

**MUNICIPAL CIVIL SERVICE COMMISSION AGENDA**  
**MUNICIPAL BUILDING**  
**\*\*LAW LIBRARY\*\***  
PLEASE NOTE LOCATION

**CALL TO ORDER:** Tuesday, October 31, 2024, 12:30 PM

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

**MINUTES OF PREVIOUS MEETINGS:** Minutes from the regular meeting held October 15, 2024.

**CORRESPONDENCE**

**OLD BUSINESS**

**NEW BUSINESS**

1. Review and approve updates to two job specifications.
2. Review and propose edits to Civil Service Rules.

**CIVIL SERVICE DEPARTMENT UPDATES**

1. The City of Watertown has scheduled the next career fair for November 13, 2024. Details are being finalized and departments are being notified..

**APPROVAL OF PERSONNEL TRANSACTIONS**

1. Report on all personnel changes will be included in November 19<sup>th</sup> meeting.

**OTHER BUSINESS**

**EXECUTIVE SESSION:**

**NEXT REGULAR MEETING: November 19, 2024**

*For additional information regarding any agenda items, please reach out to [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) .*