

**CIVIL SERVICE COMMISSION
ACTION AGENDA**

THE SPECIAL SESSION OF THE CIVIL SERVICE COMMISSION
BISBEE COUNCIL CHAMBERS, 915 TOVREAVILLE ROAD, BISBEE, AZ 85603
MARCH 27, 2023 AT 5:30 P.M.

Commission Members

P - Jennifer Graeme - Chairperson

P - M. "Kay" Gojkovich – Vice Chairperson

E - Jennifer "Ginger" Ryan

P - Mary Gomez

VACANCY

P - Joelle Landers – Staff Liaison

E - Joni Giacomino – Council Liaison

The following Agenda Items are presented for Discussion and Possible Recommendation:

1. Roll Call – **5:30 PM**
2. Update Job Descriptions:
 - a) Camp Naco/Naco Heritage Alliance (NHA) updates to aged job descriptions.
 - Program Coordinator Job Description (Attachment 1)
 - Assistant job Description (Attachment 1a)
 - *The addition of the Strategic Consultant to the Camp Naco/NHA project has brought specifics and details to the scope of work for the job descriptions originally used in the grant submission. Updating the job description will allow for better understanding and conception of the job scope for the applicants and the Camp Naco team.*

MOTION TO APPROVE UPDATED JOB DESCRIPTIONS FOR CAMP NACO: JENNIFER GRAEME

SECOND: MARY GOMEZ

VOTE: UNANIMOUS

- b) Public Works Department, updates to aged job descriptions.
 - Supervisor, Streets Maintenance (Attachment 2)
 - Supervisor, Sanitation (Attachment 3)
 - Supervisor, Wastewater Collections (Attachment 4)
 - Supervisor, Groundskeeper/Parks (Attachment 5)
 - *The Public Works Director would like to add supervisory positions to the Public Works divisions in order to increase the effectiveness and productivity of the Public Works department as a whole. The supervisory roles will be an opportunity to increase morale and open opportunities for advancement which will aid in retention. The additional duties covered by these supervisory roles will increase the efficiency of the Director and Operations Manager.*

MOTION TO APPROVE UPDATED JOB DESCRIPTIONS FOR PUBLIC WORKS: JENNIFER GRAEME

SECOND: MARY GOMEZ

VOTE: UNANIMOUS

c) Police Department, new job descriptions.

- Property & Evidence Technician (Attachment 6)
- Community Service Officer (CSO) (Attachment 7)
 - *The Property & Evid Technician has not previously been a defined position with Bisbee PD. As technology grows so does the need for candidates with specialized training. The Community Service Officer allows for a defined position for a Police cadet candidate who is waiting for an Academy start date. Integrating the cadet into the department prior to Academy start will increase engagement with the department and provide observational learning and cross-training opportunities.*

MOTION TO APPROVE UPDATED JOB DESCRIPTIONS FOR POLICE DEPARTMENT AFTER REVIEW AND FOLLOW UP WITH KAY GOJKOVICH: JENNIFER GRAEME

SECOND: MARY GOMEZ

VOTE: UNANIMOUS

3. Commission Member Comments (not open for discussion) **NONE**

4. Staff Liaison Report (not open for discussion) **NONE**

5. Adjournment **5:56 PM**

MOTION TO ADJOURN: JENNIFER GRAEME

SECOND: MARY GOMEZ

VOTE: UNANIMOUS