

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, January 19, 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 Commissioner Guy Guarino in attendance. Also present were Administrative Secretary Renee Palumbo-Morgan and Chief of Staff Julie Smith.

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

In order to allow Ms. Smith the ability to leave the meeting as soon as possible Chairman Oneal adjusted the order of the agenda.

2. Review and Action on the following Job Descriptions:
 - a) Recycling Coordinator – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the revised job description for Recycling Coordinator.
3. Review and action on the following eligibility list(s):
 - a) Staff Engineer – No viable names. – Noted for the record.
4. Review and action on the following application(s):
 - a) Certified Police Officer (2 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that both applicants met the minimum qualifications and would move on in the process.
 - b) School Nurse (2 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to accept one applicant and the second applicant will be accepted once copies of her credentials are received by the Personnel Department.
5. No motions were made under **Old Business**.

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6. Under **New Business** was a request from Chief of Staff Julie Smith requesting the open competitive recruitment for Recycling Coordinator. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the recruitment.

7. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:11 A.M.

Respectfully submitted,



Renee Palumbo Morgan
Administrative Secretary

TOWN CLERK
HAMDEN, CT

2016 JAN 20 A 10:48

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