AGENDA

CIVIL SERVICE COMMISSION

REGULAR MEETING

 **MONDAY**

August 15, 2016 – 5:00 p.m.

Conference Room “C”

Parsons Government Complex

1. Call to Order

2. Roll Call

3. Approval of minutes of July 18, 2016

4. Old Business - None

5. New Business – Request to approve placing an employee who is being hired on step two of the pay grade for the position of Public Health Nurse.

6. For Notation Only – Payroll & Benefits Administrator/Treasurer retitled Treasurer/Payroll Administrator and revised job description; Process Operator revised Job Description

7. Report of Human Resources Director.

8. Open Jobs Report

9. 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.