AGENDA

CIVIL SERVICE COMMISSION

REGULAR MEETING

 **MONDAY**

April 18, 2016 – 5:00 p.m.

Conference Room “C”

Parsons Government Complex

1. Call to Order

2. Roll Call

3. Approval of minutes of March 21, 2016

4. Old Business - None

5. New Business – Request to approve placing an employee who is being promoted on step two of the pay grade for the position of Chief Building Inspector.

6. Report of Human Resources Director.

7. For Notation Only – Changes to job description for Certified Collection Clerk retitled Certified Tax Collection Clerk.

8. Open Jobs Report

8. Adjourn.

Executive Session:

* A two-thirds (2/3) vote of those present and voting is required for any item to be considered in executive session.
* A two-thirds (2/3) vote of those present and voting is required to go into executive session.
* The Chairman shall announce, in public session, those items to be covered in executive session and call for a vote to enter executive session.

If a two-thirds (2/3) vote, to enter executive session is obtained, the room shall be cleared and executive session declared.

Any individual with a disability who needs special assistance to participate in the meeting should contact the Director of Community Development, 783-3230, five days prior to the meeting if possible.