

**MINUTES
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Friday, July 8, 2011 @ 4:00 PM
Conference Room of the Town Attorney**

Minutes of the special meeting of the Civil Service Commission held Friday, July 8, 2011@ 4:00 PM:

**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 a 4:00 PM with Commissioner Cate Reynolds and Commissioner Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Fire Chief David Berardesca, Deputy Assessor Ross Murray, Public Works Director Craig Cesare and Town Clerk Vera Morrison.

1. Review and Approval of the minutes of the June 24, 2011 Civil Service Commission Special Meeting. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to approve the minutes.
2. Correspondence from Town Clerk, Vera Morrison requesting a temporary appointment of Joanne Leone to the vacant position of Land Records Technician. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to grant her request for up to a five (5) month period.
3. Correspondence from Town Clerk, Vera Morrison requesting the internal promotional recruitment from within the Town Hall Union to fill the position of Land Records Technician. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.
4. Correspondence from Fire Chief, David Berardesca requesting an Open Competitive Recruitment for Certified Firefighter/Paramedic. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to commence with the recruitment.
6. b.) Real Property Appraiser – Promotional - Zero (0) applicants to act on.
5. Correspondence from Chief Assessor, James Clynes requesting the Open Competitive Recruitment for Real Property Appraiser. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.
6. Review and Action on the following applications:
 - a.) Employee Benefits Technician – four (4) 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.

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7. Review an approval of the updated job description for the position of Assistant Director of Public Works and Parks. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the job description.

8. Correspondence from Public Works Director, Craig Cesare requesting a promotional recruitment from within the Supervisors Union to fill the position of Assistant Director of Public Works and Parks. On a motion by Commissioner Kerzner, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the recruitment.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn the meeting at 4:29 PM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary