

SPECIAL MEETING AGENDA

Civil Service Board

Tuesday, March 16, 2010

4:45 p.m. – 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: John Schwetman, Michelle Hooey, Portia Johnson, Robert Zallar

1. APPROVAL OF MINUTES
 - a. March 2, 2010

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - a. Executive Assistant (New)
 - b. Parking Meter Monitor (Revised)
 - c. Writer Technician (Revised)

3. APPROVAL OF ADVERTISING
 - a. Energy Coordinator (Open)
 - b. Executive Assistant (Open)
 - c. Seasonal Groundskeeper (Open)
 - d. Utility Operator (Open)

4. OLD BUSINESS

5. NEW BUSINESS

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS
 - a. Appliance Mechanic Apprentice (Promo)
 - b. Project Engineer (Open)
 - c. Utility Accounts Receivable Specialist (Open)

8. NEXT MEETING SCHEDULED
 - a. April 6, 2010