

CIVIL SERVICE COMMISSION
October 20, 2008

A regular meeting of the Civil Service Commission was held on October 20, 2008 at 7:00 p.m. in Conference Room C. Present were Commissioners Coffey, Dowin, Toohey and Winfield. Acting Personnel Director, John O'Connell was in attendance.

The meeting was called to order at 7:05 p.m.

Item 1. The minutes of the July 21, 2008 meeting were considered and Ms. Dowin made a motion to approve. Mr. Coffey seconded the motion and it was approved unanimously.

Item 2. A request to extend the Kennel Keeper eligibility list for six months until April 15, 2009 was considered. During discussion it was suggested that the list could be extended for a full year. Mr. O'Connell mentioned that six months fits the current need and an additional six months could be requested from the Commission at a later date.

Ms. Dowin made a motion to approve with a second by Mr. Coffey. The motion passed unanimously.

Item 3. The changes to the Library Aide job description were reviewed, with Mr. Winfield noting the proposed changes were minor. A motion to approve was made by Mrs. Dowin. The motion was seconded by Mr. Coffey and approved unanimously.

Item 4. The open jobs report was discussed. Mr. Winfield noted that the position of Mason was filled. Mr. Winfield asked Mr. O'Connell to bring details regarding the hiring process and information on the successful applicant to the next meeting.

There being no further discussion, a motion to adjourn was made by Mr. Toohey. It was seconded by Mr. Coffey and approved unanimously. The meeting adjourned at 7:30 p.m.

ATTEST:

John H. O'Connell