

**MINUTES  
CIVIL SERVICE COMMISSION  
Monday, October 15, 2012 @ 9:00 A.M.  
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held Monday, October 15, 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 Carlton Oneal called the meeting to order at 9:04 A.M. with Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Acting Chief Assessor Ross Murray, Public Works Director Craig Cesare, Finance Director Salvatore DeCola and Town Clerk Vera Morrison.

1. Review and approval of the minutes of the October 1, 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 to item 3, line 4 as follows: commence with the recruitment *open to all* Town of Hamden employees
2. Review and action on the following eligibility list(s):
  - a) Accountant (certified on 03/05/12) – 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 March 5, 2013.
3. Review and action on the following applications:
  - a) Assistant Town Clerk (2 applicants) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
  - a) Certified Police Officer (added two additional candidates) – 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, ending February 4, 2013.
  - b) Assistant Town Clerk – 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 ending, April 15, 2013.
5. Review and approval of the following revised job description(s):
  - a) Real Property Appraiser – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the revisions to the job description.
  - b) Purchasing Agent – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the revisions to the job description.

6. Correspondence from Acting Assessor Ross Murray, requesting a recruitment from within the Town Hall Bargaining Unit (Corrected), and if necessary an open competitive recruitment, for the position of Real Property Appraiser. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitment.
  
7. Correspondence from Finance Director Sal DeCola, requesting a recruitment from within the Supervisors Bargaining Unit and if necessary an open competitive recruitment for the positions of Chief Assessor and Purchasing Agent. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the recruitment.
  
8. No motions were made under **Old Business**.
  
9. Under **New Business** was a discussion of proposed revisions to the job description for Assistant Town Clerk which will be voted on at a later date.
  
10. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:34 A.M.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary