

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 20-31

August 28, 2020

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Penny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The September meeting of the Civil Service Commission will be held at 11:30 a.m., Tuesday, September 1, 2020, in the Human Resources Department at the Decatur Civic Center. Please notify Human Resources prior to the meeting at 424-2805 to confirm your attendance. You will be required to wear a mask and follow social distancing practices.

- I. Call to order
- II. Roll Call
- III. Appearance of Citizens
- IV. Approval of August 4, 2020 Regular Meeting Minutes
- V. Recess to Closed Session to Discuss Personnel Actions
- VI. Return to Open Session
- VII. Unfinished Business
  - A. Final Scores and Eligible Register for Library Clerk I (Full-Time)
  - B. Final Scores and Eligible Register for Buyer
- VIII. New Business
  - A. Authorization Request to Approve Job Announcement and Establish Eligible Register for Buyer
  - B. Receiving and Filing of Personnel Actions
  - C. Election of Civil Service Officers
- IX. Other Business
- X. Adjournment