

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

Minutes of the Civil Service Commission meeting held Monday, June 17, 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 9:00 A.M. with Commissioners Elliott Kerzner and Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Library Director Marian Amodeo, Assistant Library Director Nancy McNicol, Finance Director Sal DeCola, Economic Development Director Dale Kroop, Elderly Services Coordinator Suzanne Burbage, Public Works and Parks Director Craig Cesare, Town Clerk Vera Morrison and Frank Caraglio of the Board of Education.

1. Review and approval of the minutes of the June 3, 2013, Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes.
2. Review and approval of the minutes of the June 7, 2013, Special meeting of the Civil Service Commission. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes.
3. Review and action on the following eligibility list(s):
 - a) Tax Cashier – (Certified on 12/19/11) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending, 12/19/13.
 - b) Fire Marshal – (Certified on 12/19/11) – No action taken. The list expires
 - c) Custodian # 10/BOE – (Certified on 12/19/11) – 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 month period ending, 12/19/13.
 - d) Elderly Outreach Counselor – (Certified on 06/24/11) – No action taken. The list expires
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. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to extend the temporary appointment for three months ending 9/17/13, or until it is 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. On a motion by Commissioner Kerzner, Seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

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. 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 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.

On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the promotional recruitments for all positions and open competitive, if necessary, for Account Clerk/Public Works.

8. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to table item 8., Librarian I recruitment, until item 10.a) is completed:

10. a) On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the revised job description for Librarian I. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to put item 8., back on the agenda. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the promotional recruitment from within the Library Union and if necessary, open competitive recruitment for Librarian I.

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

a) School Nurse – (1 applicant) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.

10. Review and approval of the following revised job descriptions:

b) Deputy Police Chief – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to table this until Police Chief Wydra is able to attend the meeting.

11. No motions were made under Old Business.

12. No motions were made under New Business.

13. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:17.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary