

MUNICIPAL CIVIL SERVICE COMMISSION AGENDA
MUNICIPAL BUILDING
****FLOWER MEMORIAL LIBRARY****
PLEASE NOTE LOCATION CHANGE

CALL TO ORDER: Tuesday, August 20, 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 held June 18, 2024.

CORRESPONDENCE

1. Letter from Secretary Robbins dated 07/12/2024 to Tina Lane, Assistant Superintendent of Personnel, Watertown City School District, regarding Section 55a determination for a Senior Typist candidate.
2. Letters from Secretary Robbins dated 06/21/2024 to Eric Wagenaar, City Manager, regarding the Certification of Eligibles for WWTP Process Worker Trainee and Water Treatment Plant Operator Trainee.
3. Letters from Secretary Robbins dated 06/21/2024 to Tina Lane, Assistant Superintendent of Personnel, Watertown City School District, regarding the Certification of Eligibles for Custodian and Senior Typist.
4. Letter from Secretary Robbins dated 07/30/2024 to Eric Wagenaar, City Manager, regarding the Certification of Eligibles for Police Promotional Titles.
5. Letter from Secretary Robbins dated 08/20/2024 to Michael Robare, Executive Director Watertown Housing Authority, regarding the Certification of Eligibles for Accounting Supervisor (OC-61-097).
6. Policy Advisory Report (PAR-08-24) dated 06/26/2024 from the NYS Department of Civil Service regarding expanded examination numbers.
7. Policy Advisory Report (PAR-10-24) dated 07/30/2024 from the NYS Department of Civil Service regarding the Local Master Examination Schedule.

OLD BUSINESS

NEW BUSINESS

1. Check and certify the eligible list for Accounting Supervisor (OC 61-097) for a period of four years to expire 08/20/2028.
2. Check and certify the eligible list for Senior Account Clerk Typist (OC 85-765) for a period of four years to expire 08/20/2028.
3. Check and certify the eligible list for Parks & Recreation Maintenance Supervisor (OC 62-769) for a period of four years to expire 08/20/2028.
4. Review and adopt policy for Anticipated Eligibility.
5. Review and approve new job specification for Student Data Coordinator and Grant Specialist for the Watertown City School District
6. Review and approve new job specification for Out of School Time/Family Engagement Coordinator K-12 for the Watertown City School District.
7. Approve abolishment of title Student Information System Specialist for Watertown City School District.
8. Review and approve update to Senior Planner job specification.
9. Review and approve new job specification for Motor Equipment Shop Foreman.
10. Review and approve updates to minimum requirements for Police Lieutenant.

CIVIL SERVICE DEPARTMENT UPDATES

1. Police Officer exam recruitment has brought us over 70 candidates.
2. The next Police Officer written exam will be held September 28, 2024.

APPROVAL OF PERSONNEL TRANSACTIONS

1. Report on all personnel changes is included.

OTHER BUSINESS

- Commission Chairperson must be selected to remain in compliance with NYS Department of Civil Service.
- Commissioner term dates and oath of office reminders.

EXECUTIVE SESSION:

- Watertown Police Department is requesting a change to the eligible list for Police Officer exam number 63-475.

NEXT REGULAR MEETING: September 17, 2024

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