

MUNICIPAL CIVIL SERVICE COMMISSION AGENDA
MUNICIPAL BUILDING
LAW LIBRARY, 3rd FLOOR CITY HALL

CALL TO ORDER: Tuesday, June 18, 2024, 12:30 PM

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

MINUTES OF PREVIOUS MEETINGS: Minutes from the regular meeting May 21, 2024.

CORRESPONDENCE

1. Policy Advisory Report (PAR -07-24) dated 06/03/2024 from the NYS Department of Civil Service regarding expanded examination numbers.

OLD BUSINESS

NEW BUSINESS

1. Check and certify the eligible list for Wastewater Treatment Plant Process Worker Trainee (OC 45-145) for a period of four years to expire 06/17/2028.
2. Check and certify the eligible list for Water Treatment Plant Operator Trainee (OC 45-146) for a period of four years to expire 06/17/2028.
3. Check and certify the eligible list for Custodian (OC 45-144) for a period of four years to expire 06/17/2028.
4. Check and certify the eligible list for Senior Typist (OC 45-143) for a period of four years to expire 06/17/2028.
5. Review and approve new job specifications for the City of Watertown Water Department.
6. Review and approve update to Chief Water Treatment Plant Operator qualifications for promotion.
7. Review and approve update to Senior Planner job specification.

CIVIL SERVICE DEPARTMENT UPDATES

1. Police Officer candidate agility testing will be held June 29, 2024 and Watertown City School track and field.
2. The next Police Officer written exam will be held September 28, 2024. We are working to secure a location for this exam. This exam has been posting and applications are being accepted. Recruitment efforts have begun.
3. The 2024 Civil Service Conference was a success. Primary topics of discussion surrounded changes to the administration of civil service. The New York State Department of Civil Service led open discussions to include local agencies in brainstorming for ways to improve the current system.

APPROVAL OF PERSONNEL TRANSACTIONS

1. Report on all personnel changes is included.

OTHER BUSINESS

EXECUTIVE SESSION:

NEXT REGULAR MEETING: July 16, 2024

For additional information regarding any agenda items, please reach out to civilservice@watertown-ny.gov.