

**MINUTES
CIVIL SERVICE COMMISSION
Monday, March 7, 2016 @ 9:00 A.M.
Conference Room of the Town Attorney**

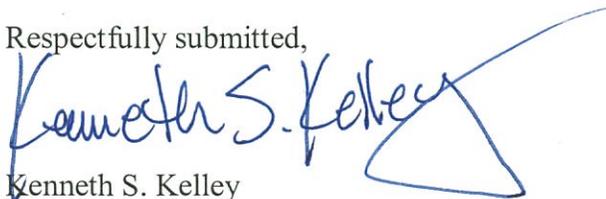
**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN
ATTENDANCE, MOTIONS MADE, AND VOTES TAKEN.**

Chairman Carlton Oneal called the meeting to order at 9:00 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Library Director Marian Amodeo, Finance Director Sal DeCola and BOE Facilities Manager Frank Caraglio.

1. Review and approval of the February 11, 2016, Civil Service Commission Special 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) Custodian #10/BOE – (original certification 03/17/14) – (No action)
 - b) Clerk 6/BOE – (original certification 09/15/14) – 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 09/15/16.
3. Review and certification of the following eligibility list(s):
 - a) Certified Police Officer – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to table this item.
4. Review and action on the following temporary appointment(s):
 - a) Megan Wilson/Computer Work/Police Department – (original appointment 09/08/15) On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to table this item until Police Chief Wydra could be in attendance.
 - b) David McCullum/Purchasing Technician – (No action – position filled)

5. Review and action on the following application(s):
 - a) School Nurse – (3 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Oneal it was the decision of the Commission that three (3) applicants met the minimum qualifications and would move on in the process.
 - b) Tax Collector – (1 applicant) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.
6. Correspondence from Director of Human Resources/BOE Gary Highsmith requesting an open competitive recruitment for Custodian Class #10/BOE. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
7. Review and approval of the updated job description for the position of Librarian IV- Head of Public Services. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description.
8. Correspondence from Library Director Marian Amodeo requesting an internal promotional recruitment from within AFSCME, Local 1303-115, for the position of Librarian IV- Head of Public Services. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to add “and open competitive recruitment if necessary” and commence with the recruitment.
9. No motions were made under Old Business.
10. No motions were made under New Business.
11. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:27 AM.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

REC'D AND FILED BY

2016 MAR 10 P 3:40

TOWN CLERK
HAMDEN, CT