

AGENDA
CIVIL SERVICE COMMISSION
Monday, March 21, 2011 @ 9:00 AM
Conference Room of the Town Attorney

1. Review and approval of the Minutes of the March 7, 2011 Civil Service Commission Meeting.
2. Review and approval of the updated job description for the position of Elderly Outreach Counselor.
3. Review and approval of the updated job description for the position of Administrative Secretary to the Personnel Director.
4. Correspondence from Elderly Services Coordinator Suzanne Burbage requesting the open competitive recruitment for Elderly Outreach Counselor.
5. Correspondence from Police Chief Thomas Wydra requesting the internal/open competitive recruitment for the position of Information Technology/Records Division Manager.
6. Correspondence from Personnel Director Ken Kelley requesting the internal promotional recruitment for the position of Administrative Secretary to the Personnel Director.

Old Business

New Business