

**AGENDA**  
**CIVIL SERVICE COMMISSION**  
**Monday, June 17, 2013 @ 9:00 A.M.**  
**Conference Room of the Town Attorney**

1. Review and approval of the minutes of the June 3, 2013, Civil Service Commission meeting.
2. Review and approval of the minutes of the June 7, 2013, Special meeting of the Civil Service Commission.
3. Review and action on the following eligibility list(s):
  - a) Tax Cashier – (Certified on 12/19/11)
  - b) Fire Marshal – (Certified on 12/19/11)
  - c) Custodian # 10/BOE – (Certified on 12/19/11)
  - d) Elderly Outreach Counselor – (Certified on 06/24/11) – No Action – Expiring
4. Correspondence from Economic Development Director Dale Kroop, requesting an extension of the temporary appointment of Sharon Regan as Clerk Typist in the Economic Development office until it can be filled permanently.
5. Correspondence from Elderly Services Coordinator Suzanne Burbage, requesting a promotional recruitment from within the Town Hall Bargaining Unit, and if necessary, open competitive recruitment for the position of Elderly Outreach Counselor.
6. Correspondence from Town Clerk Vera Morrison, requesting a promotional recruitment from within the Supervisors Bargaining Unit, and if necessary, open competitive recruitment for the position of Assistant Town Clerk.
7. Correspondence from Public Works and Parks Director Craig Cesare, requesting the following promotional recruitments:
  - a) Account Clerk – from within the Town Hall Bargaining Unit.
  - b) Superintendent of Sanitation – from within the Supervisors Bargaining Unit.
  - c) Building Maintainer – from within the Public Works Bargaining Unit.
8. Correspondence from Library Director Marian Amodeo, requesting a promotional recruitment from within the Library Bargaining Unit, and if necessary, open competitive recruitment for the position of Librarian I.
9. Review and action on the following application(s):
  - a) School Nurse – (1 applicant)
10. Review and approval of the following revised job descriptions:
  - a) Librarian I
  - b) Deputy Police Chief (Bargaining Unit Positions)
11. Old Business
12. New Business
13. Adjourn