

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
October 18, 2017
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Ms. Judith Strong
Mr. John Russi
Ms. Lisa Murray, Personnel Director

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:31 p.m. Roll call: Mr. Robert Butler, Chairman, Mr. John Russi and Ms. Judith Strong were present. Also in attendance: Ms. Lisa Murray, Personnel Director.

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 SEPTEMBER 6, 2017 MEETING MINUTES:

Mr. Butler made a motion to approve the September 6th minutes. Mr. Russi seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the Records Analyst job study. Mr. Russi seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the revised job description, job posting and advertisements for the Confidential Clerk II position. Mr. Russi seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the request that the top ten scorers from the Park Maintenance Personnel written examination be submitted for oral examination. Ms. Strong seconded. The motion passed unanimously.
- D. Mr. Butler made a motion to approve the request that the top five scorers from the Equipment Operator written examination be submitted for the practical examination. Ms. Strong seconded. The motion passed unanimously.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Plumbing Inspector position in the Building Department.
- B. The Personnel Director informed the Commission regarding the status of the Mechanic position in the Department of Public Services, Facilities & Operations Division.
- C. The Personnel Director informed the Commission regarding the status of the Records Analyst position in the Clerk's Office.
- D. The Personnel Director informed the Commission regarding the status of the Office Aide position at the Senior Citizen Center.
- E. The Personnel Director informed the Commission regarding the status of the Maintenance Worker position in the Department of Public Services.

VI. PUBLIC PARTICIPATION:

Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was scheduled for Wednesday, November 29, 2017 at 5:30 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:00 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

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