

Minutes
Civil Service Board
October 4, 2011
4:45 p.m. – 6:02 p.m. - City Council Chambers

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

Others Present: Cliff Tanner, Theresa Severance, Mike Silvis, Steven Hanke

1. APPROVAL OF MINUTES
 - A. September 6, 2011 - **approved**
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Master Plumber (revised) - **approved**
 - B. Police Records and Technology Manager (new) - **approved**
3. APPROVAL OF ADVERTISING
 - A. Deputy Fire Marshal (Promo) - **approved**
 - B. Utility Serviceperson (Promo) – **approved (Zaller – nay)**
 - C. Credit and Collections Administrator (Open) - **approved**
4. OLD BUSINESS
 - A. Job Audit – Police Officer (Investigator) - **hold**
 - B. Job Audit - Administrative Information Specialist – **create a new classification**
5. NEW BUSINESS
 - A. Removal of applicant from the eligible list for Police Officer – **Saukko (removed), Borash (removed)**
 - B. Removal during probation (*added*) – **name not placed on re-employment list**
6. APPEALS
 - A.
7. APPROVAL OF ELIGIBLE LISTS
 - A. Fire Marshal (Promo) - **approved**
 - B. Police Sergeant (Promo) - **approved**
 - C. Programmer Analyst (Open) - **approved**
 - D. Utility Operations Leadworker (Promo) - **approved**
 - E. CMMS Administrator (Open) - **approved**
8. NEXT MEETING SCHEDULED

November 1, 2011 @ 4:45 pm – **accepted as informational**

There being no further business to come before the Board, the meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Jacob Yates
Human Resources