

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

CALL TO ORDER: Tuesday, February 5, 2026, 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 13, 2026.

CORRESPONDENCE

1. Letter from Secretary Robbins dated 2/5/2026 to Eric Wagenaar, City Manager, regarding the Certification of Eligibles for exam 68330-010 Water Distribution System Operator and exam 72371-010 Water Distribution System Supervisor.

OLD BUSINESS

NEW BUSINESS

1. Review and approve updates to job specification for Fire Captain/EMT.
2. Review and approve job specification for Parks & Recreation Department.
3. Review and approve title change of Motor Equipment Operator Light to Motor Equipment Operator.
4. Review and approve job specification for Parks & Recreation Golf Course Manager.
5. Review and approve job specification for Building Maintenance Mechanic II.
6. Check and certify eligible list for Water Distribution System Operator (OC 68330-010).
7. Check and certify the eligible list for Water Distribution System Supervisor (PROM 72371-010).
8. Review and approve 2025 Annual Report for submission to the NYS Civil Service Commission (original to be signed).

CIVIL SERVICE DEPARTMENT UPDATES

1. NYS Department of Civil Service is holding a Regional Forum on Transformation on February 10, 2026.

APPROVAL OF PERSONNEL TRANSACTIONS

1. Report on all personnel changes is included.

OTHER BUSINESS

EXECUTIVE SESSION:

NEXT REGULAR MEETING March 17, 2026

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