

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, December 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 Elliott Kerzner called the meeting to order at 9:00 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Town Engineer Mark Austin, Library Director Marian Amodeo and Fire Chief David Berardesca. Commissioner Kozak was unable to attend the meeting and had contacted the Personnel Office on Monday regarding her attendance.

1. Review and approval of the November 22, 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 with one edit to item 2b, the word expired should read expiring.
2. Review and action on the following eligibility list(s):
 - a) Certified Firefighter – (original certification 12/15/14) – No action list expiring.
 - b) IT Manager/Records Division Manager – (original certification 12/15/14) – No action list expiring.
3. Review and action on the following application(s):
 - a) Library Page – (37 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Kerzner it was the unanimous decision of the Commission that all 37 applicants met the minimum qualifications and would move on in the process.
4. Correspondence from Mayor Curt Balzano-Leng requesting an open competitive recruitment for the position of Constituent Services Specialist. Chairman Kerzner tabled this item until after the completion of New Business items. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment using the revised job description approved under New Business.
5. Correspondence from Town Engineer Mark Austin requesting a promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Engineering Aide. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
6. No motions were made under Old Business.

7. Under **New Business** was review and approval of the revised job description for Constituent Services Specialist. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description.

Under **New Business** was correspondence from Fire Chief Berardesca requesting promotional recruitments for the positions of Lieutenant, Captain and Battalion Chief. He also requested open competitive recruitments for Certified Firefighter and Certified Firefighter/Paramedic. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitments.

Under **New Business** Chairman Kerzner, by executive order, nominated Commissioner Guarino to serve as Vice Chairman of the Civil Service Commission.

8. On a motion by Chairman Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Board to adjourn at 9:12 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT

2016 DEC -8 A 10:10

REC'D AND FILED BY