

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
AGENDA
May 23, 2018
5:30 p.m.
Room 200

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from the April 25, 2018 meeting.
- IV. Correspondence:
 - A. Approval of the Recreation Assistant written examination.
 - B. Approval of the Communication Support Specialist job study.
 - C. Approval of the Human Resources Technician job study.
- ADD ON:** Approval of the Telecommunications Specialist job description.
- ADD ON:** Approval of the Benefits Specialist job description.
 - D. Review of the Township Volunteer Application.
 - E. Review of the Memo regarding Employee Personnel Files.
 - F. Approval of the revised Applicant Notification Letter.
 - G. Approval of the revised Examination Reminder Form.
 - H. Approval of the revised Civil Service Employment Application.
- V. Reports:
 - A. Status of the Office Clerk II position in the Supervisor's Office.
 - B. Status of the Seasonal Laborer positions in the Department of Public Services.
- VI. Public Participation
- VII. Commissioner Comments
- VIII. Old Business
- IX. Adjournment