MINUTES
CIVIL SERVICE COMMISSION
Monday, January 4, 2016 @ 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 9:03 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Fire Chief David Berardesca and Police Chief Thomas Wydra. Human Resources Officer Brigitte Cogswell arrived later in the meeting.

1. Review and approval of the December 7, 2015, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, 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) – Expiring, No Action.

   b) Maintainer Public Works & Parks – (original certification 07/06/15) – 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 (6) month period ending 07/06/16.

   c) Superintendent of Parks – (original certification 07/06/15) – 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 (6) month period ending 07/06/16.

3. Review and approval of the revised job description for the position of Fire Inspector. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description with two (2) edits.

4. Correspondence from Fire Chief David Berardesca requesting the promotional recruitment from within Professional Firefighters IAFF, Local 2687 Bargaining Unit only, for the position of Fire Inspector. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the promotional recruitment.

5. Tabled Item(s):

   a) Correspondence from Police Chief Thomas Wydra requesting promotional recruitments for the positions of Captain, Lieutenant, Detective and Sergeant. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the decision of the Commission to remove this item from the agenda until contract negotiations are completed.

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

   a) Certified Police Officer – (1 applicant) – On a motion by Commissioner Guarino, seconded by Chairman Oneal it was the decision of the Commission that the applicant met the minimum qualifications and would move on in the process.

   b) School Nurse – (1 applicant) – On a motion by Commissioner Guarino, seconded by Chairman Oneal it was the unanimous decision of the Commission that the applicant did not meet the minimum qualifications and would not move on in the process.

   c) Records Technician – (120 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that 120 applicants met the minimum qualifications and would move on in the process.

7. No motions were made under Old Business.

8. No motions were made under New Business.

9. On a motion by Commissioner Guarino, seconded by Chairman Oneal it was the unanimous decision of the commission to adjourn at 9:27 A.M.

Respecfully submitted,

Kenneth S. Kelley

Kenneth S. Kelley
Executive Secretary

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HAMDEN, CT
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REC'D AND FILED