

MINUTES OF THE CIVIL SERVICE COMMISSION HELD
AT 8:30 A.M., THURSDAY, MAY 1, 2025,
IN THE CITY COUNCIL CHAMBERS.

PRESENT: COMMISSIONERS AHMAD, DWYER, ELHASAN & FAKHOURY.
ABSENT: HAMOOD.

8675-25 Motion by Commissioner Ahmad, supported by Commissioner Elhasan,

RESOLVED that the minutes of the regular Civil Service Commission meeting held on March 13, 2025 are approved as submitted.

Carried – Aye votes (4)

8676-25 The Library Department submitted proposed revisions to the Library Branch Manager job specification for the Commission's approval.

Motion by Commissioner Elhasan, supported by Commissioner Ahmad,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, and training and experience requirements,

WHEREAS the Human Resources Administrator has recommended that these specifications should be amended to include necessary changes and has submitted copies of the revised specifications,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Library Branch Manager.

(copies of specifications as approved in official minute book)

Carried – All aye votes (4)

8677-25 The Commission considered the recommendation from the Human Resources Job Evaluation Committee that the new position of Deputy Director of Community Relations be placed in grade 310 on the E&A pay scale pending City Council approval.

Motion by Commissioner Elhasan, supported by Commissioner Dwyer,

WHEREAS the classification of Deputy Director of Community Relations has been established and the specification approved,

WHEREAS the Director of Community Relations supports a new classification of Deputy Director of Community Relations to reflect the level of responsibilities and scope of the position and the Human Resources Administrator concurs,

RESOLVED that the E&A Salary Plan adopted by Civil Service Resolution No. 8650-24 and Council Resolution No. 6-304-24 is amended to include the following new classification in grade as set forth:

E&A UNIT

Effective pending approval of City Council:

<u>Grade</u>	<u>Class Code</u>	<u>Classification Title</u>
310		Deputy Director of Community Relations

Rates of Compensation

\$93,217	\$96,427	\$99,748	\$103,184	\$106,737	\$110,413	\$114,216	\$118,150
\$122,219	\$126,428	\$130,783					

RESOLVED FURTHER that the Council is requested to give immediate effect to this resolution.

Carried – All aye votes (4)

8678-25 The Economic Development Department submitted proposed revisions to the Building Inspector (Unlicensed) job specification for the Commission's approval.

Motion by Commissioner Elhasan, supported by Commissioner Ahmad,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, and training and experience requirements,

WHEREAS the Human Resources Administrator has recommended that these specifications should be amended to include necessary changes and has submitted copies of the revised specifications,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Building Inspector - Unlicensed.

(copies of specifications as approved in official minute book)

Carried – All aye votes (4)

8679-25 The Economic Development Department submitted proposed revisions to the Senior Building Inspector job specification for the Commission's approval.

Motion by Commissioner Dwyer, supported by Commissioner Ahmad,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, and training and experience requirements,

WHEREAS the Human Resources Administrator has recommended that these specifications should be amended to include necessary changes and has submitted copies of the revised specifications,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Senior Building Inspector.

(copies of specifications as approved in official minute book)

Carried – All aye votes (4)

8680-25 The Economic Development Department submitted proposed revisions to the Senior Heating Inspector job specification for the Commission's approval.

Motion by Commissioner Ahmad, supported by Commissioner Dwyer,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, and training and experience requirements,

WHEREAS the Human Resources Administrator has recommended that these specifications should be amended to include necessary changes and has submitted copies of the revised specifications,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Senior Heating Inspector.

(copies of specifications as approved in official minute book)

Carried – All aye votes (4)

8681-25 The Economic Development Department submitted proposed revisions to the Senior Electrical Inspector job specification for the Commission's approval.

Motion by Commissioner Dwyer, supported by Commissioner Ahmad,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, and training and experience requirements,

WHEREAS the Human Resources Administrator has recommended that these specifications should be amended to include necessary changes and has submitted copies of the revised specifications,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Senior Electrical Inspector.

(copies of specifications as approved in official minute book)

Carried – All aye votes (4)

8682-25 The Economic Development Department submitted proposed revisions to the Senior Plumbing Inspector job specification for the Commission's approval.

Motion by Commissioner Ahmad, supported by Commissioner Dwyer,

WHEREAS it is necessary to update classification specifications periodically because of various changes in methods, procedures, and training and experience requirements,

WHEREAS the Human Resources Administrator has recommended that these specifications should be amended to include necessary changes and has submitted copies of the revised specifications,

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Senior Plumbing Inspector.

(copies of specifications as approved in official minute book)

Carried – All aye votes (4)

8683-25 The Human Resources Administrator reported a communication was received from the Economic Development requesting an extension of probation for Akeashya Thomas, Office Assistant II.

Motion by Commissioner Ahmad, supported by Commissioner Dwyer,

WHEREAS Akeashya Thomas has been employed by the City since August 12, 2024,

WHEREAS Director Jordan Twardy recommends a nine (9) month extension of the probationary period,

RESOLVED that the probationary period for Akeashya Thomas is extended from August 20, 2025 through May 20, 2026.

Carried—All aye votes (4)

8684-25 There being no further business, the meeting adjourned at 8:56 a.m.

ATTESTED TO:

THE CIVIL SERVICE COMMISSION:

Danielle Chaney
Human Resources Administrator

Wisam Fakhoury
Chairperson