

BOROUGH OF CARLISLE

“Committed To Excellence in Community Service”

Carlisle Borough Volunteer Position Announcement **Civil Service Commission Alternate**

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

Date: October 8th, 2026

Submission Deadline: November 13th, 2026

The Employee Relations and Citizen Participation Committee of the Carlisle Borough Council is seeking an interested Borough citizen to serve on the following Board:

Commission or Board: Civil Service Commission Alternate (CSC)

Term: Partial Term-Expiring in July 2027

Note: Requires Statement of Financial Interest Filing

Responsibilities and Committee Description: The commission is responsible for overseeing the administration of the Civil Service Rules and Regulations including examinations of applicants for entry-level positions or promotion within the Carlisle Police Department. The Commission is also responsible for establishing minimum qualifications for such positions, testing applicants, and holding hearings in the event of an appeal of discipline imposed by Borough Council.

Terms of Appointment: Members shall be a resident of the Borough and are appointed by Borough Council for a term of six (6) years, or during a vacancy to fill the unexpired portion of a term. No member shall at the same time hold an elective or appointed office under the Federal Government, this commonwealth or any political subdivision of the Commonwealth, except that one may be a member of the teaching profession. An alternate may participate in any proceeding or discussion of the Commission but may not vote as a member of the Commission unless designated as a voting alternate member under section 203.

Preparations: Members of the Commission are expected to read and understand the Civil Service Rules and Regulations. In addition, members must attend at least one biannual meeting and be available with reasonable notification for additional meetings.

Special Duties: Officers (chair, vice-chair, secretary) are elected annually by the Civil Service Commission.

Time Commitments: The Commission is comprised of three members and not more than three alternates, all who are appointed by Borough Council. These members serve six-year terms. The Commission is not required to hold regular meetings, except for a biennial organization meeting. The Commission is required to make an annual report to Borough Council containing a brief summary of its work during the year, which is available to the public for inspection.

Desired Attributes and Skills: The following skills, traits, and characteristics are important for the Civil Service Commission:

- Good communicator, detail oriented, willing to learn, critical and objective thinker, open minded
- Previous experience with law enforcement or municipal management
- Concern for serving the public interest, willingness to prepare for and attend meetings, obtain continuing education, good record of civic involvement
- Uphold ethical standards, not be perceived to have conflicts of interest, protect the public interest, strive for honest and independent decision-making
- Reflect Borough's diversity – social, cultural, economic and other interests, geographic and jurisdictional, demographic, economic and professional

Supervision: The Civil Service Commission is an independent political body and does not report to the Borough Council. The Civil Service Commission is supported by the Chief of Police, and Secretary, the Borough Secretary, and contracted consultants as approved by Borough Council.

Benefits: Civil Service Commission membership is voluntary, traditionally with no stipend for meetings and other responsibilities. Funding for related continuing education purposes may be available.

Indemnification: Appointed officials are protected from personal liability claims when performing duties within the scope of their appointment.

Meetings: First Monday in February on the even years and on an as need basis.

Selection process:

- Identified candidates will be scheduled for an interview with the chair and co-chair of the ERCP committee.
- All letters and resumes received will be reviewed by the ERCP committee
- The candidates chosen by the ERCP to fill the positions will be recommended to Borough Council for approval.

If interested in volunteering please submit a letter of interest and resume (if available) by Friday, November 13th, 2026 to:

Rachel James, ERCP Chair
Borough of Carlisle
53 West South Street
Carlisle, Pennsylvania 17013
Email: volunteer@carlislepa.org

Thank you for your interest!

Rachel James