

AGENDA

Civil Service Board

October 5, 2010

5:15 p.m. - City Council Chambers

Note time change from our usual time.

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, Marshall Stenersen, Robert Zallar

1. APPROVAL OF MINUTES

A. September 7, 2010

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

A. Maintenance Worker (revised)

B. Human Resources Assistant (new)

C. Human Resources Benefits Technician (revised to become Human Resources Technician)

D. Employee Benefits Representative (new)

E. Employee Benefits Administrator (new)

F. Human Resources Administrator (new)

G. Payroll Coordinator (revised to become Payroll Administrator)

H. Payroll Practitioner (new)

3. APPROVAL OF ADVERTISING

A. Programmer Analyst (Open)

B. Senior Programmer Analyst (Promo)

C. Utility Serviceperson (Open & Promo)

D. Maintenance Worker (Promo)

E. Gas Fitter (Promo)

F. Street Maintenance Supervisor (Promo)

G. Contract Management and Compliance Administrator (Open)

H. Planner II (Open)

4. OLD BUSINESS

A.

5. NEW BUSINESS

A. Police Sergeant Selection Process

B. Request for a Special Meeting of the Civil Service Board on October 19, 2010

Issuance date: 09-30-2010

6. APPEALS
 - A. Police Sergeant

7. APPROVAL OF ELIGIBLE LISTS
 - A. Appliance Mechanic Apprentice (Promo)
 - B. Police Lieutenant (Promo)
 - C. Facility Projects Coordinator (Open)

8. NEXT MEETING SCHEDULED
November 2, 2010