

CITY OF WATERTOWN  
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES  
Tuesday, October 31, 2024

Chairperson Dittrich called the meeting of the Watertown Civil Service Commission to order at 12:32 PM.

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

ALSO IN ATTENDANCE: Erica LeClerc, HR Manager

By motion of Commissioner Reff and seconded by Commissioner Thompson, the minutes from the regular meeting held October 15, 2024 were approved as written.

**CORRESPONDENCE** There was no correspondence to approve.

**OLD BUSINESS**

**NEW BUSINESS**

1. Job specification updates were approved for Human Resources Benefits Specialist and Laborer II.
2. Review of Civil Service Rules for the City of Watertown were discussed. Edits for Rules 1-10 will be proposed and presented at the meeting to be held November 19, 2024.

**OTHER BUSINESS**

**EXECUTIVE SESSION**

There being no further business to be brought before the Commission the meeting was adjourned at 1:20 PM with the next meeting scheduled November 19, 2024 at 12:30 PM.

*Angela M Robbins*

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Executive Secretary