

MINUTES
SPECIAL MEETING of the
CIVIL SERVICE COMMISSION
Monday, March 4, 2013 @ 3:00 P.M.
Conference Room of the Town Attorney

Minutes of the Special Meeting of the Civil Service Commission meeting held Monday, March 4, 2013, at 3:00 P.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 3:00 P.M. with Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Public Works Director Craig Cesare, Library Director Marian Amodeo and Assistant Library Director Nancy McNicol.

1. Review and approval of the minutes of the February 4, 2013, meeting of the Civil Service Commission. On a motion by Commissioner Guarino, 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) Hydrant Maintainer (certified on 09/04/12) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending, 09/04/13.

b) Secretary – Fire Department (certified on 09/17/12) – No Action – List is expired.

c) Central Communications Technician (certified on 08/30/12) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending, 09/04/13.

3. Review and certification of the following eligibility list(s):

a) Purchasing Agent – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 09/04/13.

b) Library Technical Assistant – No Action

c) Library Business Manager – 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 09/04/13.

4. Review and action on the following application(s):

a) Certified Police Officer – (2 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.

b) Truck and Equipment Mechanic – (7 applicants) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that seven (7) applicants met the minimum qualifications and would move on in the process.

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5. Review and approval of the Mayors Office job descriptions due to reorganization:
- a) On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the Deputy Chief Administrative Officer job description as amended.
 - b) On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the Sustainability/Recycling Coordinator job description as written.
 - c) On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the Executive Assistant to the Mayor job description as amended.
6. and 7. **Old Business** and **New Business** were not discussed due to this being a Special Meeting.
8. Adjourn – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 3:48.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary