

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, November 22, 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 9:02 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Library Director Marian Amodeo and Fire Chief David Berardesca.

1. Review and approval of the November 8, 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) IT Technician (original certification 11/17/14) – Expired no action.
 - b) Battalion Chief (original certification 12/01/14) – Expired no action.
 - c) Fire Captain (original certification 12/01/14) – Expiring no action.
 - d) Fire Lieutenant (original certification 12/01/14) – Expiring no action. – Items 2.a through 2.d., lists expiring, noted for the record.
 - e) Hydrant Maintainer (original certification 05/28/15) – 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 (6) month period ending 05/28/17.
 - f) Deputy Police Chief (original certification 05/28/15) – 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 (6) month period ending 05/28/17.
 - g) Purchasing Technician (original certification 12/07/15) – 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 (6) month period ending 05/07/17.
3. Review and certification of the following eligibility list(s):
 - a) Library Clerk Part-time – 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 04/22/17
 - b) Certified Police Officer – 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 04/22/17
 - c) Librarian I – On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 04/22/17.

4. Review and approval of the modifications to the following Fire Department job descriptions:
 - a) Certified Firefighter – On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission to approve the modifications to the job description.
 - b) Firefighter – Paramedic – On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission to approve the modifications to the job description.
5. Review and action on the following application(s):
 - a) Recycling Coordinator – (8 applicants) – The Commissioners had a discussion with Executive Secretary Kelley about the fact that the position is not part of the Classified Service and that it is a Mayoral appointment therefore, the applicants will be evaluated by the Mayor's Office.
6. Under **Old Business** Chairman Kerzner asked that the application fees be clarified on the Certified Firefighter and Certified Firefighter/Paramedic job descriptions. On a motion by Commissioner Guarino, seconded by Chairman Kerzner, it was the unanimous decision of the Commission that the nonrefundable application fee on both of the job descriptions be amended to \$40.00.
7. No motions were made under **New Business**.
8. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:21 A.M.

Respectfully submitted,


Kenneth S. Kelley
Executive Secretary

REC'D AND FILED BY

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TOWN CLERK
HAMDEN, CT