

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

CALL TO ORDER: Tuesday, May 20, 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 April 15, 2025.

CORRESPONDENCE

1. Letter from Secretary Robbins to Eric Wagenaar, City Manager dated May 20, 2025 providing the Certification of Eligibles for Principal Account Clerk.
2. Letter from Secretary Robbins to Eric Wagenaar, City Manager dated May 20, 2025 providing the Certification of Eligibles for Senior Account Clerk Typist.
3. Information Memorandum IM-09-25 regarding Executive Order 47.4 was provided to municipalities on April 17, 2025.

OLD BUSINESS

NEW BUSINESS

1. Check and certify the eligible list for Principal Account Clerk (OC 60004-070) for a period of four years to expire 05/20/2029.
2. Check and certify the eligible list for Principal Account Clerk (PROM 70002-080) for a period of four years to expire 05/20/2029.
3. Check and certify the eligible list for Senior Account Clerk Typist (OC 60001-610) for a period of four years to expire 05/20/2029.

CIVIL SERVICE DEPARTMENT UPDATES

1. The 2025 Civil Service Conference will be held June 1, 2025 through June 4, 2025 in Saratoga, NY.

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 .