

CITY OF WATERTOWN
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES
Tuesday, May 20, 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 April 15, 2025 were approved as written.

CORRESPONDENCE All correspondence was approved as written by motion of Commissioner Thompson and seconded by Commissioner Reff.

OLD BUSINESS

NEW BUSINESS

1. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Principal Account Clerk (OC 60004-070) was certified for a period of four years to expire 5/20/2029.
2. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Principal Account Clerk (PROM 70002-080) was certified for a period of four years to expire 5/20/2029.
3. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Senior Account Clerk (OC 60001-610) was certified for a period of four years to expire 5/20/2029.
4. By motion of Commissioner Reff and seconded by Commissioner Thompson, the title change of Motor Equipment Operator Light was changed to Motor Equipment Operator.
5. 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 12:55 PM with the next meeting scheduled June 17, 2025 at 12:30 PM.

Angela M Robbins

Executive Secretary