

**MINUTES
CIVIL SERVICE COMMISSION
Monday, May 19, 2014 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, May 19, 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 Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Public Works Director Craig Cesare and Assistant Director of Public Works and Parks Michael Siciliano.

1. Review and approval of the minutes of the May 5, 2014, Civil Service Commission meeting minutes. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes with the following amendment; Item 3, line 7, add (October 5, 2014) after the word “months”.
2. Review and action on the following eligibility list(s):
 - a) Maintainer/PW and Parks – (original certification 11/20/12) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a final six month period ending November 20, 2014.
 - b) Head Custodian/BOE – (original certification 05/06/13) – 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 November 6, 2014.
3. Review and approval of a new job description for:
 - a) Economic Development Technician – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the commission to approve the job description as amended.
4. Review of rule 5 section 1 of the Civil Service Commission Rules and Regulations was completed and noted for the record. Review of Sections 2A and 2B will be completed at the June 2, 2014, Civil Service Commission meeting.
5. Under **Old Business** was an amendment to the Information Technology Manager job description. 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. No motions were made under New Business.

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7. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:28 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary