

CITY OF WATERTOWN
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES
Tuesday, December 19, 2023

Commissioner Thompson called the meeting of the Watertown Civil Service Commission to order at 12:29 PM.

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

By motion of Commissioner Thompson and seconded by Commissioner Reff, the minutes from the regular meeting held November 28, 2023 were approved as written.

CORRESPONDENCE All correspondence was noted and accepted into the record by motion of Commissioner Reff and seconded by Commissioner Thompson.

OLD BUSINESS

- No old business was presented at the meeting.

NEW BUSINESS

1. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Wastewater Treatment Plant Process Worker Trainee (OC 45-142) was certified for a period of 4 years to expire 12/19/2027.
2. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Water Treatment Plant Operator Trainee (OC 45-141) was certified for a period of 4 years to expire 12/18/2027.
3. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Athletic Trainer (OC 86-300) was certified for a period of 4 years to expire 12/19/2027.
4. By motion of Commissioner Reff and seconded by Commissioner Thompson, the 2024 Civil Service Commission meeting schedule was approved as written..
5. By motion of Commissioner Reff and seconded by Commissioner Thompson, the job specification updates for Human Resources Manager were approved as written.

OTHER BUSINESS

EXECUTIVE SESSION

There being no further business to be brought before the Commission the meeting was adjourned at 1:10 PM with the next meeting scheduled January 16, 2024 at 12:30 PM.

Angela M Robbins

Executive Secretary