

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

**CALL TO ORDER:** Tuesday, February 18, 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 January 14, 2025.

**CORRESPONDENCE**

1. Letter from Secretary Robbins dated 2/11/2025 to Tina Lane, Assistant Superintendent of Personnel, providing her with Section 55-a determination for Andrea Lavancha to be appointed to Senior Account Clerk Typist.

**OLD BUSINESS**

- Continue review of Civil Service Rules 11-15.

**NEW BUSINESS**

1. Review and approve 2024 Annual Report for submission to the NYS Civil Service Commission (original to be signed).
2. Watertown City School District resubmits request for approval of new civil service title Assistant Director of Facilities III.
3. Review and approved proposed updates to job specifications for Lifeguard I, Lifeguard II, and Supervising Lifeguard.
4. Check and certify eligible list for Wastewater Treatment Plant Process Worker II (PROM 73517-010) for a period of four years to expire 2/17/2029.
5. Check and certify eligible list for Chief Water Treatment Plant Operator (PROM 71815-010) for a period of four years to expire 2/17/2029.
6. Check and certify the eligible list for Chief Wastewater Treatment Plant Operator (OC 77193-010) for a period of four years to expire 2/17/2029.

**CIVIL SERVICE DEPARTMENT UPDATES**

1. An additional holding of the Police Officer exam has been scheduled for May 3, 2025. 23 applications have currently been received.

**APPROVAL OF PERSONNEL TRANSACTIONS**

1. Report on all personnel changes is included.

**OTHER BUSINESS**

**EXECUTIVE SESSION:**

**NEXT REGULAR MEETING March 18, 2025**

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