

**MINUTES  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
Thursday, May 28, 2015 @ 9:00 A.M.  
Conference Room of the Town Attorney**

**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 Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Fire Chief David Berardesca, Library Director Marian Amodeo, Assistant Library Director Nancy McNicol, Registrar of Voters Rose Mentone, Director of Public Works and Parks Craig Cesare and Chief Assessor Ross Murray.

1. Review and approval of the May 4, 2015, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes.
2. Review and certification of the following eligibility list(s):
  - a) Deputy Police Chief – 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 (6) month period ending, 11/28/15.
  - b) Library Custodian (Promotional) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending, 11/28/15.
  - c) Hydrant Maintainer – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending, 11/28/15.
3. Review and action on the following application(s):
  - a) Tabled item – School Nurse (Noemi Crosby) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to add this item to the agenda. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to reject the application without prejudice until the proper certifications are received by the Personnel Department.
  - b) School Nurse – (3 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications and would move on in the process.

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4. Request from Public Works and Parks Director Craig Cesare, for a promotional recruitment for the position of Superintendent of Parks from within the Supervisors Bargaining Unit and, if necessary, recruitment from within all Town bargaining units. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision to commence with both the recruitments.
5. Review and approval of the following updated job descriptions:
  - a) Secretary – Registrar of Voters – 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) Assessment Technician – Assessors Office – 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.
  - c) Administrative Assistant – Arts, Recreation & Culture – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description as amended.
  - d) Payroll Administrator – Finance – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description as amended.
6. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 10:03 AM.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary