

**MINUTES
CIVIL SERVICE COMMISSION
Monday, July 20, 2009 @ 8:30 AM
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday, July 20, 2009 @ 8:30 AM:

**IN ACCORDANCE WITH A DECISION OF THE CIVIL SERVICE COMMISSION,
MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE, MOTIONS MADE,
AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 8:34 AM with Commissioners Reynolds and Kozak present. Also present was Executive Secretary Ken Kelley, Fire Chief David Berardesca, and Library Director Robert Gualtieri.

Review and action on the minutes of the July 6, 2009 meeting of the Civil Service Commission. On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes as amended:

Items a – d: Executive Secretary Kelley informed the Commissioners that the job descriptions for Information Technology Manager, Information Technology Technician, Municipal Animal Control Officer and Assistant Municipal Animal Control Officer have been updated by the Personnel Department to include a notation of each position's respective bargaining unit classification. These updates were made as a result of these positions having been recently added to the collective bargaining union. The Commission acknowledged these changes for the record.

Review and action on the following job descriptions:

e) Assistant Town Clerk. On a motion by Commissioner Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the job description as amended.

f) Administrative Assistant to Parks & Recreation Director. On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the job description as amended.

Correspondence from Library Director Gualtieri requesting the promotional recruitment for Library Technical Assistant. On a motion by Chairman Oneal, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to commence with the promotional recruitment from within the Library Union only.

Review and action on applications for Certified Fire Fighter (21). On a motion by Commissioner Reynolds, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that nine (9) of the applicants met the qualification and would continue on in the testing process.

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On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to adjourn at 9:10 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary