

## AGENDA

Civil Service Board  
Monday, November 9, 2009  
4:45 p.m. - **Room #106A**

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: Portia Johnson, Robert Zallar, Patti Katoski, Michelle Hooey, John Schwetman

1. APPROVAL OF MINUTES
  - A. October 20, 2009
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Community Service Officer (New)
  
3. APPROVAL OF ADVERTISING
  - A. Buyer (Open)
  - B. Clerical Support Technician (Open)
  - C. Deputy Fire Marshal (Promo)
  - D. Fire Equipment Operator (Promo) - request to extend advertising to 11/13
  - E. Utility Accounts Receivable Specialist (Open)
  
4. OLD BUSINESS
  - A. Response to question from Civil Service Board - Minnesota Department of Administration Advisory Opinion: 05-040
  
5. NEW BUSINESS
  - A. Informational: Notification of a demotion of a City employee
  
6. APPEALS

None
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Police Officer (Corrected)
  - B. Public Information Coordinator (Open)
  
8. NEXT MEETING SCHEDULED

December 1, 2009