



**Civil Service Commission**

**118 Arizona Street  
Bisbee, AZ 85603**

**Tuesday, January 26, 2016**

**Action Agenda**

*THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING.*

6:00 p.m. Call to Order

**Roll Call:**

**Jennifer Graeme, Chairperson- Present  
Ken Wallace, Vice-Chairperson- Present  
Suzy DeBus- Present  
James Young- Present**

**Crystal Clark, Staff Liaison- Present  
Joan Hansen, Council Liaison- Present**

**CALL TO THE PUBLIC** – For items not currently on the agenda.

**Item 1:**

**Discussion and Possible Recommendation to Mayor and Council regarding a proposed job description for the position of Library Services Manager.**

**Motion to approve the new Library Services Manager job description with amendments made by Commissioner Graeme**

**Seconded by Commissioner Debus**

**Motion passed unanimously**

**Item 2:**

**Discussion and Possible Recommendation to Mayor and Council regarding a proposed job description for the position of Director of Administrative Services/ City Treasurer.**

**Motion to approve the new Director of Administrative Services/ City Treasurer job description with amendments made by Commission Young**

**Seconded by Commissioner Graeme**

**Motion passed unanimously**

**Item 3:**

**Discussion and Possible Recommendation to Mayor and Council regarding a proposed job description for the position of Animal Shelter Assistant.**

**Motion to amend the new Animal Shelter Assistant job description and bring it back to the Civil Service at the next meeting made by Commissioner Graeme**

**Seconded by Commissioner Young**

**Motion passed unanimously**

Item 4:

Discussion and Possible Recommendation to Mayor and Council regarding a proposed plan to Combine Community Development with the Public Works Department.

**Motion to bring back an organizational chart combining Community Development with Public Works with a job description for Director of Community Services made by Commissioner Graeme**

**Seconded by Commissioner Young**

**Motion passed unanimously**

**POTENTIAL AGENDA ITEMS FOR NEXT MEETING:**

- **Amendments to the Animal Shelter Assistant job description as well as the salary**
- **An Organizational chart for the proposed combining of Community Development with Public Works with a job description for Director of Community Services.**
- **May request a special session in March.**

**STAFF COMMENTS: No action**

**MEMBER'S COMMENTS (NOT OPEN FOR DISCUSSION): Council Liaison Joan Hansen expressed how impressed she was with the knowledge of the Commission.**

**ADJOURNMENT: Meeting adjourned at 7:14PM**

**Next Regular Meeting: Tuesday April 26, 2016**