

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
APPROVED MINUTES
January 25, 2018
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Mr. John Russi
Ms. Lisa Murray, Personnel Director
Mr. Daniel Bernard, Legal Counsel

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:30 p.m. Roll call: Mr. Robert Butler, Chairman and Mr. John Russi were present. Ms. Judith Strong was absent. Also in attendance: Ms. Lisa Murray, Personnel Director and Mr. Daniel Bernard, Legal Counsel.

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 NOVEMBER 29, 2017 MEETING MINUTES:

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

IV. CORRESPONDENCE:

- A. Mr. Russi made a motion to approve the revised Assistant Planning Director job description. Mr. Butler seconded. The motion passed unanimously.
- B. Mr. Russi made the motion to approve the revised Assistant Planning Director job posting. Mr. Butler seconded. The motion passed unanimously.
- C. Mr. Russi made a motion to deny the request from the Assistant Senior Center Director to utilize the Office Clerk II examination for the Office Aide position. Mr. Butler seconded. The motion passed unanimously. The Commission recommended that the Director and Assistant Director of the Senior Center attend a future meeting to discuss revising the Office Aide examination.
- D. Mr. Russi made a motion to approve the request from the Police Department regarding a job study for the Office Clerk II in the Criminal Investigation Bureau. Mr. Butler seconded. The motion passed unanimously.
- E. Discussion ensued regarding the reorganization of the Cable TV/Communications Department. No action taken.

V. REPORTS:

- A. The Personnel Director informed the Commission regarding the status of the Equipment Operator position in the Department of Public Services, Facilities & Operations Division.
- B. The Personnel Director informed the Commission regarding the status of the Maintenance Worker position in the Department of Public Services, Facilities & Operations Division.
- C. The Personnel Director informed the Commission regarding the status of the Senior Staff Secretary position in the Fire Department.
- D. 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 Commission welcomed the new Confidential Personnel Clerk, Karen Wing. Also, the Commission received Ms. Judith Strong's resignation letter. The next Civil Service Meeting was scheduled for Thursday, February 22, 2018 at 12:00 p.m.

VIII. OLD BUSINESS:

None.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:05 p.m. Mr. Russi seconded. The motion passed unanimously.

Respectfully submitted,

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