

MUNICIPAL CIVIL SERVICE COMMISSION AGENDA
MUNICIPAL BUILDING
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CALL TO ORDER: Tuesday, October 1, 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 August 20, 2024.

CORRESPONDENCE

1. Letter from Secretary Robbins dated 08/20/2024 to Michael Mullins III regarding status on the current eligible for Police Officer, exam 63-475.
2. Letter from Secretary Robbins dated 08/20/2024 to Adrian Lopez regarding status on the current eligible for Police Officer, exam 63-475.

OLD BUSINESS

1. Job specifications for Police Chief, Police Captain, Police Lieutenant, Police Sergeant, and Police Detective are included to continue the discussion regarding changes to the minimum requirements of Police Lieutenant which originated at the meeting held on August 20, 2024.

NEW BUSINESS

1. Check and certify the eligible list for Human Resources Manager (OC 86-718) for a period of four years to expire 09/17/2028.
2. Check and certify the eligible list for Head Custodian (OC 87-731) for a period of four years to expire 09/17/2028.
3. Check and certify the eligible list for Head Custodian (PROMO 70-304) for a period of four years to expire 09/17/2028.
4. Check and certify the eligible list for Assistant Superintendent of Public Works (OC 69-459) for a period of four years to expire 09/17/2028.
5. Check and certify the eligible list for City Assessor (OC 86-470) for a period of four years to expire 09/17/2028.
6. Check and certify the eligible list for Real Property Appraiser (OC 86-466) for a period of four years to expire 09/17/2028.
7. Review and approve update to Planner job specification.

CIVIL SERVICE DEPARTMENT UPDATES

1. Police Officer exam is scheduled for September 28, 2024. We anticipate 112 applicants for this exam.
2. Civil Service Rules were provided as Executive Secretary Robbins is working with Erical LeClerc, HR Manager to make updates.
3. Civil Service and HR are scheduled to attend 5 job fairs in the coming weeks to include college campuses in Syracuse, Canton and Oswego.

APPROVAL OF PERSONNEL TRANSACTIONS

1. Report on all personnel changes is included.

OTHER BUSINESS

EXECUTIVE SESSION:

NEXT REGULAR MEETING: October 15, 2024

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