

**AGENDA**  
**CIVIL SERVICE COMMISSION**  
**Monday, December 20, 2010 @ 9:00 AM**  
**Conference Room of the Town Attorney**

**Items Tabled from previous meeting:**

Review and approval of Board of Education job description for Secretary Class 11.

Correspondence from Board of Education Assistant Superintendent for Personnel and Administration William McGraw for the promotional recruitment and if necessary, open competitive recruitment for the position of Secretary Class 11.

1. Review and action on the minutes of the December 6, 2010 Civil Service Commission.
2. Review and action on the following eligibility list:
  - a) Records Technician/PD – Promotional – Up for recertification.
  - b) Librarian I – No action – there was only one applicant on the list, and she was appointed.
3. Certification of the following eligibility list:
  - a) LTA/Library
4. Review and action on the applications for Certified Fire Fighter (32).

**Old Business**

Review of Civil Service Rules and Regulations.

**New Business**