

CITY OF WATERTOWN
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES
Tuesday, June 18, 2024

Commissioner Reff called the meeting of the Watertown Civil Service Commission to order at 12:30 PM.

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

ALSO IN ATTENDANCE: Erica LeClerc, HR Manager

By motion of Commissioner Reff and seconded by Commissioner Dittrich, the minutes from the regular meeting held May 21, 2024 were approved as written.

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

OLD BUSINESS

- No old business was presented at the meeting.

NEW BUSINESS

- All eligible lists were checked and certified for a period of four years to expire 06/17/2028.
- Job Specifications for the Water Department and the Planning Department were reviewed and approved as written.

OTHER BUSINESS

1. By motion of Commissioner Reff and seconded by Commissioner Dittrich, all personnel transactions were approved as written.

EXECUTIVE SESSION

There being no further business to be brought before the Commission the meeting was adjourned at 1:40 PM with the next meeting scheduled July 16, 2024 at 12:30 PM.

Angela M Robbins

Executive Secretary