

**MINUTES
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Wednesday, May 5, 2010 @ 12:00 PM**

Minutes of the Special Meeting of the Hamden Civil Service Commission held Wednesday, May 5, 2010 @ 12:00 PM:

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

Chairman Carlton Oneal called the meeting to order at 12:08 PM with Commissioner Cate Reynolds, Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Fire Chief David Berardesca, and Deputy Fire Chief Bob Surprise present.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds, It was the unanimous decision to amend the day and time on today's Agenda.

It read **Monday**, May 5, 2010 @ 12:00 AM. It should read **Wednesday**, May 5, 2010 @ 12:00 PM.

- 1.) Review and action on the April 5, 2010 minutes of the Civil Service Commission. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the minutes.
- 2.) Certification of the following eligibility list: Clerk Typist. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision to certify the list for a six (6) month period.
- 3.) Review and action on the following eligibility list(s):
 - a) Assistant Superintendent of Apparatus & Emergency Systems. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - b) Tax Cashier. There was no action taken. The list will expire today, May 5, 2010.
 - c) Land Records Technician. On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - d) Head Custodian/BOE. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision to recertify the list for another six (6) month period.
- 4.) Review and approval of the revised job description for Battalion Chief. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to approve the job description.

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5.) Review and action on one (1) application for School Nurse. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to Table this item.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to adjourn at 12:33 PM.

Respectfully submitted

Kenneth S. Kelley
Executive Secretary