

**MUNICIPAL CIVIL SERVICE COMMISSION AGENDA**  
**MUNICIPAL BUILDING**  
**LAW LIBRARY, 3<sup>rd</sup> FLOOR CITY HALL**

**CALL TO ORDER:** Tuesday, October 17, 2023, 12:30 PM

**ROLL CALL OF COMMISSION:** Yvonne Reff, Commissioner  
Edwin Thompson, Commissioner  
Angela Robbins, Executive Secretary

**MINUTES OF PREVIOUS MEETINGS:** Minutes from the regular meeting July 18, 2023.

**CORRESPONDENCE**

1. Policy Advisory Report (PAR-11-23) dated 8/1/2023 from the NYS Department of Civil Service regarding the Local Master Examination Schedule for 2023-2024.
2. Letter from Secretary Robbins dated 10/17/2023 to Ken Mix, City Manager, providing him with information regarding the provisional status of Kimberli Johnston.

**OLD BUSINESS**

1. Check and certify eligible list for Fire Chief (OC 62-573) for a period of four (4) years to expire 8/15/2027.
2. Check and certify eligible list for Deputy Fire Chief (PROM 72-240) for a period of four (4) years to expire 8/15/2027.
3. Check and certify eligible list for Battalion Fire Chief/EMT (PROM 77-719) for a period of four (4) years to expire 8/15/2027.
4. Check and certify eligible list for Maintenance Supervisor (WHA) (PROM 74-969) for a period of four (4) years to expire 8/15/2027.
5. Approval is requested for the new job specification for School Safety Officer for Watertown City School District.
6. Approval is requested for the new job specification for Athletic Trainer for Watertown City School District.

**NEW BUSINESS**

1. Check and certify eligible list for Real Property Appraiser (OC 64-501) for a period of four (4) years to expire 10/17/2027.
2. Check and certify eligible list for City Assessor (OC 68-370) for a period of four (4) years to expire 10/17/2027.
3. Check and certify eligible list for Real Property Tax Service Aide (OC 68-973) for a period of four (4) years to expire 10/17/2027.
4. Check and certify eligible list for Laboratory Technician (PROM 77-207) for a period of four (4) years to expire 10/17/2027.
5. Check and certify eligible list for Industrial Pretreatment Lab Coordinator (OC 65-615) for a period of four (4) years to expire 10/17/2027.

**CIVIL SERVICE DEPARTMENT UPDATES**

1. The City of Watertown has scheduled the next job fair for October 18, 2023 3:00PM – 6:00PM.
  - a. This will be an opportunity to recruit for the City of Watertown, Watertown City School District and Watertown Housing Authority.
2. Civil Service has been working with the HR Department to attend local job fairs.
  - a. October 3, 2023: Fall Job Fair with the Workplace, held at the Hilton Garden Inn, Watertown
  - b. October 5, 2023: Canton Engineering Career Fair, held at SUNY Canton
3. Civil Service is working with HR and IT to prepare for a software change.
  - a. The current software (eGov) is outdated, incomplete, and not fully supported. This company was acquired by its competitor NEOGOV.
  - b. DEMO 3 with NEOGOV is scheduled for October 24, 2023.

- c. NEOGOV has the potential to provide software for Civil Service, Human Resources, Benefits, and Training if approved by City Counsel for the 2024 budget.
4. No applications have been received to fill the vacant commission seat.

#### **APPROVAL OF PERSONNEL TRANSACTIONS**

1. Report on all personnel changes is included.

#### **OTHER BUSINESS**

#### **EXECUTIVE SESSION:**

**NEXT REGULAR MEETING November 21, 2023**

*For additional information regarding any agenda items, please reach out to [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov).*