

TOWN CLERK
HAMDEN, CT

2021 OCT -8 P 1:15

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**MINUTES
CIVIL SERVICE COMMISSION
Regular Meeting
Tuesday, October 5, 2021 @ 9:00 A.M.
Hamden Government Center
Main Conference Room - Third Floor
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**

**This was an Electronic Meeting and
In Person Meeting at the Hamden Government Center
Main Conference Room Third Floor**

The link below was provided to join the meeting.

<https://us06web.zoom.us/j/84463009691>

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

https://us06web.zoom.us/rec/share/9uspMvx5q3fporclF_Hh-knYm09_qT5ug0wZOymbgojSeq_L-DEWG2Dx8KSt06S.O8J6RdRecAMZAE5L

****If prompted for a password, enter: 7HHBx@1=**

*****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 emailed to CSC@hamden.com

**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 9:13 A.M. with Commissioner Curt Andrews in attendance. Also present were Executive Secretary Kenneth Kelley, Benefits Technician Kathleen Walsh, Human Resources Officer Brigitte Cogswell, Public Works Director Craig Cesare, Assistant Superintendent for Human Resources and Administration Hamden Public High Schools Gary Highsmith, Purchasing Agent Phil Goodwin, Town Clerk Vera Morrison, Finance Director Scott Jackson and Elderly Services Coordinator Suzanne Burbage.

1. Review and approval of the September 16, 2021 Civil Service Commission Special Meeting Minutes. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the decision of the Commission to approve the minutes.
2. Review and certification of the following eligibility list(s):
 - a) Fire Lieutenant- On a request made by Library Director Melissa Canham-Clyne and a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that the list would be recertified for a six (6) month period ending 04/06/2022.
 - b) Assistant Building Official Structural- On a motion by Chairperson Lobo, seconded

by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 4/06/2022.

- c) Assistant Building Official Electrical- On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 4/06/2022.

3. Review and action on the following applications(s):

- a) Account Clerk (8 external applicants) - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision that three (3) applicants met the minimum qualifications and would move on in the process.
- b) BOE School Nurse - (1 applicant) - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission that one (1) external applicants met the minimum qualifications and would move on in the process.

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

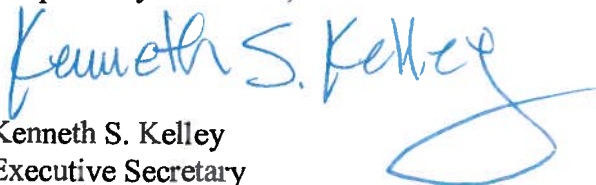
- a) Purchasing Technician – On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/05/2022.
- b) Elderly Outreach Counselor – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 04/05//2022.
- c) Truck and Equipment Mechanic – On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 04/05//2022.
- d) Land Records Technician– On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 04/05//2022

5. Review and Approval of the Administrative Secretary - Personnel job description:

- a) Administrative Secretary in Personnel/Civil Service Department - On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve the updated job description for Administrative Secretary for Personnel/ Civil Service Department.

6. Correspondence from Finance Director Scott Jackson requesting a promotional recruitment from within the AFSCME Local 2863 and if necessary, an open competitive recruitment for the position of Real Property Appraiser. On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to commence with the recruitment(s).
7. Correspondence from Town Clerk Vera Morrison requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary, an open competitive recruitment for 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 commence with the recruitment(s).
8. Public Correspondence: There were no items of Public Correspondence to discuss.
9. Old Business:
Tabled item- Correspondence from Assistant Superintendent for Human Resources and Administration Gary Highsmith regarding Custodian/ Class 10 status. Discussion ensued and Assistant Superintendent Highsmith said he will work with Personnel Director Kelley to resolve vacancy issues regarding BOE Custodians.
10. New Business: None
11. On a motion by Chairperson Lobo, seconded by, Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:39 A.M.

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

**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 |

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

**Elderly Outreach Counselor
Eligibility List
Oral Examination – October 1, 2021**

| <u>Rank</u> | <u>Candidate Name</u> |
|-------------|-----------------------|
| 1 | Fiona Nicholson |
| 2 | Thomas Davis |
| 3 | Nicole Brown Johnson |
| | |

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

**Truck and Equipment Mechanic
Eligibility List
Oral Examination – September 17, 2021**

| <u>Rank</u> | <u>Candidate Name</u> |
|-------------|-----------------------|
| 1 | Dellacamera, James |
| 2 | Dadio, Christopher |
| 3 | Higgins, Conor |
| 4 | Banasek, Matthew |
| 5 | Powell, Arthur |

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

Land Records Technician

Eligibility List

October 5, 2021

1.) Joanne Leone

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