

**MINUTES
CIVIL SERVICE COMMISSION
Monday, November 5, 2012 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held Monday, November 5, 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 9:03 A.M. with Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Library Director Marian Amodeo and Assistant Library Director Nancy McNicol.

1. Review and approval of the minutes of the October 15, 2012, Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Clerk Secretary Class 11/BOE – (certified on 05/07/12) – 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 05/07/13.
 - b) Deputy Police Chief – No Action, Expired
 - c) Police Captain – No Action, Expired
 - d) Police Lieutenant – No Action, Expired
 - e) Police Sergeant – No Action, Expired
 - f) Police Detective – No Action, Expired
 - g) Deputy Assessor – No Action, Expired
3. Review and certification of the following eligibility list(s):
 - a) Administrative Secretary/Mayors Office – 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 05/05/13.
4. Correspondence from Library Director Marian Amodeo, requesting an open competitive recruitment for Library Page/P.T. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
5. Review and approval of the revised job description for Youth Center Program Manager. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description.
6. Review and action on the following application(s):
 - a) Chief Assessor – (1 Applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.

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 9:25 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary