

AGENDA

Civil Service Board

February 7, 2012

4:45 p.m. - City Council Chambers

NOTICE: FOR THE HEARING IMPAIRED - A 48-hour advance notice must be given to assure sign language interpreters. Requests may be placed by calling 1-877-456-7589.

Members: Marshall Stenersen (Chair), Robert Zallar (Vice-Chair), Michelle Hooey, Portia Johnson, John Schwetman

1. APPROVAL OF MINUTES

A. January 3, 2012

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

- A. Utility Operations Program Coordinator (New-result of job audit)
- B. Labor Compliance Technician (New-result of job audit)
- C. Police Records Technician I (New)
- D. Police Records Technician II (New)
- E. Senior Police Records Technician (New)
- F. Welder (Revised)
- G. Help Desk Technician (New)
- H. Facilities Project Supervisor (New)

3. APPROVAL OF ADVERTISING

- A. Volunteer Coordinator (Open)
- B. Project Engineer (Open)
- C. Payroll Practitioner (Open)
- D. Help Desk Technician (Open)

4. OLD BUSINESS

5. NEW BUSINESS

- A. Job Audit- Program Coordinator
- B. Job Audit- Administrative Information Specialist
- C. Job Audit- Clerical Support Technician

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS

- A. Gas Controller II (Promo)
- B. Utility Maintenance Worker (Open)
- C. Seasonal Groundskeeper (Open)
- D. Police Records and Tech Manager (Open)

- E. Deputy Fire Marshal (Promo)
- F. Parking Manager (Open)

8. INFORMATIONAL

- A. Report on status of new job descriptions

9. NEXT MEETING SCHEDULED

March 6, 2012

Issuance date: February 2, 2012