

Karimah Mickens
Hamden Town Clerk

AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday, May 17, 2022 @ 2:00 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>

- 1. Review and approval of the Civil Service Commission Minutes:**
 - a. Regular Meeting May 3, 2022.
 - b. Special Meeting May 11, 2022.

- 2. Review and approval of the following job description(s):**
 - a. Payroll Administrator

- 3. Review and certification of the following eligibility list(s):**
 - a. Legal Secretary/Assistant/Office Manager (original certification 05/17/2022).

- 4. Correspondence from Town Clerk, Karimah Mickens requesting open and competitive recruitment of a Part-Time employee in the Town Clerks Office.**

- 5. Correspondence from Detective Brian Stewart for the elimination of (1) one Entry Level Police Officer.**

- 6. Discussion of Entry Level Firefighter/EMT Testing.**

- 7. Public Input:**

- 8. New Business:**

- 9. Old Business:**

- 10. Adjourn:**

Karim Nicks
Hamden Town Clerk

**MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, May 3, 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/eCpuOVRi0J2dFDr_prvT_f0NDvS3_S5FpZsbp8aqxwkTga_xdLfPhf1ItU0-sRg4LaY99Dk2yLd62MA2a

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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.**

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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 9:02 A.M., with the Commissioner Curt Andrews in attendance. Also present were; Director of Personnel Brigitte Cogswell, Administrative Secretary Erica Blue, Finance Director Curtis Eatman, Building Official Carlo Sarmiento, and Sue Gruen.

1. Review and approval of the Civil Service Commission Minutes:

- a. Regular Meeting, April 19, 2022—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the minutes with the necessary amendments.

2. Review and action on the following application(s):

- a. Central Communications Technician—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission that (5) five applicants that met the minimum qualifications.
- b. Entry Level Firefighter/EMT—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision to table this item.
- c. Assistant Town Clerk—On a motion by Commissioner Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve (6) six applications to meet minimum qualifications.

- d. Legal Secretary/Office Manager—On a motion by Commissioner Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve (4) four applicants.

3. Review and certification of the following eligibility list(s):

- a. Assistant Building Official (original certification 10/06/2020).—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission for the list to expire.

4. Review of the following job description(s):

- a. Real Property Appraiser—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to table this item.

5. Correspondence from Building Official Carlo Sarmiento requesting promotional and if necessary open competitive recruitment for the position of Assistant Building Official.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve promotional and if necessary open competitive recruitment.

6. New Business

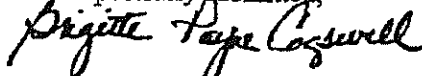
- a. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve (3) three applicants for Youth Services Outreach Counselor.
- b. On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the eligibility list of (3) three for Youth Services Outreach Counselor.

7. Public Input: No Public Input.

8. Old Business: No Old Business.

9. Adjourn: On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 9:30AM.

Respectfully submitted,



Brigitte Cogswell
Director of Personnel

**MINUTES
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Wednesday, May 11, 2022 @ 2:00 P.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.

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https://us06web.zoom.us/rec/share/QMukJYVmIfL3p-UvcTJmnlN5JoRLW-p-V0II7n_jyL-ZrhS6uOiY68PTF1FcAM6s.MrmEE-ic3x_p7NI

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**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 2:03 PM, with the Commissioner Curt Andrews in attendance. Also present were; Executive Secretary Brigitte Cogswell, Administrative Secretary Erica Blue, and Fire Chief Gary Merwede.

1. Review and action on the following application(s):

- a. Entry Level Firefighter/EMT—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve 135 (one-hundred thirty-five) applicants.

2. Review and certification of the following eligibility list(s):

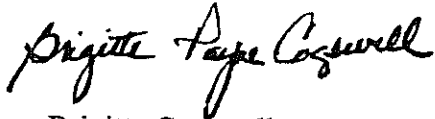
- a. Fire Training Officer—On a motion by Commissioner Andrews, seconded by Chairperson Lobo it was the unanimous decision of the Commission to approve the list of (3) three candidates.

3. Public Input: —Public input from Entry Level FF/EMT applicant Dave Fowlin requesting additional information of the testing and application process.

4. Old Business: No Old Business.

5. **Adjourn:** —On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to adjourn at 2:13 PM.

Respectfully submitted.

A handwritten signature in black ink that reads "Brigitte Page Cogswell". The signature is written in a cursive style with a large initial 'B' and 'C'.

Brigitte Cogswell
Director of Personnel

Civil Service
Special Meeting
Agenda item

TOWN OF HAMDEN

Payroll Administrator/Accounts Payable

Classified/Competitive
Department: Finance

BU: UPSEU, Unit #23
Salary: Range 5

Position Definition:

Performs a variety of high-level responsible payroll bookkeeping and accounting tasks in the administration of the Town's payroll system. Receives and processes individual Departmental payrolls for all Town Departments. Responds to payroll inquiries from departments and employees.

Supervision Received:

Works under the direct supervision of the Finance Director and/or his/her designee for the Finance Department.

