

MINUTES
CIVIL SERVICE COMMISSION
Monday, July 6, 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 Commissioner Elliott Kerzner in attendance. Also present were Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Chief Executive Officer Julie Smith, Director of Public Works and Parks Craig Cesare and Finance Director Sal DeCola.

1. Review and approval of the June 15, 2015, 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.
2. Review and action on the following eligibility list(s):
 - a) Plumber/BOE – (original certification 01/06/14) – 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 (6) month period ending 1/06/16.
3. Review and certification of the following eligibility list(s):
 - a) Maintainer/Public Works and Parks – 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 1/06/16.
 - b) Superintendent of Parks – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 1/06/16.
4. Review and action on the following application(s):
 - a) Certified Firefighter/Paramedic – (7 applicants) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission that seven applicants met the minimum qualifications and would move on in the process. One applicant's acceptance is contingent on authorization forms being received by the Personnel Office.
5. Request from Town Engineer Robert Brinton to open a promotional recruitment from within the Town Hall Union and if necessary open competitive, for the position of Staff Engineer. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitment as requested.

6. Review and approval of the following job description(s):
 - a) Chief of Staff – Mayor’s 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 written.
 - b) Legislative & Constituent Services Director – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description as written.
 - c) Information & Research Officer – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description with one edit to add, “ or an equivalent combination of education and experience”.
 - d) Constituent Services Specialist – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description as written.
 - e) Records Division Manager – HPD – This item was removed from the agenda by Executive Secretary Kelley prior to the meeting.
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 Kerzner it was the unanimous decision of the Commission to adjourn at 9:35 AM.

Respectfully submitted,

Renee Palumbo-Morgan
Administrative Secretary