

**MINUTES
CIVIL SERVICE COMMISSION
Monday, August 20, 2012 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held Monday, August 20, 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.**

Commissioner Elliott Kerzner called the meeting to order at 9:02 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley and Administrative Secretary Renee Palumbo-Morgan. Fire Chief David Berardesca, and Assistant Town Clerk Marguerite Yacono arrived a few minutes late.

1. Review and approval of the Minutes of the August 6, 2012, Civil Service Commission meeting. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to table the minutes until Chairman Oneal is in attendance.
2. Correspondence from Fire Chief David Berardesca requesting a promotional recruitment for the position of Secretary from within the AFSCME, Local 2863, Bargaining Unit. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the promotional recruitment.
3. Correspondence from Town Clerk Vera Morrison requesting a promotional recruitment for the position of Assistant Town Clerk from within the UPSEU, Unit # 23, Bargaining Unit. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
4. Review and approval of the following Eligibility List(s):
 - a) Certified Police Officer – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period.
5. Review and approval of the following application(s):
 - a) Central Communications Technician – (1 applicant) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and will move on in the process.
 - b) Maintainer/Public Works and Parks Department – (75 Applicants) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that 75 applicants met the minimum qualifications and will move on in the process.
 - c) School Nurse – (1 Applicant) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that (1) one applicant met the minimum qualifications and will move on in the process.

There were no motions made under **Old Business**.

Under **New Business** was a request from Mayor Scott Jackson requesting a promotional recruitment for the position of Administrative Secretary in the Mayors Office from within the AFSCME, Local 2863, Bargaining Unit. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 10:04 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary