

**CANTON CIVIL SERVICE COMMISSION**

**SPECIAL MEETING**

**MONDAY APRIL 11TH, 2022 – 8:00 A.M.**

**CANTON CITY HALL JURY ASSEMBLY ROOM, FIRST FLOOR**

The meeting was called to order at 8:11 a.m. by Sliman. The following individuals were present:

COMMISSION:                   Chip Conde  
                                      Ralph Lee  
                                      Edmond Mack

STAFF:                            Samuel Sliman  
                                      Anna Moeglin

OTHERS:                         Kim Perez, City Treasurer  
                                      Kevin L'Hommedieu, Law Department

**ROLL CALL**

CONDE - PRESENT

LEE - PRESENT

MACK - PRESENT

**NEW BUSINESS**

1. Recognition of the revised job description for the position of Tax Auditor/Collector I for the Income Tax Department.

Perez noted that the changes have been in the works for the past two years, but they have been waiting on negotiations. The Treasurer's office has been working to increase the salary to have better luck recruiting recent college graduates. He noted that one of the changes made was to make a college degree in an Accounting/Finance area a requirement. Perez discussed the need to fill this position after restructuring their office to accommodate the work load and find qualified people. Lee asked about the salary range and what step of pay they would be starting at. Perez stated that they usually start at step three depending on experience. They also discussed the 3% city-wide raise that will be applied to this job.

Lee asked about any tests that Perez conducts separate from the Civil Service Exam. Perez and Sliman said the test is the Corporate Auditor's Exam. Lee also asked about Collector II jobs and

how employees go from Collector II to I. Perez said that candidates can bid on the job, they just need to pass the Corporate Auditor's Exam.

Lee made a motion to approve the revised job description. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

**MISCELLANEOUS BUSINESS**

No Miscellaneous Business

**ADJOURNMENT**

Conde made a motion to adjourn the meeting. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

The meeting adjourned at 8:20 a.m.