

MINUTES OF THE CIVIL SERVICE COMMISSION HELD
AT 8:30 A.M., TUESDAY, JANUARY 20, 2026,
IN THE CITY COUNCIL CHAMBERS.

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

8710-26 Approval of the minutes for the regular meeting held on December 10, 2025

Motion by Commissioner Dwyer, supported by Commissioner Elhasan

RESOLVED that the minutes of the regular Civil Service Commission meeting held on December 10, 2025 are approved as submitted.

Carried – Aye votes (3)

8711-26 The Department of Public Works submitted proposed revisions to the Public Work Technician job specification for the Commission's approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

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

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Public Work Technician.

Carried – Aye votes (3)

8712-26 The Department of Public Works submitted proposed revisions to the Graphic Designer job specification for the Commission's approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

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

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

Carried – Aye votes (3)

8713-26 The Department of Public Works submitted proposed revisions to the Public Services Administrator job specification for the Commission's approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

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

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Public Services Administrator.

Carried – Aye votes (3)

8714-26 The Department of Public Works submitted proposed revisions to the DPW Superintendent job specification for the Commission's approval

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

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

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

Carried – Aye votes (3)

8715-26 The Department of Public Works submitted proposed revisions to the Water and Sewer Operations Administrator job specification for the Commission's approval

Motion by Commissioner Fakhoury, supported by Commissioner Elhasan,

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

RESOLVED that in accordance with Civil Service Rule 3, Section 2, the specifications are approved as amended for the position of Water and Sewer Operations Administrator.

Carried – Aye votes (3)

8716-26 The Department of Public Works requested Donald Bart be reclassified to Water & Sewer Technician II.

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is natural progression.

RESOLVED that Donald Bart, Water & Sewer Technician I, in the Department of Public Works, is reclassified to Water & Sewer Technician II effective November 5, 2025.

Carried – Aye votes (3)

8717-26 The Department of Public Works requested Luke Maness be reclassified to Water & Sewer Technician I.

Motion by Commissioner Fakhoury, supported by Commissioner Dwyer,

WHEREAS it is natural progression.

RESOLVED that Luke Maness, Public Utility Worker, in the Department of Public Works, is reclassified to Water & Sewer Technician I effective November 5, 2025.

Carried – Aye votes (3)

8718-26 Economic Development Department requesting a 1-step increase for Kaitlyn Hazel, Office Assistant III with immediate effect.

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it is an internal transfer and her skills and experience merit an increase.

RESOLVED that the request to increase Kaitlyn Hazel 1-step is approved.

Carried – Aye votes (3)

Commissioner Dwyer opened the floor to public comment and walk on items.

8719-26 Department of Public Works requesting the creation of a Housing Program Administrator position in the E&A salary plan with a higher classification.

Motion by Commissioner Dwyer, supported by Commissioner Elhasan,

WHEREAS it will replace the Housing Manager position currently in the E&A salary plan.

RESOLVED that the request to create a Housing Program Administrator position in the E&A salary plan with a higher classification is approved.

Carried – Aye votes (3)

8720-26 Department of Public Works requesting a 2-steps increase for Michael Shooshanian, Public Services Administrator with immediate effect.

Motion by Commissioner Fakhoury, supported by Commissioner Elhasan,

WHEREAS it will bring his pay equal to the other Administrators in the department.

RESOLVED that the request to increase Michael Shooshanian 2-steps is approved.

Carried – Aye votes (3)

8721-26 There being no further business, the meeting adjourned at 8:45 a.m.

ATTESTED TO:

Danielle Chaney
Human Resources Administrator

THE CIVIL SERVICE COMMISSION:

Wisam Fakhoury
Chairperson