



CIVIL SERVICE COMMISSION  
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March 6, 2015

Dear Commission Members,

Attached is the agenda for the meeting of March 17, 2015. 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 February 17, 2015 are attached.

**Agenda Item II.**

**Commission Appointment of Fifth Member and Elections:**

**Commission Action Required**

The Commission would be appointing their fifth member and conduct elections for Chair and Vice Chair.

**Agenda Item III. 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
- Administrative Decision concerning the layoff register

**Agenda Item IV. Classification Resolution:**

**Commission Action Required**

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

Assistant Parks and Recreation <sup>Dept.</sup> Division Manager – SPN 066

Carpenter – SPN 606

Wastewater Collections and Maintenance Superintendent – SPN 545

Classification Specifications for WTE Disposal Operations Supervisor – SPN 594 (Title and SPN adopted on November 18, 2014)

Assistant Urban Designer – SPN 261; Urban Designer – SPN 259; Senior Urban Designer – SPN 263

**Agenda Item V. Police/Fire Continuous Testing**

**Commission Action Required**

A Briefing Paper on the Committee's work over the past year is attached. Commission approval is being sought to proceed with contracting out Police and Fire continuous testing on a trial basis and proceed with a contract to the selected vendor.

**Agenda Item VI. Approval for Additional Hire:**

**Commission Action Required**

The Commission's approval is being sought to hire an additional Analyst II during the third quarter of 2015 for which an Emergency Budget Ordinance is needed.

**Agenda Item VII. Other business:**

**No action required of the Commission**

I am not aware of any other business to come before the Commission at this time.

Sincerely,  
  
Gita S. George-Hatcher  
Chief Examiner