



## CIVIL SERVICE COMMISSION MEETING VIA TEAMS

Minutes from Meeting on October 28, 2021

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The meeting commenced at 10:00 am. Those in virtual attendance was Michael Duerr, Kay Barnes, and Jo Metzger-Levin, an observing member of the public.

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

Present via Teams were Commissioner Ethel McNeal, Commissioner Jacob Vail, and Commissioner Chair Eileen Simmons, and Legal Counsel Jordan Stephens.

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

Commissioner McNeal moved to approve the minutes of the September 23, 2021 meeting. Commissioner Jacob Vail seconded the motion. The motion was approved unanimously.

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

Commissioner McNeal moved to approve the Personnel Action Report August 2021. Commissioner Jacob Vail seconded the motion. The motion was approved unanimously.

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

Commissioner McNeal moved to approve the Chief Examiner Approvals of Calls for Applicants for September 2021. Commissioner Jacob Vail seconded the motion. The motion was approved unanimously.

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

Commissioner McNeal moved to approve the Chief Examiner Certifications of Eligible Registers for September 2021. Commissioner Jacob Vail seconded the motion. The motion was approved unanimously.

### **APPROVAL OF REVISED CLASS SPECIFICATION**

Commissioner McNeal moved to approve the revised class specification for Maintenance Mechanic. Commissioner Jacob Vail seconded the motion. The motion was approved unanimously.

### **CIVIL SERVICE MEETING NOVEMBER**

The November meeting is moved to the 18<sup>th</sup> to accommodate the holiday on the 25<sup>th</sup>.

### **ADJOURNMENT**

The meeting adjourned at 10:04 a.m.

Respectfully submitted,  
Chelan Robbins  
Civil Service Secretary