

MINUTES
CIVIL SERVICE COMMISSION
Monday, December 6, 2010 @ 9:00 AM
Conference Room of the Town Attorney

Minutes of the regular meeting of the Hamden Civil Service Commission held Monday, December 6, 2010 @ 9:00 AM:

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,
MOTIONS MADE, AND VOTES TAKEN.**

Chairperson Carlton Oneal called the meeting to order at 9:02 AM with Commissioners Cate Reynolds and Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Elderly Services Coordinator Suzanne Burbage, and Library Director Robert Gualtieri.

1. Review and action on the minutes of the November 15, 2010 Civil Service Commission meeting. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility lists:
 - a) Superintendent of Trees and Parkways/PW (promotional). On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - b) Deputy Fire Marshall. The list will expire on 12/15/2010, therefore there was no action taken.
 - c) Head Custodian/BOE. The list expired on 11/16/2010, therefore there was no action taken.
3. Certification of the following eligibility list:
 - a) Captain/FD. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six (6) month period.
4. Review and approval of Board of Education job description for Secretary Class 11. On a motion by Commissioner Reynolds, seconded by Chairman Oneal, it was the unanimous decision of the Commission to table this matter.
5. Correspondence from board of Education Assistant Superintendent for Personnel and Administration William McGraw for the promotional recruitment and if necessary, open competitive recruitment for the position of Secretary Class 11. On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to table his request.
6. Review and action on the following promotional applications:
 - a) Library Technical Assistant (5). On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission that all five (5) applicants met the qualifications and would continue on in the testing process.

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b) Secretary/Elderly Services Department (5). On a motion by Chairman Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the commission that all five (5) applicants met the qualifications and would continue on in the testing process.

Under **Old Business** the Commission reviewed the Civil Service Rules and Regulations, and edits were made to Rule 4.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the board to adjourn at 9:51 AM.

Respectfully submitted,

Kenneth S. Kelley

Executive Secretary