

CIVIL SERVICE COMMISSION

M I N U T E S

July 10, 2024

City Council Chambers

1. ROLL CALL

Chair Ghazarian called the meeting to order at 5:03 pm.

Present: Rihn, Megrabyan, Hatamian, Chair Ghazarian

Absent: None

2. MINUTES

Action: Consideration for the minutes of the May 8, 2024 meeting.

Motion: Rihn

Second: Megrabyan

Vote: Ayes: Unanimous

3. ORAL COMMUNICATIONS

Discussion is limited to items NOT a part of the agenda. Each speaker is limited to five minutes. Commission may question the speaker, but there will be no debate or decision.

None

4. RECRUITMENT AND EXAMINATION REPORT

Paula Adams reviewed the Recruitment and Examination Report.

5. ELIGIBLE LISTS ESTABLISHED

Paula Adams reviewed the Eligible Lists Established Report.

6. REVISED CLASS SPECIFICATION AND JOB BULLETIN FOR APPROVAL – DIRECTOR OF FINANCE

Action: Approve the revised class specification and job bulletin for Director of Finance as submitted.

Motion: Megrabyan

Second: Hatamian

Vote: Ayes: Unanimous

7. NEW CLASS SPECIFICATION FOR APPROVAL – PARKING AND POLICE SERVICES ADMINISTRATOR

Action: Approve the new class specification for Parking and Police Services Administrator as submitted.

Motion: Hatamian

Second: Megrabyan

Vote: Ayes: Unanimous

8. REPORTS - INFORMATION

a) Employee Job Performance Evaluations Past Due Aging Report

Paula Adams reviewed the Employee Job Performance Evaluations Past Due Aging Reports.

9. CIVIL SERVICE COMMISSION/STAFF COMMENTS

No comments were made.

10. CLOSED SESSION

a) Reinstatement – Integrated Waste Worker

Reported Out

The Commission voted unanimously to place the former employee on the Integrated Waste Worker Reinstatement List.

11. ADJOURNMENT

Action: Move to adjourn.

There being no further business to come before the Commission, the meeting was adjourned at 5:26 pm.

We, the members of the Civil Service Commission of the City of Glendale, certify that the foregoing Minutes are a true and correct record of our proceedings of July 10, 2024.

Garó Ghazarian, Chair