

CITY OF WATERTOWN
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES
Tuesday, April 15, 2025

Commissioner Reff called the meeting of the Watertown Civil Service Commission to order at 12:26 PM.

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

Also in Attendance:

By motion of Commissioner Thompson and seconded by Commissioner Reff, the minutes from the regular meeting held March 18, 2025 were approved as written.

CORRESPONDENCE No correspondence was presented at the meeting.

OLD BUSINESS

- Work sessions were scheduled for April 29, 2025 and May 6, 2025 to complete review of Civil Service Rules to be presented to NYS Department of Civil Service.

NEW BUSINESS

1. By motion of Commissioner Reff and seconded by Commissioner Thompson, the job specification for Assistant City Engineer was approved as written.
2. By motion of Commissioner Reff and seconded by Commissioner Thompson, the title change of Motor Equipment Operator Light was changed to Motor Equipment Operator.
3. By motion of Commissioner Reff and seconded by Commissioner Thompson, the revisions to the job specification for Confidential Administrative Assistant to the City Manager were approved as written.

OTHER BUSINESS

1. Personnel transactions were approved as written.

EXECUTIVE SESSION

There being no further business to be brought before the Commission the meeting was adjourned at 1:02 PM with the next meeting scheduled May 20, 2025 at 12:30 PM.

Angela M Robbins

Executive Secretary