

**MINUTES
CIVIL SERVICE COMMISSION
Monday, February 3, 2014 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, February 3, 2014 @ 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 Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Director/BOE Vanessa Ditta, Assistant Director of Facilities/BOE Frank Caraglio and Fire Chief David Berardesca.

1. Review and approval of the January 21, 2014, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision to approve the minutes.

2. Review and action on the following eligibility list(s):

a) Central Communications Technician – (original certification 08/30/12) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending 8/30/14.

b) Clerk 6/BOE – (original certification 08/19/13) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending 8/19/14.

c) Clerk 7/BOE – (original certification 08/19/13) – On a motion by Commissioners Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending 8/19/14.

d) Clerk 9/BOE – (original certification 08/19/13) – On a motion by Commissioners Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending 8/19/14.

e) Clerk 11/BOE – (original certification 08/19/13) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending 8/19/14.

f) Assistant Town Clerk – (original certification 08/19/13) – On a motion by Commissioners Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending 8/19/14.

g) Elderly Outreach Counselor – (original certification 08/19/13) – No Action list expires.

3. Certification of the following eligibility list(s):

a) Groundskeeper/Custodian/BOE – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six month period ending 8/03/14.

4. Review and action on the following application(s):
 - a) Certified Police Officer – One applicant – on a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.
5. Correspondence from the Mayor's Office requesting an extension of the temporary appointment of Sharon Regan in the Economic Development Office for another six weeks. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to extend the temporary appointment of Sharon Regan until 3/14/2014.
6. Correspondence from the Mayor's Office requesting the temporary appointment of Patrick Donnelly to the position of Purchasing Technician, effective upon Council approval of the funding, and until such time as the recruitment is completed and a permanent appointment is made, or five months whichever occurs first. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to tentatively approve the temporary appointment contingent upon the Legislative Councils approval of the funding of the Purchasing Technician position.
7. Request from Fire Chief David Berardesca for an open competitive recruitment for the position of Certified Paramedic. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the open competitive recruitment for Certified Paramedic.
8. No motions were made under Old Business
9. No motions were made under New Business
10. Adjourn – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 9:20 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary