

**AGENDA**  
**NEWBURGH CIVIL SERVICE COMMISSION**  
**MEETING**  
**April 20, 2022**

**Roll Call**

**Public Hearing:** To amend the appendices of the local rules and regulations of the Newburgh Civil Service Commission by deleting the title of Executive Assistant to City Manager and adding the title of Chief of Staff to the Exempt class plan.

**Motion to Open:**  
**Receive Public Comments:**  
**Motion to Close:**

**Minutes:** March 16, 2022

**Personnel Reports:** March 2022

**Certifications:**  
Assistant Fire Chief #76993  
Senior Custodian # 68314  
Library Director III #76739  
Assistant Library Director II #66571

**Pending Exams**  
Sr. School Office Manager: May 14, 2022  
Clerk: June 4, 2022  
Bi-Lingual Clerk: June 4, 2022

**New Business:**

1. Request to amend job description for Records Management Officer for City of Newburgh.
2. Request to adopt title of Dispatcher (Spanish Speaking) for City of Newburgh.
3. Request to amend job description for Code Compliance Officer for City of Newburgh.

**Old Business:**  
NECSD Desk Audit- Pending.

**Adjourned:**