



City of Kingston Civil Service Commission
Meeting Agenda
Monday, January 28, 2019
9:30 AM

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

Additional Agenda Items Forthcoming

- 1 READING OF PREVIOUS MONTH'S MEETING MINUTES**
- 2 REPORT OF PERSONNEL CHANGES REVIEWED BY COMMISSIONERS AND CERTIFIED.**
- 3 CERTIFY ELIGIBLE LISTS** - *Bi-Lingual Family Worker
Senior Clerk*
- 4 AMEND JOB SPECS** - *There are no job specs to amend this month*
- 5 NEW POSITION DUTIES STATEMENT** - *Planning submitted a New Position Duties Statement for the
desired title of Historic Preservation Administrator on 02/15/2019.*
- 6 PENDING EXAMINATIONS** - *Examinations have been posted for the following titles:
Benefits Account Clerk
Account Clerk
Clerk
Secretary
Receptionist

Custodian is posted but may be withdrawn due to an eligible list being active at this time with no appointments
made from that list. The list was established less than one year ago.*