

MUNICIPAL CIVIL SERVICE COMMISSION AGENDA
MUNICIPAL BUILDING
LAW LIBRARY, 3rd FLOOR CITY HALL

CALL TO ORDER: Tuesday, June 17, 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 May 20, 2025.

CORRESPONDENCE

1. Letter from Secretary Robbins to Tina Lane, Assistant Superintendent of Personnel WCSD, dated May 30, 2025 providing the Certification of Eligibles for Senior Account Clerk Typist.
2. Letter from Secretary Robbins to Tina Lane, Assistant Superintendent of Personnel WCSD, dated June 17, 2025 providing the Certification of Eligibles for School Safety Officer.
3. Letter from Secretary Robbins to Eric Wagenaar, City Manager dated June 17, 2025 providing the Certification of Eligibles for Librarian I.
4. Letter from Secretary Robbins to Eric Wagenaar, City Manager dated June 17, 2025 providing the Certification of Eligibles for Police Sergeant.
5. Information Memorandum IM-11-25 regarding exam dates for the 2025 – 2026 testing year was provided to municipalities on May 19, 2025.
6. Letter from Secretary Robbins to Michael Robare, Executive Director Watertown Housing Authority, dated 6/17/2025 providing the Certification of Eligibles for Building Systems Supervisor.
7. Letter from Secretary Robbins to Michael Robare, Executive Director Watertown Housing Authority, dated 6/17/2025 providing the Certification of Eligibles for Modernization Coordinator.

OLD BUSINESS

NEW BUSINESS

1. Check and certify the eligible list for Librarian I (OC 60026-090) for a period of four years to expire 06/17/2029.
2. Check and certify the eligible list for School Safety Officer (OC 60002-510) for a period of four years to expire 06/17/2029.
3. Review and approve updates to the job specification special requirements for Assistant City Engineer.
4. Check and certify the eligible list for Building Systems Supervisor (OC 87732-010) for a period of four years to expire 6/16/2025.
5. Check and certify the eligible list for Modernization Coordinator (OC 63137-010) for a period of four years to expire 6/16/2025.

CIVIL SERVICE DEPARTMENT UPDATES

1. The 2025 Civil Service Conference was held June 1, 2025 through June 4, 2025 in Saratoga, NY. NYS Department of Civil Service is currently developing a new examination process to include computer based testing and training and experience examinations. Work groups will be put in place to include local municipalities in the planning and development of the new testing system.
2. Ten new police officers were sworn in on Friday, June 13, 2025. We are still waiting for results from the May 2025 Police Officer Exam. The next exam has been scheduled for September 20, 2025. Recruitment for this exam will kick off at Fort Drum Mountaintest on June 26, 2025.

APPROVAL OF PERSONNEL TRANSACTIONS

1. Report on all personnel changes is included.

OTHER BUSINESS

EXECUTIVE SESSION:

NEXT REGULAR MEETING June 17, 2025

For additional information regarding any agenda items, please reach out to civilservice@watertown-ny.gov.