

AGENDA
CIVIL SERVICE COMMISSION
SPECIAL MEETING

MONDAY

June 10, 2019 – 5:00 p.m.

Conference Room “C”

Parsons Government Complex

1. Call to Order
2. Roll Call
3. Elections
4. Approval of minutes of November 19, 2018
5. Old Business - None
6. New Business
 - a) Request to hire Chief Clerk Assessor’s Office at step beyond minimum.
 - b) Creation of a new classification in the Payroll Department - Payroll Supervisor
 - c) Position upgrade of the Payroll Specialist Classification (formerly Account Clerk/Payroll)
 - d) Creation of a new classification in the IT Division – Lead Information Technology Specialist
 - e) Creation of a new classification in the Human Resources Department - HR Assistant
7. For Notation Only – Changes to job descriptions for
 - o *Custodial – Foreman Nights*
 - o *Treasurer/Payroll Administrator*
 - o *Personal Computer/WAN/LAN Coordinator that has been re-titled to IT Support Specialist*
8. Report of Human Resources Director
9. Open Jobs Report
10. 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.