

GREGORY WILLIAMS, Chair
Position No. 1

JACQUELINE WATSON, Vice Chair
Position No. 2

WANDA JOHNSON
Position No. 3



CIVIL SERVICE COMMISSION MEETING AGENDA

Notice is hereby given of a meeting of the Civil Service Commission of Missouri City to be held on **Tuesday, September 21, 2021, at 5:00 p.m., at the Missouri City Community Center, 1522 Texas Parkway, Missouri City, Texas 77489.** All agenda items are subject to action. The Civil Service Commission reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

NOTICE REGARDING PUBLIC PARTICIPATION

Any person interested in speaking on any item on the agenda must notify the City by completing a comment card at the meeting and submitting such card **before the meeting begins.**

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1. **ROLL CALL**
 2. **CONSIDER ADOPTING THE MINUTES OF THE COMMISSION MEETING OF AUGUST 30, 2021**
 3. **PRESENTATIONS**
 - (a) Receive a presentation on the proposed Fire Department Entry-Level Firefighter Employment & Examination Application form, Entry-Level Firefighter Examination notice, and Promotional Examinations Source Materials List notice. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*
 - (b) Receive a presentation on the proposed Police Department Entry-Level Police Officer Employment & Examination Application form and Entry-Level Police Officer Examination notice. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*
 4. **PUBLIC COMMENTS**

An opportunity for the public to address the Civil Service Commission on agenda items or concerns not on the agenda--those wishing to speak must complete the orange comment card, present the comment card to the City Attorney's Office prior to the beginning of the meeting, and observe a three-minute time limit.
 5. **AUTHORIZATIONS**
 - (a) Consider approving and authorizing the following forms for hiring and promotion in the Fire Department: Entry-Level Firefighter Employment & Examination Application form, Entry-Level Firefighter Examination notice, and Promotional Examinations Source Materials List notice. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*
 - (b) Consider approving and authorizing the following forms for hiring in the Police Department: Entry-Level Police Officer Employment & Examination Application form and Entry-Level

Police Officer Examination notice. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*

6. STAFF REPORTS

- (a) Receive an update regarding the additional position requested by the Human Resources & Organizational Development Department. *(Proposed presenter: Human Resources Director: Martin Russell)*
- (b) Discuss the upcoming schedule of events for the Commission. *(Proposed presenter: Temporary Civil Service Director Monica Nunez-Garza)*

7. CIVIL SERVICE COMMISSION ANNOUNCEMENTS

Hear announcements concerning items of community interest, if any, from the Civil Service Commissioners, for which no formal action will be taken.

8. CLOSED EXECUTIVE SESSION

The Civil Service Commission may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code.

9. RECONVENE

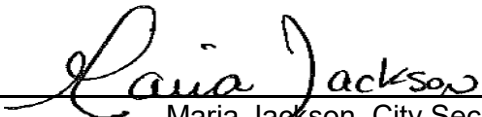
Reconvene into Regular Session and Consider Action, if any, on items discussed in Executive Session.

10. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Civil Service Commission meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Michael Tubbs, Facilities and Fleet Manager, at 281.403.8500.

CERTIFICATION

I certify that a copy of the September 21, 2021 agenda of items to be considered by the Civil Service Commission was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on September 16, 2021 at 5:20 p.m.



Maria Jackson, City Secretary