



CIVIL SERVICE BOARD MEETING MINUTES MAY 27, 2021, 9:00 a.m.

BOARD MEMBERS PRESENT:	Thomas J. Ritchie, Sr., Chairperson Maria E. Oria, Member Richard L. Wright, Member
BOARD MEMBERS ABSENT:	
STAFF PRESENT:	David Lawrence, Employment Manager Sheila Crum, Executive Assistant to Civil Service Board Dianne Perkins, Employment Analyst II Stuart Walker, Employment Analyst I
OTHER ATTENDEES:	Ariel Walker, Director, City Commission Office Norma Dickens, Senior Attorney

I. ROLL CALL

The Chairperson, Thomas Ritchie, Sr., at 9:00 a.m., called the meeting to order. The Employment Manager called the roll. A quorum was present.

II. APPROVAL OF MINUTES

Ms. Oria moved, seconded by Mr. Wright to approve the April 22, 2021 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

1. Ms. Oria moved, seconded by Mr. Wright, to approve the request to remove the candidates from the eligible lists as noted:

- Customer Service Technician I (#23 Open Competitive eligible list) – candidate failed to report for interview [Section D].
- Customer Service Technician I (#24 Open Competitive eligible list) – Candidate failed to report to multiple scheduled interviews [Section A].
- Water and Sewer Worker I (#12 Open Competitive eligible list) – Candidate did not complete required pre-employment processing [Section A].
- Administrative Clerk III (#4 Open Competitive eligible list) – Candidate failed to respond to employment notices [Section C].
- Customer Service Technician I (#20 Open Competitive eligible list) – Candidate failed to complete required pre-employment processing [Section A].

The motion passed.

Meeting Minutes

May 27, 2021

Page 2 of 2

2. Ms. Oria moved, seconded by Mr. Wright, to approve the following requests as noted:

The reclassification of the Water Bacteriologist Chemist I to Water Bacteriologist Chemist and Water Reclamation Bacteriologist Chemist I to Water Reclamation Bacteriologist Chemist. Also, the reclassification of the current incumbents to those classifications.

The new classification of Water Facilities Supervisor to be determined noncompetitive.

The new classification of Water Reclamation Instrumentation Specialist to be determined noncompetitive and the current Water Reclamation Bacteriologist Chemist II incumbent be reclassified to the new position.

The motion passed.

3. Ms. Oria moved, seconded by Mr. Wright, to approve the new classifications of Community Development Supervisor and Economic Development Supervisor to be noncompetitive. The motion passed.
4. Ms. Oria moved, seconded by Mr. Wright, to approve the request to determine the new classification of Budget and Grant Supervisor a noncompetitive position. The motion passed.

IV. BOARD DISCUSSION ITEMS

None

V. BOARD COMMENTS


None

VI. SECRETARY AND CHIEF EXAMINER REPORT


See attached.

VII. ADJOURNMENT

Ms. Oria moved, seconded by Mr. Wright, that the Civil Service Board meeting of May 27, 2021 be adjourned. The motion passed and the meeting was adjourned at 10:21 a.m.



Ken Thomas,
Secretary and Chief Examiner



Thomas Ritchie, Sr., Chairperson