

**MINUTES  
CIVIL SERVICE COMMISSION  
REGULAR MEETING  
Tuesday, March 1, 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](mailto:CSC@hamden.com)  
ZOOM Link: <https://us06web.zoom.us/j/5731522919>**

RECEIVED

2022 MAR 11 A 9:49

TOWN CLERK  
HAMDEN CT

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, Former Personnel Director Kenneth Kelley, and Fire Chief Gary Merwede, Y'Isiah Lopes, Rob Daniello, Kevin Samperi, and Sue Gruen.

1. Review and approval of the Civil Service Commission Minutes:
  - a) Regular meeting, February 15, 2022.—On a motion by Commissioner Andrews, seconded by Commissioner 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 Commissioner to move this item to the next agenda.
3. Review and certification on the following eligibility list:
  - a. Elderly Service Secretary; (original certification 09/02/2021).—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision to take no action.
  - b. Community Services Program Specialist (original certification 03/01/2022).—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commissioner to move this item to the next agenda.
4. Review and approval of the following job description(s):
  - a. Town Attorney Legal Secretary/Assistant/Office Manager.—On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the job description.
  - b. Recruit Firefighter/ EMT.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to approve the job description.

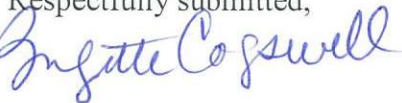
Regular Meeting—March 01, 2022.

- c. Fire Department Training Officer.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to approve the job description.
  - d. Community Development Coordinator (new position).—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the decision of the Commission to approve the job description.
5. Correspondence from Fire Chief Merwede requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Fire Department Training Officer.—On a motion by Commissioner Andrews, seconded by Commissioner Noble, it was the unanimous decision of the Commission to open recruitment.
6. Correspondence from Fire Chief Merwede requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Recruit Firefighter/EMT.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to open recruitment.
7. Correspondence from Police Chief Sullivan requesting open recruitment and testing process for the position of Central Communication Technician.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to open recruitment.
8. Correspondence from Town Clerk Karimah Mickens requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Land Records Technician.—On a motion by Commissioner Andrews, seconded by Commissioner Noble it was the unanimous decision of the Commission to open recruitment.
9. Correspondence from Town Clerk Karimah Mickens requesting a promotional recruitment and if necessary, open competitive recruitment of the position of Assistant Town Clerk.—On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision of the Commission to open recruitment.
10. Old Business: No old business.
11. Public Input: No public input.
12. New Business:

Regular Meeting—March 01, 2022.

- a. On a motion by Commissioner Andrews, seconded by Carol Noble it was the unanimous decision to add a new business item:
    - i. Economic Development Director Erik Johnson requests promotional recruitment and open competitive if necessary of Part-Time Energy Efficiency Coordinator.
  - b. On a motion by Chairperson Lobo, seconded by Commissioner Andrews it was the unanimous decision to add a new business item:
    - i. Elimination code procedure for the Hamden Police Department candidates.—The Hamden Police Department will send information to Personnel to support their recommendation for the elimination of Police candidates. The information will be added to the Civil Service Agenda for approval of their removal at the next meeting.
13. Adjourn:—On a motion a motion by Chairperson Lobo, seconded by Commissioner Noble it was the unanimous decision of the Commission to adjourn at 9:42am.

Respectfully submitted,



Brigitte Cogswell  
Director of Personnel