

MINUTES
CIVIL SERVICE COMMISSION
Monday, March 21, 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, Fire Chief David Berardesca and BOE Facilities Manager Frank Caraglio.

1. Review and approval of the March 7, 2016, 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 application(s):
 - a) Certified Police Officer – (1 applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision that one (1) applicant met the minimum qualifications and would move on in the process.
 - b) Librarian IV – Head of Public Services – (4 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that (3) three applicants met the minimum qualifications and would move on in the process.
 - c) Head Custodian – (1 additional applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision that one (1) applicant met the minimum qualifications and would move on in the process.
3. Review and certification of the following eligibility list(s):
 - a) Fire Inspector – 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 September 21, 2016.
4. Tabled Item(s):
 - a) Review and action on the temporary appointment of Megan Wilson/Computer Work/Police Department – (original appointment 09/08/16). On a motion by Chairman Oneal, seconded by Commissioner Guarino it was the unanimous decision of the Commission to leave this item tabled.
 - b) Review and certification of the eligibility list for Certified Police Officer. On a motion by Chairman Oneal, seconded by Commissioner Guarino it was the unanimous decision of the Commission to leave this item tabled.

5. Correspondence from Police Chief Thomas Wydra requesting an open competitive recruitment for the position of Central Communications Technician. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
6. No motions were made under Old Business.
7. Under New Business: Mr. Kelley requested the Commissioners review two additional revisions to the job description for Librarian IV – Head of Information and Patron Services. The changes were accepted by the Commission.
8. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:25 A.M.

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

REC'D AND FILED BY

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TOWN CLERK
HAMDEN, CT