

Action Agenda
Civil Service Commission Meeting
Tuesday, April 27, 2010
at 6:30 p.m. to be held
in Council Chambers of
City Hall 118 Arizona Street, Bisbee, AZ

Meeting called to order at 6:30 PM, by Chairperson Jorgenson

Mary Ann Jorgenson, Chairperson - present
Ken Wallace, Vice-Chairperson - present
Carrie Mitten, Commissioner/Secretary - present
Larry Elkins, Commissioner - present
David Smith, Commissioner - excused

Jennifer Graeme, Personnel Director - present
Andy Haratyk, Employee Council Chair - present
Mark J. Langlitz, City Attorney - present
Bennie Scott, Council Liaison - present

New Business:

Item 1. Discussion and possible recommendation to Mayor and Council regarding a new job description for the position of Public Works Operations Manager.

- Motion by Commissioner Wallace to eliminate position of Deputy Director of Public Works to be reestablished at a future date. Pay level be set at pay range 52, minimum education and experience be expanded to better fit the level of salary and responsibility, an Associates degree in construction management or engineering and 7 – 10 years of experience in heavy construction and maintenance and 5 years of management experience. Second by Commissioner Elkins.
 - Motion passed unanimously

Item 2. Discussion and possible recommendation to Mayor and Council regarding revised Recycling Attendant job description.

- Motion by Commissioner Wallace to recommend to council to approve with title change to Coordinator. Second by Commissioner Mitten
 - Motion passed unanimously

Item 3. Discussion and possible recommendation to Mayor and Council regarding revised Streets Maintenance Supervisor job description.

- Motion by Commissioner Mitten to recommend to Mayor and Council as it stands. Second by Commissioner Wallace.
 - Motion passed unanimously

Items 4. – 7.

- Motion by Commissioner Wallace to recommend to Mayor and City Council support for items 4 – 7 and education efforts regarding the use of inmate labor be continued so all city employees receive training in dealing with inmate labor. Second by Commissioner Mitten.
 - Motion passed unanimously

Item 4. Discussion and possible recommendation to Mayor and Council regarding revisions to various job descriptions to include responsibility for overseeing Department of Corrections inmate labor as required and certification for supervision.

- Item 5.** Discussion and possible recommendation to Mayor and Council regarding revisions to various job descriptions to include responsibility for overseeing Department of Corrections inmate labor, the requirement of a basic degree of knowledge of laws and regulations, the requirement of entry level of skill in instructing, directing and maintaining safety of inmate labor and certification for supervision.
- Item 6.** Discussion and possible recommendation to Mayor and Council regarding revisions to various job descriptions to include responsibility for overseeing Department of Corrections inmate labor, the requirement of a moderate degree of knowledge of laws and regulations, the requirement of mid level of skill in instructing, directing and maintaining safety of inmate labor and certification for supervision.
- Item 7.** Discussion and possible recommendation to Mayor and Council regarding revisions to various job descriptions to include responsibility for overseeing Department of Corrections inmate labor, the requirement of a high degree of knowledge of laws and regulations, the requirement of high level of skill in instructing, directing and maintaining safety of inmate labor and certification for supervision.
- Motion to adjourn Commissioner Mitten. Second by Chairperson Jorgenson.
 - Motion passed unanimously

Meeting adjourned at 7:30 p.m.

**Call to the Public
For the Good of the Order**