



City of Kingston Civil Service Commission  
Meeting Agenda  
Monday, March 12, 2018

**CIVIL SERVICE COMMISSION AGENDA** - *Civil Service Office 9:30am*

- 1 READING OF PREVIOUS MONTH'S MEETING MINUTES**
- 2 REPORT OF PERSONNEL CHANGES REVIEWED BY COMMISSIONERS AND CERTIFIED.**
- 3 CERTIFY ELIGIBLE LISTS** - *There are no eligible lists to certify at this time.*
- 4 AMEND JOB SPECS** - *Account Clerk, City Engineer, Director of Building and Safety, Maintenance Welder, Senior Clerk*
- 5 NEW POSITION DUTIES STATEMENT** - *There are no new position duties statements at this time.*
- 6 PENDING EXAMINATIONS** - *Custodian,  
Director of Parks and Recreation,  
Ordinance Inspection Officer,  
Secretary,  
Secretary Promotional,  
Secretary I,  
Secretary I Promotional,  
Account Clerk,  
Clerk,  
Typist.  
Community Coordinator  
Water and Wastewater Treatment Plant Operator/Trainee*