

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, August 16, 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.**

Commissioner Elliott Kerzner called the meeting to order at 9:01 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan and Town Engineer Mark Austin.

1. Review and approval of the August 2, 2016, Civil Service Commission meeting minutes. On a motion by Commissioner Kerzner, 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) Librarian I – No viable names. (No action)
 - b) Library Clerk – List expiring. (No action)
 - c) Clerk 9/BOE (original certification 02/11/16) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/11/17.
 - d) Records Technician/PD (original certification 02/11/16) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/11/17.
3. Review and certification of the following eligibility list(s):
 - a) Certified Firefighter/Paramedic – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 02/16/17.
4. Review and action on the following application(s):
 - a) School Nurse – (2 applicants) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that two applicants met the minimum qualifications and would move on in the process.
5. Review and approval of the updated job description for the position of GIS Coordinator. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the revised job description.

6. Correspondence from Library Director Marian Amodeo requesting a promotional recruitment from within AFSCME Local 1303-115 and if necessary an open competitive recruitment for the position of Librarian I. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
7. Correspondence from Town Engineer Mark Austin requesting an internal promotional recruitment from within AFSCME, Local 2863 and if necessary an open competitive recruitment for the position of GIS Coordinator. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
8. No motions were made under Old Business.
9. No motions were made under New Business.
10. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:17 AM.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

REC'D AND FILED BY:

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TOWN CLERK
HAMDEN, CT