

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION  
APPROVED MINUTES  
December 5, 2018  
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman  
Mr. John Russi, Vice Chair  
Mr. Eric Jackson, Member  
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:40 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi, Vice Chair and Mr. Eric Jackson, Member were present and Mr. Dan Bernard, Legal Counsel was absent. Also in attendance: Ms. Lisa Murray, Personnel Director.

II. APPROVAL OF AGENDA:

Mr. Russi made a motion to approve the agenda as presented. Mr. Butler seconded. The motion passed unanimously.

III. APPROVAL OF OCTOBER 17, 2018 MEETING MINUTES:

Mr. Russi made a motion to approve the minutes as presented. Mr. Butler seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the Appraiser III oral examination. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the Appraiser I job description. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the Appraiser I job posting. Mr. Jackson seconded. The motion passed unanimously.
- D. Discussion ensued regarding request for a job study to be performed on the Sports & Fitness Coordinator position. No action was taken.
- E. Mr. Butler made a motion to approve the internal application form. Mr. Russi seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Appraiser III position in the Assessing Department.
- B. The Personnel Director informed the Commission regarding the status of the Administrative Aide position in the Trustee's Office.
- C. The Personnel Director informed the Commission regarding the status of the Assistant Planning Director position in the Planning Department.
- D. The Personnel Director informed the Commission regarding the status of the Inspector position in the Department of Public Services, Facilities & Operations Division.

VI. PUBLIC PARTICIPATION:

None.

VII. COMMISSIONER COMMENTS:

The Commission scheduled the next meeting for Wednesday, January 23, 2019.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:50 p.m. Mr. Jackson seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray  
Personnel Director  
Employees Civil Service  
Charter Township of Clinton