



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
MINUTES - JANUARY 18, 2022**

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30 a.m.

Commissioner Lindsey was present via Webex and in-person.

Commissioners Gilmore, Hult, Palmerton, and Stephens were present via Webex.

2. APPROVAL OF MINUTES

- a. November 16, 2021 Minutes

MOTION: Accept minutes as presented.

Stephen/Palmerton: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson provided updates regarding Civil Service department operations.

- a. Commission's approval of new position in the 2022 Budget for a Personnel Analyst I

- Recruiting right now and interviewing by the beginning of March

- b. Rule Review has begun for this year

- Kick-Off Meeting was held last week with lots of interest
- Next Meeting to be held February 3rd, 2022 with meetings to be held about every 3 weeks for at least the remainder of 2022
- First discussions will be on Appeals, Complaints, and Disciplinary Process

- c. Commissioner Gilmore asked, would you be testing for that position for Civil Service. So I assuming when you write a classification description such as those we got in our packet. Then there are members of the Civil Service team that then write a test that go along with that classification and then the testing dates are set, along with the department that is requesting the position. Is that correct?

1. Chief Examiner Pearson responded, that is correct Judith. So the two new classifications that we are going to try to adopt today, yes we would need to create test development and a recruitment and testing for both of them.

4. NEW BUSINESS

- a. Resolution 2022-01: Classification Actions

MOTION: Accept the new positions as presented in total.

Stephen/Palmerton: Motion passed unanimously.

1. Commissioner Gilmore asked, that there was agreement from the bargaining unions to delete those classifications also.

- a. Chief Examiner Pearson responded, there are yes.

2. Commissioner Gilmore asked regarding the classifications as received in packet, laced in the position for the Fuels Technician and actually the one for the Court, it almost looked like it would take someone already working there to understand what this job requires or at least somebody who works there would certainly probably qualify. We are going to be very clear with the departments that they would know that we will be testing for these and that they are coming and they can apply for them.

- a. Chief Examiner Pearson responded, correct, both of these classifications were requests of the departments. The departments requested these new classifications, so yes.

5. OTHER BUSINESS

No Other Business

6. ADJOURN

The Commission adjourned at 9:40 a.m.