

**MUNICIPAL CIVIL SERVICE COMMISSION AGENDA**  
**MUNICIPAL BUILDING**  
**LAW LIBRARY, 3<sup>rd</sup> FLOOR CITY HALL**

**CALL TO ORDER:** Tuesday, April 15, 2025, 12:30 PM

**ROLL CALL OF COMMISSION:** Yvonne Reff, Commissioner  
Edwin Thompson, Commissioner  
Linda Dittrich, Chairperson  
Angela Robbins, Executive Secretary

**MINUTES OF PREVIOUS MEETINGS:** Minutes from the regular meeting February 18, 2025.

**CORRESPONDENCE**

1.

**OLD BUSINESS**

- Schedule work session to complete review of Civil Service Rules 11-15.

**NEW BUSINESS**

1. Review and approve new job specification for Assistant City Engineer.
2. Review and approve title change of Moter Equipment Operator Light to Motor Equipment Operator.
3. Review and approve revisions to job specification for Confidential Administrative Assistant to the City Manager.

**CIVIL SERVICE DEPARTMENT UPDATES**

1. The Police Officer Civil Service Exam will be held on May 3, 2025. This holding has 90 applicants.

**APPROVAL OF PERSONNEL TRANSACTIONS**

1. Report on all personnel changes is included.

**OTHER BUSINESS**

**EXECUTIVE SESSION:**

**NEXT REGULAR MEETING May 20, 2025**

*For additional information regarding any agenda items, please reach out to [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov).*