

CIVIL SERVICE COMMISSION

MEMORANDUM NO. 21-56

September 29, 2021

MEMO TO: Civil Service Commission

FROM: Penny Rogers, Acting Secretary *Gerry Rogers*

SUBJECT: CIVIL SERVICE COMMISSION MEETING

The October meeting of the Civil Service Commission will be held at 11:30 a.m., Tuesday, October 5, 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  
Each citizen speaking will be limited to one appearance of up to 3 minutes.
- IV. Approval of September 7, 2021 Regular Meeting Minutes
- V. Recess to Closed Session to Discuss Personnel Actions
- VI. Return to Open Session
- VII. Unfinished Business
  - A. Final Scores & Eligible Register for Senior Clerk Typist
- VIII. New Business
  - A. Authorization Request to Approve Job Announcement & Establish Promotional Register for Fire Captain
  - B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Accounting Assistant
  - C. Receiving and Filing of Personnel Actions
- IX. Other Business
- X. Adjournment