

AGENDA

GREEN CIVIL SERVICE COMMISSION MEETING

FEBRUARY 16, 2022

6:00 p.m. - CAB - CONFERENCE ROOM B

- I **Call to Order**
- II **Roll Call**
- III Approval of the December 8, 2021 meeting minutes
- IV **Correspondence**
 - A. Expense Reports ending December 31, 2021 and January 31, 2022
 - B. Payroll Status Forms
 - a. Benjamin Poole (Promoted to Fire Lieutenant - 1/1/2022)
- V **New Business**
 - A. Election of the Civil Service 2022 chairperson and co-chairperson
 - B. Review and signing of the 2021 Civil Service Commission Annual Report of Activities
 - C. Clarification: Screening or Interviewing Eligibility List Candidates
- VI **Old Business**
 - A. Note that Mrs. Baer and Mr. Calderone signed the fire lieutenant eligibility list and requisition form in order to move forward with a promotion on December 27, 2021
 - B. Note Mrs. Baer came in and reviewed fire medic applications Thursday, January 13, 2022 per Law Director's legal opinion.
 - C. Note Mrs. Baer signed the fire medic score letters on January 27, 2022.
 - D. Note Mr. Calderone signed the fire medic eligibility list and fire medic requisition form asking for 2 new hires on February 7, 2022.
 - E. Review of fire medic candidate's OP&F credits for candidacy eligibility.
 - F. Confirm we will have quorum at May meeting per Mrs. Baer's email
 - G. Eligibility List/Requisition Status:
 - a. Review Service Director email asking that the Service Supervisor eligibility list not be renewed.
 - b. Pam Serina requesting Secretary list to be extended.
 - c. Building Grounds & Maintenance Worker II requisition (posted internally)

<u>Active Eligibility Lists:</u>	<u>Open Requisitions:</u>
Secretary Expires 3/10/2022	Lieutenant To test and create eligibility list Signed 7/14/2021 Certified list 12/27/21 - promoted one fire medic
Service Supervisor Expires 3/10/2022	Fire Medic To test and create eligibility list Signed 7/14/2021

	Certified list 2/7/2022 – to hire 2 candidates
Traffic Control Tech II Expires 5/12/2022	
Service Worker I Expires 9/13/2022	
Service Worker II Expires 9/13/2022	
Planner Expires 10/13/2022	
Fire Lieutenant Expires 12/27/2022	
Fire Medic Expires 2/07/2023	

VII **Motion to Adjourn**