

**MINUTES  
CIVIL SERVICE COMMISSION  
Monday, December 20, 2010 @ 9:00 AM  
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Hamden Civil Service Commission held Monday, December 20, 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 9:05 AM with Commissioners Cate Reynolds and Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Benefits Technician Renee Morgan, Assistant Superintendent of Personnel and Administration/BOE William McGraw, Library Director Robert Gualtieri, and Fire Chief David Berardesca.

**Items Tabled from previous meeting:**

Review and approval of job description for Secretary Class 11. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to remove this item from the table and add it to the Agenda. After discussion, on a motion by Chairperson Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to re tabled this matter until Assistant Superintendent McGraw revisits the job description.

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 was never removed from the table.

1. Review and action on the minutes of the December 6, 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) Records Technician/PD - Promotional - Up for recertification. On a motion by Chairperson Oneal seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
3. Certification of the following eligibility list:
  - a) Library Technical Assistant. 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 action on the applications for Certified Fire Fighter (32). On a motion by Chairperson Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that 20 applicants met the qualifications and will continue on in the process.

Under **New Business** was a request to the Civil Service Commission from Finance Director Kathleen Etkin for the promotional recruitment for the position of Budget Coordinator. On a motion by Chairperson Oneal, seconded by Commissioner Reynolds, it was the unanimous decision of the Commission to commence with the promotional recruitment.

On a motion by Chairperson Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:57 AM.

Respectfully Submitted,

Kenneth S. Kelley  
Executive Secretary