MINUTES
CIVIL SERVICE COMMISSION
Tuesday, October 18, 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 Elliott Kerzner called the meeting to order at 9:00 A.M. with Commissioners Guy Guarino and Judith Kozak in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Town Engineer Mark Austin and Library Director Marian Amodeo.

1. Review and approval of the October 4, 2016, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission to approve the minutes.

2. Review and action on the following eligibility list(s):

   a) Records Division Manager – (original certification 11/02/15) – On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the for another six month period ending 04/02/16.
   b) Certified Police Officer – (original certification 04/19/16) – On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to table this item.
   c) Library Technical Assistant – (original certification 04/19/16) – On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending 04/19/17.
   d) Librarian IV Head of Patron Services – (original certification 05/03/16) – On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending 05/03/17.

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

   a) Account Clerk/Finance Department – On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/18/17.

4. Review and action on the following application(s):

   a) Certified Police Officer – (3 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process and the third applicant will move on in the process once the Personnel Office has received a copy of his Connecticut Driver's License.

   b) Engineering Inspector – (14 applicants) – On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that five (5) applicants met the minimum qualifications and would move on in the process.

5. Review and approval of the following revised job description(s):

   a) Library Clerk – On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the job description.

6. No motions were made under Old Business. Executive Secretary Kelley informed the Commissioners that the revised Civil Service Rules are being reviewed by the Mayor's Office.

7. No Motions were made under New Business.

8. On a motion by Commissioner Kozak, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:35 A.M.

Respectfully submitted,

Kenneth S. Kelley

Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2016 OCT 21 A 10: 57
REC'D AND FILED BY