



February 11, 2015

Dear Commission Members,

Attached is the agenda for the meeting of February 17, 2015. Please note that an additional item has been added to the originally published agenda – Item VI – Trainee/Apprentice Position. I will provide any additional information on the agenda items during the briefing. I have scheduled the briefing for 9:00 a.m. on the agenda.

Agenda Item I. Approval of Minutes: Commission approval required.

The minutes from the meeting of January 20, 2015 are attached.

Agenda Item II. Staff Activities: No action required of the Commission.

The Report of Staff Activities will include the following:

- General review of staff activities during the previous month
- Update on Commission Appointments
- Apprenticeship/Trainee Positions
- New Application Forms
- Ban the Box Policy – Heather Lowe, HR Director to present information

Agenda Item III. Classification Resolution: Commission Action Required

Labor and Management are in concurrence to adopt the following classifications:

Credit and Collections Manager – SPN 455
Grants and Contracts Financial Manager – SPN 112
Planning Specialist – SPN 225
WTE Environmental Manager – SPN 588

The following classifications are being deleted as a result of new classifications that were adopted with labor management concurrence at the January Commission Meeting to replace them:

Programmer Analyst – SPN 164
Recreation Leader – SPN 695
Recreation Specialist – SPN 690
Solid Waste Education Coordinator – SPN 064

Adoption of Senior Administrative Assistant designation.

Agenda Item IV. Investigation Report: Commission Action –Acceptance of Report/Further Action

The investigation directed by the Commission has been completed and is being submitted to the Commission.

Agenda Item V. Performance Appraisal Forms: Commission Action Required

The HR Director will provide information on the PAR pilot project and present forms for Commission adoption.

Agenda Item VI. Trainee/Apprentice Position: Commission Action Required

A request has been received from the Director of Information Technology to utilize the Trainee/Apprentice rule on a one time basis for Desktop Computer Specialist.

Agenda Item VII. Other Business: No action required of the Commission

Joe Cavanaugh, President of Local 270 will be presenting information to the Commission on his understanding and interpretation of the layoff register and will at a later date, present information for Commission action.

Sincerely,

A handwritten signature in blue ink, reading "Gita S. George-Hatcher", followed by a long horizontal flourish line extending to the right.

Gita S. George-Hatcher
Chief Examiner