

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

**CALL TO ORDER:** Tuesday, December 19, 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 November 28, 2023.

**CORRESPONDENCE**

1. Letters (three) from Secretary Robbins dated 12/11/2023 to Tina Lane, Assistant Superintendent, providing her with information regarding Section 65 termination information for provisional staff who did not pass the Senior Typist exam held on December 2, 2023.
2. Letter from Secretary Robbins dated 12/12/2023 to Tina Lane, Assistant Superintendent, providing her with certified list of eligibles for Custodian (45-139).
3. Letter from Secretary Robbins dated 12/19/2023 to Tina Lane, Assistant Superintendent, providing her with certified list of eligibles for Athletic Trainer (86-300).
4. Letter from Secretary Robbins dated 12/18/2023 to Ken Mix, City Manager, providing him with a certified list of eligibles for Water Treatment Plant Operator Trainee (45-141).
5. Letter from Secretary Robbins dated 12/18/2023 to Ken Mix, City Manager, providing him with a certified list of eligibles for Wastewater Treatment Plant Operator Trainee (45-142).
6. Letter from Doug Bartels of the NYS Department of Civil Service, Municipal Services Division providing feedback to the 2022 Annual Report submitted on February 28, 2023.
7. Policy Advisory Report (PAR-14-23) from NYS Department of Civil Service regarding the transfer of police officers.

**OLD BUSINESS**

**NEW BUSINESS**

1. Check and certify eligible list for Wastewater Treatment Plant Process Worker Trainee (OC 45-142) for a period of four (4) years to expire 12/19/2027.
2. Check and certify eligible list for Water Treatment Plant Operator Trainee (OC 45-141) for a period of four (4) years to expire 12/18/2027.
3. Check and certify eligible list for Athletic Trainer (OC 86-300) for a period of four (4) years to expire 12/19/2027.
4. Approval of 2024 meeting schedule.
5. Review and approval of changes to the Human Resources Manager job specification.

**CIVIL SERVICE DEPARTMENT UPDATES**

1. The City Manager's office is conducting interviews to fill the vacant Human Resources Manager position.
2. Civil Service is working with HR, Comptroller, and IT to prepare for a possible software change.
  - a. Project is on pause until the new company has adopted the Roster Record portion of the software.
3. 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 December 19, 2023**

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