

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, September 6, 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 Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Library Director Marian Amodeo and Town Engineer Mark Austin.

1. Review and approval of the August 16, 2016, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Clerk 6/BOE – (original certification 09/15/14) – No action, list expires.
3. Review and action on the following application(s):
 - a) Certified Police Officer – (2 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
 - b) GIS Coordinator – (1 applicant) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.
 - c) Librarian I – (2 applicants) - On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
 - d) Account Clerk – (42 applicants) - On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that (37) applicants met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
 - a) Librarian I – 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 03/06/17.
5. Review and approval of the revised job description for Engineering Inspector. On a motion by Chairman Oneal, seconded by Commission Guarino, it was the unanimous decision of the Commission to approve the job description.

6. Request from Town Engineer Mark Austin for a promotional recruitment from within AFSCME, Local 2863 and if necessary open competitive recruitment for the position of Engineering Inspector. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

7. Old Business:
 - a) Review and discussion of the revised Civil Service Rules and Regulations. The Commissioners made some final edits to the document. The revised rules will be posted on the Town website and a public notice will be published in the New Haven Register per legal requirements.

8. New Business:
 - a) Under New Business Town Engineer Mark Austin submitted a request for the temporary appointment of Connor Fitzpatrick to fill the vacant position of Engineering Inspector. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the temporary appointment for a five (5) month period ending 02/06/17 or until the position is filled permanently.
 - b) Under New Business Town Engineer Mark Austin made a verbal request to certify the eligibility list for GIS Coordinator. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Board to certify the list for a six month period ending 03/06/17.
 - c) Under New Business Chairman Oneal made a motion nominating Commissioner Kerzner to be the next Chairman of the Civil Service Commission. The motion was seconded by Commissioner Guarino, it was the unanimous decision of the Commission to nominate Commissioner Kerzner to be the next Chairman of the Civil Service Commission.

9. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 10:05 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

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TOWN CLERK
HAMDEN, CT