquiries and complaints from public; and performs related assignments as required. Participates in public works professional organizations, including training opportunities, to remain up-to-date on technology and work methods and procedures.

Minimum qualifications required: The skills and knowledge required would generally be acquired with completion of a course of studies in Arbor Culture 1 or Forestry. Should be O.S.H.A. Certified in maintenance and operations of all bucket trucks. A working knowledge of electrical hazards that interfere with municipal tree work. Minimum five (5) years in a lead capacity of municipal tree operations including trimming and removal or an equivalent combination of education and experience.

Knowledge, skills, and abilities: A working knowledge of tree removal, planting, pruning and treatment techniques. A working knowledge of varieties of trees, their growth habits, special characteristics and value; knowledge of tools and equipment used in municipal tree work is needed. Ability to plan, organize and implement town-wide tree maintenance and replacement program. A working knowledge of the hazards of tree and forestry work and safety precautions including OSHA competency is desirable. A working knowledge of the functions, operating methods and care required of the heavy and light equipment used in roads and grounds maintenance projects. The ability to plan, organize and oversee seasonal and maintenance operations and emergency responses as necessary. Must be able to apply principles of supervision to solve practical on the job problems and to take corrective action. The ability to understand and give oral and written instructions and to provide instructions and training to full and part-time staff is essential. Must be able to acquire proficiency in using department computer applications and have a good working knowledge of Microsoft Word and Excel. Must have the ability 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. **Must be certified or get certified as a Tree Warden within eighteen (18) months of appointment to the position.**

Physical, mental exertion/environmental conditions: There is exposure to hazards while supervising site work for which precautionary measures must be taken. Considerable physical effort required in walking, standing and climbing while performing inspection duties. Must take absolute safety precautions due to exposure to hazardous conditions, including falls, exposure to traffic, and other life threatening situations. Works in all weather conditions, including cold, heat, rain or snow. There is periodic highway driving, which includes exposure to hazardous weather conditions. Lifts light to medium weights. 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. 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.

Approved by the Civil Service Commission on 5/11/2021.