

CHARTER TOWNSHIP OF CLINTON  
EMPLOYEES CIVIL SERVICE COMMISSION

AGENDA  
May 23, 2023  
5:30 p.m.  
Senior Center  
Room 3

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from the April 18, 2023 meeting.
- IV. Correspondence:
  - A. Approval of the revised Department of Public Services, Water & Sewer Division Chief Inspector Job Description.
  - B. Approval of the revised Department of Public Services, Water & Sewer Division Chief Inspector Job Posting.
  - C. Approval of the revised Department of Public Services, Water & Sewer Division Foreman Job Description.
  - D. Approval of the revised Department of Public Services, Water & Sewer Division Foreman Job Posting.
- V. Reports:
  - A. Status of the Office Clerk II position in the Department of Public Services, Water & Sewer Division.
  - B. Status of the Office Clerk II position in the Clerk's Office.
  - C. Status of the Office Clerk II position in the Building Department.
  - D. Status of the Election Coordinator position in the Clerk's Office.
  - E. Stats regarding Office Clerk II typing examination requirement.
  - F. Recommendations of the Personnel Vacancy Review Committee.
- VI. Public Participation
- VII. Commissioner Comments
- VIII. Old Business:
  - A. Request from the Personnel Director regarding not allowing Department Heads to review applications prior to the testing process.
- IX. Adjournment