

# TROY CIVIL SERVICE COMMISSION

Minutes of Meeting  
July, 21 2015

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**Present:** Chairperson Rauh, Commissioner Scales and Selena Skiba.

**Guests:** Carolin Skriptshak (COT)

Chairperson Rauh called the meeting to order at 9:01 A.M.

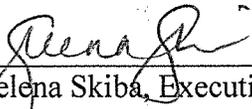
- 1) **Consider the minutes of the June 16, 2015 meeting.** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 2) **Consider the minutes of the June 23, 2015 special meeting.** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 3) **Consider a revision to the job specification for Director of Housing and Community Development (COT) previously tabled at the June 16, 2015 and the June 23, 2015 special meeting.** Selena explained that she spoke with the mayor and he still would like to keep the minimum qualifications the same and the mayor is aware that the promotional exam will be held as approved at last months meeting. On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 4) **Consider an MSD-222A to add one (1) additional full-time and one (1) additional part-time Secretary I position (TSD).** On a motion by Chairperson Rauh, seconded by Commissioner Scales, all voted in favor 2-0.
- 5) **Establish an eligible list for four (4) years for Senior Custodian (o.c.).** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 6) **Establish an eligible list for four (4) years for Senior Custodian (prom).** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 7) **Establish an eligible list for four (4) years for Project Supervisor (Public Utilities).** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.
- 8) **Establish an eligible list for four (4) year for Superintendent of Public Utilities.** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.

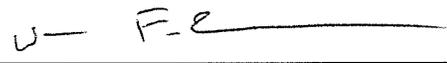
9) **Establish an eligible list for four (4) years for Library Associate (o.c.).** On a motion by Commissioner Scales, seconded by Chairperson Rauh, all voted in favor 2-0.

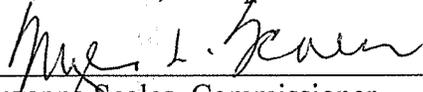
10) **Consider an MSD-222A to add one (1) part-time position as Planner (COT).** On a motion by Chairperson Rauh, seconded by Commissioner Scales, all voted in favor 2-0.

The meeting was adjourned at 9:25 A.M.

Respectfully submitted,

  
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Selena Skiba, Executive Secretary

  
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William Rauh, Chairperson

  
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Suzanne Scales, Commissioner