

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 21-05

January 28, 2021

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Benny Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The February meeting of the Civil Service Commission will be held at 11:30 a.m., Tuesday, February 2, 2021, 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. Attendees 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 January 5, 2021 Regular Meeting Minutes
- V. Recess to Closed Session to Discuss Personnel Actions
- VI. Return to Open Session
- VII. Unfinished Business
 - A. None
- VIII. New Business
 - A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Maintenance Mechanic I
 - B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Engineering Technician I
 - C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Engineering Technician II
 - D. Authorization Request to Approve Job Announcement & Establish Promotional Register for Library Clerk I – Half Time
 - E. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Clerk I – Half Time (Internal)
 - F. Receiving and Filing of Personnel Actions
- IX. Other Business
- X. Adjournment