

Minutes
CIVIL SERVICE COMMISSION
Tuesday, September 6, 2011 @ 9:00 AM
Conference Room of the Town Attorney

Minutes of the regular meeting of the Civil Service Commission held Tuesday, September 6, 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 9:07 AM with Commissioner Elliott Kerzner and Commissioner Cate Reynolds present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Public Works Director Craig Cesare, Police Chief Thomas Wydra, Fire Chief David Berardesca and Tax Collector Barbara Tito.

1. Review and approval of the minutes of the August 15, 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. Review and approval of the updated job description for the position of Certified Fire Fighter/Paramedic. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to approve the job description.
3. Review and action on the following applications:
 - a.) Tax Cashier – On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the commission that four (4) met the minimum qualifications and will continue on in the process.
 - b.) Records Technician – On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that twenty seven (27) met the minimum qualifications and will continue on in the process.

Tabled Items:

A. Correspondence from Public Works Director Craig Cesare requesting the promotional recruitment from within the Supervisors Union for the position of Superintendent of Streets. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to remove this item from the table and add it to the agenda. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to commence with the promotional recruitment.

B. Review and approval of the updated job description for the position of Budget Coordinator in the Finance Department. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to remove this item from the table and add it to the agenda. No action was taken as the Administration and the Finance Director decided not to amend the job description.

C. Correspondence from Finance Director Kathleen Etkin requesting the promotional recruitment from within the Supervisors Union and Open Competitive Recruitment if necessary for the position of Budget Coordinator in the Finance Department. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to remove this item from the table and put it on the agenda. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the commission to commence with the promotional and if needed open competitive recruitment, as long as no official appointment shall be made until the position of Budget Coordinator has been funded in the budget by the Legislative Council.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to adjourn at 10:06 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary