MINUTES
CIVIL SERVICE COMMISSION
Tuesday, November 8, 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, Town Engineer Mark Austin and Library Director Marian Amodeo. Town Planner Daniel Kops and Police Chief Thomas Wydra arrived a few minutes late.

1. Review and approval of the October 18, 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) Tabled: Certified Police Officer – (original certification 4/19/16) – On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission not to certify the list for another six month period. The two remaining candidates will be given the opportunity to retest or carry over their score to the new eligibility list.

   b) Clerk 7/BOE – (original certification 05/04/15) – On a motion by Commissioner Kozak, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 05/04/17.

   c) Training Officer/Fire Department – (original certification 11/06/15) – On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 05/06/17.

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

   a) Engineering Inspector – 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 month period ending 05/08/17.

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

   a) School Nurse – (5 applicants) – After discussion of the qualifications regarding Bachelor of Science degree the following motion was made: on a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that five (5) candidates met the minimum qualifications and would move on in the process.

   b) Librarian I/Part-time – (19 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission that nine (9) applicants met the minimum qualifications and would move on in the process.

   c) Library Clerk/Part-time – (2 applicants) – On a motion by Chairman Kerzner, 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.

   d) Recycling Coordinator/Part-time – (8 applicants) – On a motion by Chairman Kerzner, seconded by Commissioner Kozak, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process. Per the Executive Secretary's request, these applications will be reviewed again at the next Civil Service Commission meeting.

5. Correspondence from Mayor Curt Balzano-Leng requesting the temporary appointment of Mimsie Coleman to the position of Arts, Recreation & Culture Director (part-time). On a motion by Commissioner Kozak, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to grant his request for no more than five (5) months starting 10/03/16 and ending 03/03/17.

6. Request from Library Director Marian Amodeo for an open competitive recruitment for the part time position of Library Page. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to commence with the recruitment.

7. Review and approval of the Calendar of Meetings for 2017. On a motion by Chairman Kerzner, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the Calendar of Meetings.

8. Under **Old Business** the Commission asked Executive Secretary Kelley for an update on where the process is for certification of the revised Civil Service Rules and Regulations. Mr. Kelley informed the Commission that Mayor Leng's office has passed the rules on to the Town Attorney for review.

9. Under **New Business** was a request from Town Planner Daniel Kops for approval of the revised job description for Assistant Town Planner. On a motion by Commissioner Guarino, seconded by Commissioner Kozak, it was the unanimous decision of the Commission to approve the job description.

10. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 10:03 A.M.

Respectfully submitted,

Kenneth S. Kelley

Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
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REC'D AND FILED BY