

CITY OF WATERTOWN  
MEETING OF THE MUNICIPAL CIVIL SERVICE COMMISSION MINUTES  
Tuesday, February 18, 2025

Chairperson Dittrich called the meeting of the Watertown Civil Service Commission to order at 12:29 PM.

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

Also in Attendance: Erica LeClerc, HR Manager

By motion of Commissioner Reff and seconded by Chairperson Dittrich, the minutes from the regular meeting held January 14, 2025 were approved as written.

The amended agenda was accepted by motion of Chairperson Dittrich and seconded by Commissioner Reff.

**CORRESPONDENCE** All correspondence was approved as written.

**OLD BUSINESS**

- Review of Civil Service Rules 11 – 15 was tabled due to time constraints. Review to be continued at next meeting provided all commissioners are in attendance to provide ample discussion.

**NEW BUSINESS**

1. 2024 Annual Report was approved for submission to the NYS Civil Service Commission with provided updates to contact information by motion of Commissioner Reff and seconded by Commissioner Thompson.
2. Second request by Watertown City School District for approval of new Civil Service title Assistant Director of Facilities III was approved with additional changed by motion of Chairperson Dittrich and seconded by Commissioner Reff.
3. Updates to the Lifeguard job specifications were approved by motion of Commissioner Thompson and seconded by Commissioner Reff.
4. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Wastewater Treatment Plant Process Worker II (PROM 73517-010) was certified for a period of 4 years to expire 2/17/2029.
5. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Chief Water Treatment Plant Operator (PROM 71815-010) was certified for a period of 4 years to expire 2/17/2029.
6. By motion of Commissioner Thompson and seconded by Commissioner Reff, the eligible list for Chief Wastewater Treatment Plant Operator (OC 77193-010) was certified for a period of 4 years to expire 2/17/2029.

**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 1:32 PM with the next meeting scheduled March 18, 2025 at 12:30 PM.

*Angela M Robbins*

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Executive Secretary