

**MINUTES
CIVIL SERVICE COMMISSION
Monday, May 7, 2012 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held on Monday, April 16, 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 Palumbo-Morgan, Fire Chief David Berardesca, Assistant Superintendent of Personnel and Administration/BOE William McGraw.

1. Review and approval of the minutes of the April 16, 2012, Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes with one (1) correction. In item 1, add a comma after the date April 2, 2012.
2. Review and Certification of the following eligibility list(s):
 - a) Clerk-Secretary Class 11 BOE – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period.
3. Review and Action on the following eligibility list(s):
 - a) Superintendent of Streets/Public Works Dept. - (certified on 11/07/11) - No Action.
4. Review and approval of the revised job description for Hydrant Maintainer/Fire Department. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description.
5. Correspondence from Fire Chief Berardesca, requesting a promotional recruitment from within the Town Hall bargaining unit, and if necessary an open competitive recruitment for the part time position of Hydrant Maintainer/Fire Department. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was unanimous decision of the Commission to commence with the recruitment as requested.
6. Correspondence from Assistant Superintendent of Personnel & Administration/BOE William McGraw, requesting promotional recruitments from within the UPSEU, Local 424, Unit # 2 for Clerk 6/BOE and Clerk 7/BOE positions. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitments.
7. No motions were made under Old Business.
8. No motions were made under New Business.

9. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:11 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary