

ACTION AGENDA

THE REGULAR SESSION OF THE CIVIL SERVICE COMMISSION (CSC) WAS HELD ON MONDAY, OCTOBER 22, 2018, AT 5:30 P.M. IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM LOCATED AT 1415 MELODY LANE, BUILDING G, BISBEE, ARIZONA

Commission Members

Ken Budge - present
Joni Giacomino - present
Kenneth Wallace – absent excused
Nancy Jacobsen – absent excused
Cathe Wright - present

Daniel S. Duchon – Staff Liaison - present
Frank Davis – Council Liaison - present

The following items were considered, discussed, and/or decided upon at this meeting:

1. Roll Call
2. Approval of the minutes from the August 7, 2018, October 11, 2018, and October 18, 2018 Special Sessions of the Civil Service Commission.

MOTION: Joni Giacomino moved to approve the minutes of the August 7, 2018, October 11, 2018, and October 18, 2018 special sessions of the civil service commission.

SECOND: Cathe Wright **MOTION PASSED:** Unanimously

3. Call to the Public – none
4. Discussion on Civil Service Commission’s responsibility to review employee classifications.

Members and staff discussed the practice of taking job descriptions to the civil service commission prior to them being taken to City Council for approval.

5. Presentation discussion, and possible recommendations of proposed updates to the Personnel Rules and Regulations – Daniel S. Duchon

Members and staff discussed proposed amendments to the Personnel Rules and Regulations, and suggested changes. The following policy amendments were discussed:

- a. Definitions Section
- b. Hiring Contingencies
- c. Hiring Policy
- d. Internal Hires
- e. Light Duty – Return to Work

- f. Probation Policy
- g. Alternative Appointments
- h. Volunteers

No vote or recommendation was made. Members discussed working more closely with the Employee Council as policy amendments were proposed.

6. For the Good of the Order - none

7. Member Comments

Mr. Budge requested updates as these policies amendments flow through the employee council and legal.

8. Staff Report – none

9. Adjournment

MOTION: Cathe Wright moved to adjourn at 6:55 pm.

SECOND: Joni Giacomino **MOTION PASSED:** Unanimously