

AGENDA

Civil Service Board

Tuesday, October 20, 2009

4:45 p.m. - Room #402, Urban Development Conference Room

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. September 1, 2009

2. APPROVAL OF ELIGIBLE LISTS
 - A. Customer Relations Supervisor (Open)
 - B. Customer Service Leadworker (Promo)
 - C. Heavy Equipment Operator (Open & Promo)
 - D. Maintenance Worker (Open and Promo)
 - E. Police Officer (Open)

3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Administrative Legal Assistant (New)
 - B. Building & Grounds Supervisor (New)
 - C. Manager, Parks & Recreation (New)
 - D. Mobile Data Specialist (New)
 - E. Property & Evidence Technician (New)
 - F. Payroll Coordinator

4. APPROVAL OF ADVERTISING
 - A. Budget & Operations Analyst (Open)
 - B. Human Resources Generalist (Open)
 - C. Fire Equipment Operator (Promo)
 - D. Water Plant Operator "B" (Open)

5. OLD BUSINESS
 - A. Response to question from Civil Service Board

6. NEW BUSINESS
 - A. Audit of Information Technician Position
 - B. Demotion of employee from Fire Equipment Operator to Firefighter
 - C. Demotion of Meter Reader to Parking Ramp Attendant
 - D. Information - Notice of layoff to one employee

7. APPEALS

None

8. NEXT MEETING SCHEDULED

November 3, 2009