

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – JANUARY 19, 2023 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Bill Becker, Vice-Chair
Kathleen Batliner, Member

Excused: Tom Brickey, Chair

Staff Present: Megan Ellis, Acting Civil Service Secretary
Chelsea Spurlock, Human Resources Secretary
David Birk, Chief of Police
Troy Anderton, Information Systems Director

ATTENDANCE

Motion: Moved by Ms. Batliner to excuse Tom Brickey from the meeting. Mr. Becker seconded the motion. **Motion passed.**

APPROVAL OF MINUTES

Motion: Moved by Mr. Becker to approve the minutes of the meetings held December 15, 2022. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Senior Account Clerk-** Megan Ellis advised the Civil Service Commission that 3 applied to take the written exam held on Tuesday, January 10, 2023. Ms. Ellis stated 1 was a no show and the two candidates that took the examination both had passed. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Senior Account Clerk. Mr. Becker seconded the motion. **Motion passed.**

2. Position Descriptions- Helpdesk Administrator

Megan Ellis reviewed the position description for the position of Helpdesk Administrator with Commission. She stated this is a new position in the 2023 Budget. Troy Anderton explained in detail the position and the role of the position for the department. **Motion:** Moved by Ms. Batliner to approve the position description for Helpdesk Administrator. Mr. Becker seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job postings for Water Reclamation Mechanic, Mechanic, Corrections Officer, Patrol Officer, HVAC Building Maintenance Technician, and Maintenance Worker. Ms. Ellis stated the Commission will be receiving those eligibility lists in the near future. Ms. Ellis informed Commission the different testing firms the police department was interested in using. Chief Birk stated other departments were using Ergometrics for the written examination and Pradco for the assessment center. He further stated they have had great success with both of these testing firms. Mr. Becker and Ms. Batliner agreed with the decision to select both of the firms for the next Police Sergeant Promotion. Ms. Ellis stated Commission would be receiving the job posting for Police Sergeant at our next meeting.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of December 2022.

ADJOURN

Megan Ellis advised that the meeting is February 16, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Bill Becker, Vice-Chair

Approved: _____