

**MINUTES  
SPECIAL MEETING  
CIVIL SERVICE COMMISSION  
Friday, June 24, 2011 @ 9:30 AM  
Conference Room of the Town Attorney**

Minutes of the special meeting of the Civil Service Commission held Friday, June 24, 2011 at 9:30 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 9:02 AM with Commissioner Cate Reynolds and Commissioner Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Police Chief Thomas Wydra, Deputy Police Chief John Cappiello, Elderly Services Coordinator Suzanne Burbage and Deputy Assessor Ross Murray.

1. Review and Approval of the minutes of the June 6, 2011 Civil Service Commission meeting. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the minutes.
2. Recertification of the following eligibility list(s):
  - a.) Battalion Chief – (established 07/06/10). 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.) Secretary Elderly Services – (established 01/03/10). On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
3. Review and Certification of the following eligibility list(s):
  - a.) Outreach Counselor – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period.
4. Review and Action on the following applications:
  - a.) IT Records Division Manager/PD five (5) applicants. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications and will continue on in the process.
  - b.) Custodian Class 10/BOE sixty (60) applicants. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission that fifty six (56) applicants met the minimum qualifications and will continue on in the process.
  - c.) Records Technician/PD Promotional four (4) applicants. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that four (4) applicants met the minimum qualifications and will continue on in the process.

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5. Review and approval of the updated job description for the position of Real Property Appraiser. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the job description.
6. Review and approval of the updated job description for the position of Employee Benefits Technician. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the job description as amended.
7. Correspondence from Chief Assessor James Clynes requesting the internal recruitment for the position of Real Property Appraiser. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to commence with the recruitment.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to adjourn at 11:10 AM.

Respectfully submitted,

Kenneth S. Kelley  
Executive Secretary