

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
February 23, 2017
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Ms. Renee Arrington-Johnson, Vice Chairman
Ms. Judith Strong, Member
Ms. Lisa Murray, Personnel Director
Mr. Dan Bernard, Legal Counsel

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:30 p.m. Roll call: Mr. Butler, Chairman, Ms. Renee Arrington-Johnson, Vice Chairman and Ms. Judith Strong, Member were present. Also in attendance: Ms. Lisa Murray, Personnel Director and Mr. Dan Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF DECEMBER 16, 2016 MEETING MINUTES:

Mr. Butler made a motion to approve the minutes as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

A. Mr. Butler made a motion to approve the revised Associate Producer examination. Ms. Strong seconded. The motion passed unanimously.

B. Mr. Butler made a motion to approve the revised Records Manager job description pending the Personnel Director performing a job study. Ms. Strong seconded. The motion passed unanimously.

C. Mr. Butler made a motion to approve the revised Office Aide job posting. Ms. Strong seconded. The motion passed unanimously.

D. Mr. Butler made a motion to approve the revised Office Aide job description. Ms. Arrington-Johnson seconded. The motion passed unanimously.

E. Mr. Butler made a motion to approve the revised Office Aide examination with the elimination of question 143. Ms. Strong seconded. The motion passed unanimously.

F. Mr. Butler made a motion to approve the revised Recreation Coordinator job posting. Ms. Arrington-Johnson seconded. The motion passed unanimously.

G. Mr. Butler made a motion to approve the revised Recreation Coordinator job description. Ms. Arrington-Johnson seconded. The motion passed unanimously.

H. Mr. Butler made a motion to approve the revised Building Inspector job posting. Ms. Strong seconded. The motion passed unanimously.

I. Mr. Butler made a motion to approve the revised Building Inspector examination. Ms. Arrington-Johnson seconded. The motion passed unanimously.

J. Mr. Butler made a motion to approve the revised Office Clerk II job posting in the Building Department/Clerk's Office. Ms. Strong seconded. The motion passed unanimously.

K. Mr. Butler made a motion to approve the Personnel Director's request to combine the Office Aide/Transportation Aide eligibility list.

V. REPORTS:

A. The Personnel Director informed the Commission regarding the status of the Appraisal Clerk II position in the Assessing Department.

B. The Personnel Director informed the Commission regarding the status of the Associate Producer position in the Cable TV/Communications Department.

C. The Personnel Director informed the Commission regarding the Office Clerk II position in the Building Department.

D. The Personnel Director informed the Commission regarding the Office Aide position at the Senior Center.

E. Discussion ensued regarding seasonal rehire letter. No action taken.

F. The Personnel Director informed the Commission regarding the recommendation of the Personnel Vacancy Review Committee.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Thursday, March 23, 2017 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:00 p.m. Ms. Arrington-Johnson seconded. The motion passed unanimously.

Respectfully submitted,

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