

CITY OF WATERTOWN  
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES  
Tuesday, August 20, 2024

Commissioner Reff called the meeting of the Watertown Civil Service Commission to order at 12:43 PM.

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

ALSO IN ATTENDANCE:

By motion of Commissioner Reff and seconded by Commissioner Thompson, the minutes from the regular meeting held June 18, 2024 were approved as written.

**CORRESPONDENCE** All correspondence was noted and accepted into the record by motion of Commissioner Thompson 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 08/20/2028.
- The proposed policy for Anticipated Eligibility of exams was adopted effective 8/20/2024.
- Job Specifications for the Watertown City School District were reviewed and approved as written.
- Requested abolishment of the title Student Information System Specialist for the Watertown City School District was approved effective 8/20/2024.
- Additional proposed updates to the job specification for Senior Planner were approved and adopted as written.
- New job specification for Motor Equipment Shop Foreman was approved as written.
- Proposed updates the job specification for Police Lieutenant were disapproved. Further recommendations on these changes were tabled pending additional information.

**OTHER BUSINESS**

1. By motion of Commissioner Reff and seconded by Commissioner Dittrich, all personnel transactions were approved as written.
2. Commissioner Dittrich was voted for and accepted the role of Chairperson of the Civil Service Commission.
3. Commissioner Thompson has renewed his term as Commissioner.

**EXECUTIVE SESSION**

- The Commission went into executive session at 1:34 PM to discuss changes to the Police Officer Eligible list for exam 63-475 proposed by the Watertown Police Department.
- Executive session ended at 1:55 PM.
- The proposed changes were voted on and granted unanimously after executive session ended.

There being no further business to be brought before the Commission the meeting was adjourned at 1:55 PM with the next meeting scheduled September 17, 2024 at 12:30 PM.

*Angela M Robbins*

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Executive Secretary