

**MINUTES
CIVIL SERVICE COMMISSION
Monday, March 7, 2011 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the Regular meeting of the Civil Service Commission held Monday, March, 7, 2011 @ 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.

Chairman Carlton Oneal called the meeting to order at 9:05 AM with Commissioner Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Terri Gamberdella, Police Chief Thomas Wydra, Patti Riccitelli Supervisors Union President, Barbara Tito Treasurer/Supervisors Union, Joseph Colello Supervisors Union Vice President, and Assistant Superintendent of Personnel & Administration/BOE William McGraw.

1. Review and approval of the minutes of the February 22, 2011 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to table this matter.
2. Correspondence from Police Chief Thomas Wydra requesting the approval of the Job Description for the position of Information Technology/Records Division Manager in the Police Department. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description as amended.
3. Correspondence from Police Chief Thomas Wydra requesting the approval of updated job description for the position of Administrative Assistant to the Chief of Police. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the job description.
4. Correspondence from Executive Secretary Ken Kelley on behalf of the Civil Service Commission to William McGraw – Assistant Superintendent for Personnel & Administration/BOE. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to go into Executive Session at 9:27 AM. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to go back into Regular Session at 9:49 AM. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission that the Civil Service Commission would send a letter to Assistant Superintendent for Personnel & Administration/BOE William McGraw regarding the Commission's decision to remove the unauthorized appointment of Mr. Ciccone to the the position of Custodian/BOE .

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On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:50 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary