

**MINUTES
CIVIL SERVICE COMMISSION
Monday, May 5, 2014 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, May 5, 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 Commissioners Elliott Kerzner and Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Youth Services Coordinator Susan Rubino and Child Care Director Sally Nutter.

1. Review and approval of the minutes of the April 21, 2014, Civil Service Commission meeting minutes. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes with the following amendment; “with noted punctuation corrections” added to items 4. a, b and c.
2. Review and action on the following eligibility list(s):
 - a) Clerk Secretary Class 11/BOE – (original certification 5/07/12) – List expiring. Noted for the record.
3. Correspondence from Mayor Scott D. Jackson requesting a promotional recruitment from within the Supervisors Union and if necessary open to all Town employees for the position of IT Manager. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment. Mayor Jackson is also requesting a temporary appointment of Charles Carrozza to the position of IT Manager. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision to approve the temporary appointment of Charles Carrozza for five months or until the position is filled permanently.
4. Review and action on the following application(s):
 - a) School Nurse (1 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. Review and action on the following new job description(s):
 - a) Child Care Head Teacher – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description as amended.
 - b) Child Care Assistant Teacher – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the job description as amended.

6. Correspondence from Youth Services Coordinator Susan Rubino requesting a promotional and if necessary an open competitive recruitment for the position of Child Care Head Teacher. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitment.

7. No motions were made under Old Business.

8. No motions were made under New Business.

9. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 10:01.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary