

**MINUTES
CIVIL SERVICE COMMISSION
Monday, May 20, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, May 20, 2013 @ 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 9:01 A.M. with Commissioner Kerzner in attendance. Also present were, Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Finance Director Sal DeCola, Assistant Superintendent William McGraw and Frank Caraglio of the Board of Education.

1. Review and approval of the minutes of the May 6, 2013, meeting of the Civil Service Commission. 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) Chief Assessor (certified on 11/20/12) – No viable candidates – No Action
 - b) Maintainer/Public Works & Parks (certified on 11/20/12) – 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, 11/20/13.
3. Correspondence from Assistant Superintendent William McGraw, requesting an open competitive recruitment for the position of Clerk 11/BOE. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the open competitive recruitment.
4. Correspondence from Finance Director Salvatore DeCola, requesting the promotional recruitment from within the UPSEU, Unit # 23, Supervisors Union and open competitive recruitment for the position of Tax Collector. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the promotional and open competitive recruitment.

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

- a) Grounds Keeper/Custodian/BOE/Class 11 – (9 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the decision of the Commission that seven (7) applicants met the minimum qualifications and would move on in the process. Two (2) are in question.
- b) Clerk 6/BOE, Promotional – (8 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the decision of the Commission that five (5) applicants would move on in the process. Three (3) applications were incomplete.
- c) Clerk 7/BOE, Promotional – (10 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the decision of the Commission that seven (7) applicants would move on in the process. Three (3) applications were incomplete.
- d) Clerk 9/BOE, Promotional – (8 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the decision of the Commission that seven (7) applicants would move on in the process. One (1) application was incomplete.

6. No motion were made under **Old Business**.

7. Under **New Business** was the job description for Human Resources Officer. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description.

8. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:43 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary