

**MINUTES
CIVIL SERVICE COMMISSION
SPECIAL MEETING**

Thursday, May 11, 2023 @ 9:00 A.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

ZOOM Link: <https://hamden.zoom.us/j/83216486293>

https://hamden.zoom.us/rec/share/AUGXpaLQVbAZ_mgSs8UZTqYJ2mueKPUPWHrPpmuKybxVGI2_19yWG-r9lY152EZm.BK7m61mqbJAmpk10?startTime=1683810324000

*****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.**

Commissioner Curt Andrews called the meeting to order at 9:05 a.m., with Commissioner Helen Ward in attendance. Also present were, Human Resources Officer Nadia Balassone, and Acting Police Chief Timothy Wydra.

- 1. Call the meeting to order**—Commissioner Andrews opened the meeting at 9:05 a.m.
- 2. Public Input**—No Public Input
- 3. Review and approval of the following minute(s):**
 - a. Regular Meeting April 18, 2023—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the minutes.
https://www.hamden.com/AgendaCenter/ViewFile/Minutes/_04182023-3699
- 4. Review and approval of the following application(s):**
 - a. PT Librarian I—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the application.

- b. Certified Police Officer—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the application.
- c. Police Detective —On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the application.

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

- a. Elderly Outreach Counselor (original certification 10/5/2021)—No action, the list will not be recertified.
<https://www.hamden.com/DocumentCenter/View/8152/Elderly-Outreach-Counselor-Eligibility-List>
- b. Elderly Services Administrative Assistant (original certification 10/5/2021) —No action, the list will not be recertified.
<https://www.hamden.com/DocumentCenter/View/8147/Elderly-Services-Secretary-Eligibility-List>
- c. Truck & Equipment Mechanic PW (original certification 10/19/2021)—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to recertify the list.
<https://www.hamden.com/DocumentCenter/View/8146/Truck-Mechanic-Eligibility-List-102021>
- d. Library Business Manager (original certification 11/01/2022) —No action, the list will not be recertified.
<https://www.hamden.com/DocumentCenter/View/8137/LBM-Eligibility-List-11012022>
- e. Administrative Assistant to Board and Commissions (original certification 11/01/2022) —No action, the list will not be recertified.
<https://www.hamden.com/DocumentCenter/View/8148/Admin-Asst-B-and-C-Eligibility-List>

6. Review and certification of the new eligibility list(s):

- a. PT Librarian I—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) months.
<https://www.hamden.com/DocumentCenter/View/8140/PT-Librarian-I-Eligibility-List-05022023>
 - b. Community Development Program Specialist—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) months.
<https://www.hamden.com/DocumentCenter/View/8145/CDPS-Eligibility-List-05022023>
 - c. Central Communications Technician—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) months.
<https://www.hamden.com/DocumentCenter/View/8225/CCT-Eligibility-List-05112023>
- 7. Correspondence from Finance Director Curtis Eatman, requesting promotional and if necessary, open and competitive recruitment for the position of Purchasing Buyer—**On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the recruitment.
<https://www.hamden.com/DocumentCenter/View/8128/Request-Purchasing-Buyer-05022023>
- 8. Correspondence from Library Director Melissa Canham-Clyne, requesting promotional and if necessary, open and competitive recruitment for the position of Patron Associate—**On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the recruitment.
<https://www.hamden.com/DocumentCenter/View/8135/RTE-Patron-Assoc-FKA-Library-Clerk>

9. Correspondence from Acting Police Chief Timothy Wydra to eliminate fourteen (14) candidates from the Entry Level Police eligibility list—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to remove fourteen (14) candidates from the eligibility list.

10. Executive Session—No Executive Session

11. Old Business—No Old Business

12. Adjourn—On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:15 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nadia Balassone', with a long horizontal flourish extending to the right.

Nadia Balassone
Human Resources Officer