



## CIVIL SERVICE COMMISSION MEETING VIA TEAMS

### Minutes from Meeting on February 24, 2022

---

The meeting commenced at 9:36 am. Those in virtual attendance were Chief Examiner Michael Duerr, Kay Barnes, Chelan Robbins, and Danielle Marks.

#### **ROLL CALL OF THE COMMISSION**

Present via Teams were Commissioner Chair Ethel McNeal, Commissioner Jo Metzger-Levin, Commissioner Scott Bader, and Legal Counsel Jordan Stephens.

#### **SUBMITTAL AND APPROVAL OF THE MINUTES**

Commissioner Metzger-Levin moved to approve the minutes of the January 27, 2022 meeting. Commissioner Bader seconded the motion. The motion was approved unanimously.

#### **REVIEW OF THE PERSONNEL ACTION REPORT**

Commissioner Bader moved to approve the Personnel Action Report January 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

#### **REVIEW OF THE CHIEF EXAMINER APPROVAL OF CALLS FOR APPLICANTS**

Commissioner Metzger-Levin moved to approve the Chief Examiner Approvals of Calls for Applicants for February 2022. Commissioner Bader seconded the motion. The motion was approved unanimously.

#### **REVIEW OF THE CHIEF EXAMINER CERTIFICATIONS OF ELIGIBLE REGISTERS**

Commissioner Bader moved to approve the Chief Examiner Certifications of Eligible Registers for February 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

#### **NEW BUSINESS**

##### Class Specifications

Commissioner Bader moved to approve the Revised Class Specification for Park Ranger and Animal Control Supervisor. Commissioner Metzger-Levin seconded the motion. Commissioner Bader asked for clarification of reporting structure between Parks and Animal Control. Mike Duerr explained the revision to the Class Specification was to delineate and separate the supervision of the Animal Control Officers and the Park Rangers. Animal Control Officers will no longer be supervised by the Park Ranger Supervisor. The motion was approved unanimously.

#### **OTHER BUSINESS**

No other business.

#### **ADJOURNMENT**

The meeting adjourned at 9:42 a.m.

Respectfully submitted,  
Danielle Marks