

MINUTES
CIVIL SERVICE COMMISSION
Monday, August 4, 2014, @ 9:00 A.M.
Conference Room of the Town Attorney

Minutes of the Civil Service Commission meeting held Monday, August 4, 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 9:06 A.M. with Commissioner Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Director/BOE Vanessa Ditta, and Fire Chief David Berardesca.

1. Review and approval of the minutes of the July 21, 2014, meeting of the Civil Service Commission. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Central Communications Technician – List is expiring on 8/15/14 – No action.
 - b) Clerk 6/BOE – (no viable candidates remaining) – No action.
 - c) Clerk 7/BOE – (original certification on 08/19/13) – 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, 02/19/15.
 - d) Clerk 9/BOE – (original certification on 08/19/13) – 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, 02/19/15.
 - e) Clerk 11/BOE – (original certification on 08/19/13) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending, 02/19/15.
 - f) Assistant Town Clerk – (original certification on 08/19/13) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for another six month period ending, 02/19/15.
3. Review and action on the following application(s):
 - a) Clerk 6/BOE – (8 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that eight applicants met the minimum qualifications and would move on in the process.
4. Review and approval of the revised job description for the position of Administrative Secretary, Fire Services Department. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the revised job description.

Minutes (continued)
Civil Service Commission
August 4, 2014

Page 2.

5. Correspondence from Economic Development Director Dale Kroop, requesting to begin the recruitment process for the position of Economic Development Technician. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the recruitment upon the approval of the Town Council.
6. Review of Civil Service Rules and Regulations:
 - a) Rule 5, sections 7, 8, and 9. – Revisions were noted for the record.
7. No motions were made under Old Business.
8. No motions were made under New Business.
9. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to adjourn at 10:02 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary