

**AGENDA**  
Civil Service Board  
August 3, 2010  
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: John Schwetman, Michelle Hooey, Portia Johnson, Marshall Stenersen, Robert Zallar

1. APPROVAL OF MINUTES
  - A. July 6, 2010
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Contract Administrator (Revised)
  
3. APPROVAL OF ADVERTISING
  - A. Senior Planner (Promo)
  - B. Facility Projects Specialist (Open)
  - C. Police Lieutenant (Promo)
  
4. OLD BUSINESS
  
5. NEW BUSINESS
  
6. APPEALS
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Assistant Storekeeper
  - B. Housing Inspector
  - C. Land Use Technician
  
8. NEXT MEETING SCHEDULED
  - A. September 7, 2010

NOTE: Marshall Stenersen and Michelle Hooey will not be at this meeting

Issuance date: July 28 2010

**MINUTES**

Civil Service Board  
Tuesday, July 6, 2010  
4:50 p.m. – 5:06 p.m.

Members present: Michelle Hooey, Portia Johnson, Marshall Stenersen, Robert Zallar  
Others present: Tom Maida, Theresa Severance, Cliff Tanner

1. APPROVAL OF MINUTES
  - A. June 15, 2010 – **Approved.**
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
3. APPROVAL OF ADVERTISING
  - A. Police Officer (Revised – ~~12~~ 15 month probation) – **Approved.**
  - B. Water Plant Operator “D” (Open) – **Approved.**
4. OLD BUSINESS
5. NEW BUSINESS
6. APPEALS
7. APPROVAL OF ELIGIBLE LISTS
  - A. Parking Meter Monitor (Open) – **Approved.**
8. NEXT MEETING SCHEDULED

**Note: Michelle Hooey will miss September and October meetings.**

**There being no further business to come before the Board, the meeting was adjourned at 5:06 p.m.**

Respectfully submitted,



Karen Cheetham  
Human Resources