

**AGENDA**  
**CIVIL SERVICE COMMISSION**  
**REGULAR MEETING**

**MONDAY**

September 21, 2020 – 5:00 p.m.  
Virtual Meeting

1. Call to Order
2. Roll Call
3. Approval of minutes of March 16, 2020
4. Old Business – None
5. New Business
  - a) Creation of the classification and approval of job description of Working Leader - Drainage & Paving.
  - b) Creation of the classification and approval of job description of Working Leader - Truck Driver/Tree Equipment Operator
6. Approval of Qualifications:
  - a) Revision to Engineering Technician job description
  - b) Revision to Assistant City Clerk job description
  - c) Revision to IT Manager job description
  - d) Revision to Secretary 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.