

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

CALL TO ORDER: Tuesday, December 17, 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 November 19, 2024.

CORRESPONDENCE

1. Letter from Secretary Robbins dated 11/21/2024 to Tina Lane, Assistant Superintendent of Watertown City School District, providing the Certified List of Eligibles for Computer Support Technician, exam 23567-020.
2. Letter from Secretary Robbins dated 11/21/2024 to Tina Lane, Assistant Superintendent of Watertown City School District, providing the Certified List of Eligibles for Information Technology Specialist exam 45147-010.
3. Letter from Secretary Robbins dated 11/21/2024 to Eric Wagenaar, City Manager, providing the Certified List of Eligibles for Information Technology Specialist, exam 45147-010.
4. Letter from Secretary Robbins dated 11/21/2024 to Eric Wagenaar, City Manager, providing the Certified List of Eligibles for Water Treatment Plant Operator Trainee, exam 45-146.

OLD BUSINESS

1. Review and approve proposed edits to Civil Service Rules 4 – 10.

NEW BUSINESS

1. Check and certify the eligible list for Police Officer (OC 87733-010) for a period of four years to expire 12/17/2028.
2. Check and certify the eligible list for Water Treatment Plant Operator Trainee (OC 121424-03) for a period of four years to expire 12/17/2028.
3. Check and certify the eligible list for Senior Typist (OC 121424-02) for a period of four years to expire 12/17/2028.
4. Check and certify the eligible list for Custodian (OC 121424-01) for a period of four years to expire 12/17/2028.
5. Check and certify the eligible list for Wastewater Treatment Plant Process Worker Trainee (OC 121424-04) for a period of four years to expire 12/17/2028.
6. Check and certify the eligible list for Secretary (OC 121424-05) for a period of four years to expire 12/17/2028.

CIVIL SERVICE DEPARTMENT UPDATES

- The Municipal Services Division has announced there are plans for the next Civil Service Institute. Attendees for the City of Watertown are being selected.
- The Municipal Services Division has announced there will be a second holding of the Police Officer exam. Details have not been provided yet.

APPROVAL OF PERSONNEL TRANSACTIONS

- Report on all personnel changes is included.

OTHER BUSINESS

EXECUTIVE SESSION:

NEXT REGULAR MEETING: January 14, 2025

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