

**Agenda**  
**Civil Service Commission**  
**January 22, 2019**  
**11:00 a.m.**  
**County Courthouse, Room 308**

1. Approve minutes
2. Job Descriptions:  
Administrative Assistant – General Services (new position)  
Assistant Public Works Director (title change from Road to Public Works)  
Lube Service Worker (supervisor title change from Road to Public Works)  
Mechanic (supervisor title change from Road to Public Works)  
Office Manager I – Road Department (supervisor title change from Road to Public Works)  
Office Specialist - Road Department (supervisor title change from Road to Public Works)  
Transit Coordinator (general update)
3. Reclassification Requests:  
None
4. Review First Level Appeals/Concerns Decided by Chief Examiner  
Permit Technician
5. Report on Prior Quarter's Recruitments and Hires
6. Other Business  
Schedule next meeting
7. Adjourn

Next Regular Meeting: \_\_\_\_\_, 2019

Civil Service Commission:  
Ellen Bailey, Commissioner  
Patty Rismoen, Commissioner  
Dee Wooley, Chairperson  
Jean Ripa, Chief Examiner  
Robin Smith, Secretary  
Jeff Auxier, District Attorney/Legal Counsel