MINUTES
CIVIL SERVICE COMMISSION
Tuesday, September 20, 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 Commissioners Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan and Library Director Marian Amodeo.

1. Review and approval of the September 6, 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) Fire Inspector – (original certification 03/21/16) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for another 6 (six) month period ending 03/21/17.

3. Review and certification of the following eligibility list(s):

   a) Central Communications Technician – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a 6 (six) month period ending 03/20/17.

4. Correspondence from Town Planner Daniel Kops requesting a promotional recruitment from within the UPSEU, Unit #23 Bargaining Unit, for the position of Assistant Town Planner and if necessary open competitive recruitment. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

5. Correspondence from Library Director Marian Amodeo requesting a promotional recruitment from within the AFSCME, Local 1303-115 Bargaining Unit, for the position of Librarian I Part time and if necessary open competitive recruitment. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.

6. The Commission had a discussion of the proposed changes to the current recruitment process and job description for the position of School Nurse/BOE. Executive Secretary Kelley notified the Commissioners of the changes to be made. The Commissioners were in agreement with the changes. Mr. Highsmith will be required to submit written requests and official changes to the School Nurse/BOE job description for final approval.

7. Under Old Business Executive Secretary Kelley informed the Commission that the revised Civil Service Commission Rules are still being reviewed by Mayor Leng. Once the Mayors approval is received the notice to the public will be posted by the Town Clerk.

8. No motions were made under New Business.

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

Respectfully submitted,

Kenneth S. Kelley

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Executive Secretary

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HAMDEN, CT
2016 SEP 21 P 3: 17
REC'D AND FILED BY