

**MINUTES
CIVIL SERVICE COMMISSION
SPECIAL MEETING
Monday, January 23, 2012 @ 9:00 AM
Hamden Government Center
Main Conference Room, Third Floor**

Minutes of the special meeting of the Civil Service Commission held Monday, January 23, 2012 @ 9:00 AM.

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

Commissioner Reynolds called the meeting to order at 9:00 AM with Commissioner Kerzner present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Assistant Superintendent of Personnel and Administration/BOE William McGraw, Fire Chief David Berardesca, Finance Director Kathleen Etkin, Public Works Director Craig Cesare, Assistant Director of Public Works and Parks Michael Siciliano and Police Chief Thomas Wydra.

1. Review and approval of the minutes of the January 3, 2012 Civil Service Commission meeting. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to table the minutes until Chairman Oneal is present.
2. Review and action on the following lists(s):
 - a) Records Technician/PD – (certified on 07/18/11) – No Action Taken, list expired.
 - b) Legislative Council Administrator – (certified on 02/01/10) – No Action Taken, list expired.
 - c) Certified Fire Fighter – (certified on 02/07/11) – No Action Taken, list expired.
 - d) IT Records Division Manager/PD – (certified on 08/01/11) – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another (six) 6 month period.
 - e) Assistant Director of Public Works and Parks – (certified on 08/01/11) – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another (six) 6 month period.
3. Correspondence from William McGraw, Assistant Superintendent of Personnel and Administration/BOE requesting a promotional recruitment from within the UPSEU bargaining unit for the position of Clerk 9/BOE. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to commence with the recruitment.
4. Review and action on the following application(s):
 - a) Accountant – One (1) applicant – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would continue on in the process.
 - b) School Nurse – One (1) applicant – On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that one (1) applicant did not meet the minimum qualifications for the position.

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- c) Foreman of Buildings – Three (3) – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would continue on in the process.
5. Review and approval of the revised job description for the position of Traffic Electronic Technician. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the changes to the job description.
6. Correspondence from Police Chief Thomas Wydra requesting a promotional recruitment form within the Town Hall Bargaining Unit and if necessary, open competitive recruitment for the position of Traffic Electronic Technician. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to commence with the recruitment.

Tabled Item:

Review and Approval of the minutes of the November 7, 2011 Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to remove the item from the table. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the minutes.

On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn at 9:35 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary