



## CIVIL SERVICE COMMISSION MEETING

### Minutes from Meeting on September 22, 2022

---

The meeting commenced at 9:30 a.m. Staff members in virtual attendance were Chief Examiner Michael Duerr, Danielle Marks, and Bernice Delgado.

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

Present via Teams were Commission Chair Ethel McNeal, Commissioner Scott Bader, and Legal Counsel Jordan Stephens.

Absent: Commissioner Jo Metzger-Levin

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

Commissioner Scott Bader moved to approve the minutes of the August 25, 2022 meeting. Commission Chair Ethel McNeal seconded the motion. The motion was approved unanimously.

#### **PUBLIC COMMENT**

No public in attendance. No public comment submitted by correspondence.

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

Commissioner Scott Bader moved to approve the Personnel Action Report for August 2022. Commission Chair Ethel McNeal seconded the motion. The motion was approved unanimously.

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

Commissioner Bader moved to approve the Chief Examiner Approvals of Calls for Applicants for September 2022. Commission Chair Ethel McNeal seconded the motion. The motion was approved unanimously.

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

Commissioner Scott Bader moved to approve the Chief Examiner Certifications of Eligible Registers for September 2022. Commission Chair Ethel McNeal seconded the motion. The motion was approved unanimously.

#### **NEW BUSINESS**

Class Specifications

1. Commissioner Scott Bader moved to approve new business revised classification for Structural Maintenance Supervisor. Commission Chair Ethel McNeal seconded the motion. Staff reported that the Parks & Facilities department believes that the changes to the scope and title of this classification will assist in creating efficiencies within the City. The motion was approved unanimously.
2. Commissioner Scott Bader moved to approve the revised classification for Plumbing Mechanical Inspector. Commission Chair Ethel McNeal seconded the motion. Staff reported that the revisions to the classification were designed to better define the minimum education and experience requirements. The motion was approved unanimously.
3. Commissioner Scott Bader moved to approve the revised classification Animal Shelter Volunteer and Foster Supervisor. Commission Chair Ethel McNeal seconded the motion. Commissioner McNeal asked whether this a non-paid position. Staff reported that the position is paid, but will be overseeing volunteers and the animal foster program. The motion was approved unanimously.

#### **OTHER BUSINESS**

The October meeting was to be held on the 27<sup>nd</sup> at 9:30 a.m. Due to a scheduling conflict, the Chief Examiner requested to move the meeting to a later time of the day or to the next day. The October 2022 meeting of the Civil Service Commission was then set for Thursday, October, 27 at 2pm.

Scott Bader inquiring about Holiday for November meeting. The Chief Examiner suggested that the commission review the schedule at the October meeting.

**ADJOURNMENT**

The meeting adjourned at 9:47 a.m.

Respectfully submitted,  
Bernice Delgado