Supervision Exercised:

When directed and/or assigned, may direct employees of an equal or lesser classification. Supervises the Payroll Clerk.

Examples of Essential Job Duties:

Prepares employee payrolls in accordance with personnel policies, salary plans and union contracts. Receives, reviews and prepares payroll information for entry into the MUNIS payroll system. Performs weekly updates and maintenance of all employee records including rates of pay, hours of work, accruals, pre-tax group health deductions, pension deductions, union dues, garnishments, optional deferred compensation plans and additional insurance deductions as required. Balance the Town payroll by department and account on a weekly basis. Creates payroll vouchers for payment of all payroll deductions, processes and inputs all payroll vouchers into MUNIS system for weekly payment.

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Prepares employee payrolls in accordance with personnel policies, salary plans and union contracts. Reviews and journalized payroll information posted to the general ledger. Provide weekly updates and maintenance of of all employee records to the Finance Director or their designee. This position post weekly updates and maintains of all employee payroll records in the department. Receives, reviews and prepares payroll information for entry into the Munis Payroll system. Balance the Town payroll by department and account weekly. Creates payroll vouchers for payment of all payroll, maintains payroll and related records recording the accumulation and use of vacations, holidays, sick days, and miscellaneous leaves of absence, monthly update of employee accruals. Calculates deductions for group health, life, and disability insurance premiums and communicate to employees and payroll staff. Prepares premium reports and communicate with insurance carriers and other program vendors.

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Calculates all CMERS monthly payments for both Service and Guardian employees creating separate reports and percentages as well as annual amortization payments to the State of Connecticut. Also prepares budget projections for the Finance Director, regarding CMERS payments with corresponding employer percentage contribution rates applied. On a monthly basis, monitors the CMERS available budget and advises the Finance Director of possible shortfalls. Prepares purchase orders for payments

of deductions to federal and state governments and to various carriers. Additionally, the position prepares budget projections, runs monthly payroll reports, and calculate accrual buyouts for retiring employee for the to monitor the available budget and advise the Finance Director of any shortfalls.

Responsible for the preparation and calculation of all Workers Comp payments for Town employees, including taxes being withheld and gross wages being paid. This involves the new contract language for service employees in which they are entitled to 80% of their gross pay under Workers Comp and guardian employees are entitled to 100% of gross pay under Workers Comp.

Works closely with the auditors during the audit season to verify the accuracy of all aspects of the Town payroll throughout the previous fiscal year. Computes and reports compensated absences to the auditors for all Town employees, verifies the total liability of paid time off on the books, total number of Town employees and their years of service. Prepares and reports census figures every other year for the Town of Hamden Employees Retirement Plan, including annual salary, years of service, pension contributions, longevity, etc.

The position compiles and submit the Department of Labor State of Connecticut Quarterly Wage Report and electronic file. The position also processes the following annual reports: W-2 reports, 1099M, 1099NEC, 1099R Tax forms. Employment and wage verification for all employees, provide reporting to town's accountant for garnishment calculations.

Payroll Administrator (cont.)

page 2

Minimum Qualifications Required:

A Bachelor of Arts Degree in Accounting or closely related field of study and a minimum of 2 years of progressively responsible payroll experience involving exception type payrolls. An Associate's Degree in Accounting or a closely related field of study and a minimum of two (4) (2) years of progressively responsible payroll experience involving exception type payrolls, or a High School Diploma or Equivalency Certificate and a minimum of (6) years of progressively responsible payroll experience exception type payrolls, or any combination of experience and training which provides the required knowledge, skills and abilities to perform the essential job duties.

Knowledge, Skills, and Abilities:

Good working knowledge of exception payroll principles and taxes; ability to acquire a working knowledge of Town policies and procedures; working knowledge of accounting principles and methods; ability to understand complex written and oral instructions. Must be able to acquire a proficiency in department-specific computer applications as well as the MUNIS payroll system and have a general knowledge of integrated software such as Microsoft Office and its applications and be able to utilize the Town's email system. Must have the ability to maintain financial records of complexity of complexity and to prepare statistical payroll reports and financial statements. Must have the ability to respect the confidentiality of privileged personal information and the ability to relate in a positive, friendly manner with staff members and Town employees.

License or Certificate:

A Connecticut Motor Vehicle Operator's license is preferred.

Physical, Mental Exertion/Environmental Conditions:

Performs duties in an office environment. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. 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.

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.

Civil Service June 4, 2019

Erica Blue

From: Karimah Mickens
Sent: Monday, April 25, 2022 3:13 PM
To: Erica Blue
Cc: Brigitte Cogswell
Subject: Part Time Position in the TC office

Hi Erica,

I would like to begin recruitment for the Part Time position in the Town Clerk's office. Please add me to the next Civil Service meeting agenda.

Thanks in Advance!

Karimah Mickens, Town Clerk

Hamden Government Center

2750 Dixwell Avenue

Hamden, CT 06518

(203) 287-7162 (ofc)

(203) 287-7095 (fax)

