

**MINUTES
CIVIL SERVICE COMMISSION
Monday, July 21, 2014, @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, July 21, 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, Human Resources Officer Brigitte Cogswell, Finance Director Sal DeCola, Purchasing Agent Phil Goodwin, Human Resources Director/BOE Vanessa Ditta, Fire Chief David Berardesca, and Police Chief Thomas Wydra.

1. Review and approval of the minutes of the July 7, 2014, Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes.

In order to speed up the process, Executive Secretary Kelley requested that the order of the agenda be adjusted as follows:

3. Review and certification of the following eligibility list(s):

a) Vital Records Clerk – (original certification 02/04/13) – 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, 02/04/15.

b) Account Clerk/Promo – (original certification 07/22/13) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending, 01/22/15.

c) Plumber/BOE – (original certification 01/06/14) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending, 01/06/15.

d) Groundskeeper/Custodian/BOE – (original certification 02/03/14) – 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, 02/03/15.

e) Certified Fire Fighter – (original certification 07/16/12) – List expired, no action.

4. Correspondence from Mayor Scott Jackson requesting recruitments for the positions of Chief Information Officer and Information Technology Technician. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with both of the recruitments.

5. Correspondence from Police Chief Thomas Wydra regarding testing procedures for Central Communications Technician. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the test weighting of 50% written, 50% oral, and that eligible candidates would need a 70% passing grade on both components.

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

b) Purchasing Technician – (9 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that seven applicants met the minimum qualifications and would move on in the process.

8. Under **New Business** was a request from Fire Chief David Berardesca to allow candidates, enrolled in the Fire Academy Recruits class starting in August, to apply and participate in the upcoming Certified Fire Fighter recruitment. Said applicants would not be considered for appointment until they complete the class and submit their certificates to the Personnel Office. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to grant his request.

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

a) Central Communications Technician – (64 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that 59 applicants met the minimum qualifications and would move on in the process.

6. Review of Civil Service Rules and Regulations:

a) Rule 5, Sections 5 and 6 – Revisions were noted for the record.

7. No motions were made under **Old Business**.

9. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 10:03 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary