

AGENDA

GREEN CIVIL SERVICE COMMISSION MEETING

NOVEMBER 9, 2022

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

I **Call to Order**

II **Roll Call**

III Approval of the October 19, 2022 meeting minutes

IV **Correspondence**

- A. Expense Reports ending October 31, 2022
- B. Review and Sign Payroll Form
 - a. Justin James (New Hire - Service Worker I)
- C. Review and Sign Staffing Requisitions
 - a. *Note: Mr. Calderone signed the Service Worker I Requisition 10/31/22.*
- D. Review and signing of Clancy & Associates' Memorandum on test reviews

V **New Business**

- A. NA

VI **Old Business**

- A. *Note: Mr. Westfall signed the score letters from the Account Clerk exam and they were mailed out November 4, 2022.*
- B. Eligibility List/Requisition Status:
 - a. Account Clerk list will be ready to sign November 14, 2022, after the second appeal period concluded.

<u>Active Eligibility Lists:</u>	<u>Open Requisitions:</u>
Secretary Expires 3/10/2023	Account Clerk (to test and establish an eligibility list) Signed by CSC 9/14/2022
Fire Lieutenant Expires 12/27/2022	Fire Captain (to test and create an eligibility list) To be signed by CSC 10/19/2022
Fire Medic Expires 2/07/2023	Fire Lieutenant (to test and create an eligibility list) To be signed by CSC 10/19/2022
Service Worker I Expires 10/19/2023	Service Worker I (to certify the list and hire 1 candidate) Signed by CSC: 10/31/2022
Service Worker II Expires 10/19/2023	

VII **Motion to Adjourn**