

## MINUTES

Civil Service Board  
Tuesday, January 5, 2010  
4:50 p.m. - 5:25 p.m.

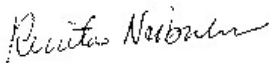
Members Present: Michelle Hooey, Portia Johnson, Robert Zallar  
Others Present: Kim Hall, Lisa Wilson, Cliff Tanner, Wendy Rannenber

1. APPROVAL OF MINUTES
  - A. December 1, 2009 - **approved**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Code Plan/Review Consultant (Revised to Land Use Technician) - **approved**
  - B. Labor Relations Specialist (Revised) - **approved**
  - C. Maintenance Worker (Revised) - **withdrawn at Union's request**
  
3. APPROVAL OF ADVERTISING
  - A. Administrative Legal Assistant (Open) - **approved**
  - B. Appliance Mechanic Apprentice (Promo) - **approved**
  - C. Labor Relations Specialist (Open) - **approved**
  - D. Mobile Data Specialist (Open) - **approved**
  - E. Payroll Coordinator (Open) - **approved**
  
4. OLD BUSINESS

None
  
5. NEW BUSINESS
  - A. Audit of Information Technician - **approved**
  
6. APPEALS
  - A. Qualification Requirements for Administrative Information Specialist - **removed from agenda**
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Budget & Operations Analyst (Open) - **approved**
  - B. Safety & Training Specialist (Open) - **approved**

**There being no further business to come before the Board, the meeting was adjourned at 5:25 p.m.**

Respectfully submitted,



Renita Neibuhr  
Clerical Support Technician