

MINUTES
CIVIL SERVICE COMMISSION
Monday, July 20, 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 Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Director of Public Works and Parks Craig Cesare, Assistant Director of Public Works and Parks Michael Siciliano, Fire Chief David Berardesca, Police Chief Thomas Wydra and Director of Human Resources/BOE Gary Highsmith.

1. Review and approval of the July 6, 2015, Civil Service Commission meeting minutes. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Economic Development Technician (original certification 01/20/15) – Per the written request of Economic Development Director Dale Kroop, the list was not recertified.
3. Review and action on the following application(s):
 - a) Staff Engineer (One applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.
 - b) School Nurse (One applicant) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
 - a) Staff Engineer – 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, 01/20/16.
5. Review and approval of the following revised job description(s):
 - a) Training Officer – Fire Department – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description as written.
 - b) Maintainer III – Parks Department – 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.
 - c) Records Division Manager – On motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the job description as written.

6. No motions were made under Old Business.
7. New Business:
 - a) Under New Business was a verbal request from Director of Public Works and Parks Craig Cesare to start the promotional recruitment from within UPSEU, Unit 36, Parks Department Union, for Maintainer III/ Parks Department and if necessary open to all Town Unions. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
 - b) Under New Business was a verbal request from Police Chief Thomas Wydra to start the promotional recruitment for Records Division Manager from within UPSEU, Unit 23, Supervisors Union and if necessary open to all Town Unions. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
8. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:28 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary