

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, January 3, 2012 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Tuesday, January 3, 2012 @ 9:00 AM.

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

Chairman Oneal called the meeting to order at 9:00 AM with Commissioner Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Police Chief Thomas Wydra, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Finance Director Kathleen Etkin, Tax Collector Barbara Tito, Library Director Robert Gualtieri, Library Board Chairman Jan Glover and UPSEU Representative Gail Delucia.

1. Review and approval of the minutes of the December 19, 2011 Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Employee Benefits Technician – (certified on 07/18/11) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - b) Land Records Technician – (certified on 07/18/11) – No Action, no names remaining on the list.
3. Review and action on the following application(s):
 - a) Fire Lieutenant – 23 Applicants – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that 23 applicants met the minimum qualifications and would move on in the process.
 - b) Accountant – 14 Applicants – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that 14 applicants met the minimum qualifications and would move on in the process.
 - c) Certified Police Officer – 4 Applicants – On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission that four (4) applicants met the minimum qualifications and would move on in the process.

Tabled Item:

Review and approval of the minutes of the November 7, 2011 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to leave the item tabled until Commissioner Reynolds returns.

Old Business:

A request from Police Chief Thomas Wydra to extend the recruitment for Entry Level Police Officer for another three (3) weeks. On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to grant his request.

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New Business:

Correspondence from Library Board Chairman Jan Glover requesting a recruitment for Library Director. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the commission to commence with the recruitment.

Library Director job description as edited by the Library Board was reviewed for the record.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn at 9:53 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary