

**MINUTES
CIVIL SERVICE COMMISSION
Monday, July 16, 2012 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held Monday, July 16, 2012 @ 9:00 A.M.

**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 A.M. with Commissioner Guy Guarino present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise. Police Chief Thomas Wydra arrived at 9:10 A.M.

1. Review and approval of the Minutes of the June 18, 2012 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes with one amendment as follows:
Item 3. a) the date June 20, 2012 should read December 20, 2012.
2. Review and action on the following Eligibility List(s):
 - a) Battalion Chief – (certified on 07/06/10) – Expired No Action
 - b) Employee Benefits Technician – (certified on 07/18/11) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to not recertify the list.
 - c) IT Records Division Manager/Police Department – (certified on 08/01/11) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period, ending February 1, 2013.
 - d) Assistant Director of Public Works and Parks – (certified on 08/01/11) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period, ending February 1, 2013.
3. Review and certification of the following Eligibility List(s):
 - a) Certified Firefighter – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period, ending January 16, 2013.
4. Review and approval of the revised job description for Central Communications Technician. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the job description.
5. Request from Police Chief Thomas Wydra for an open competitive recruitment for the position of Central Communications Technician. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

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6. Review and approval of the job description for General Cleaner-Custodian/Hamden Police Department. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description.
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 Guarino, it was the unanimous decision of the Commission to adjourn at 9:38 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary