

MINUTES

Civil Service Board
Tuesday, March 2, 2010
4:47 p.m. – 4:52 p.m.
Council Chambers

Members Present: John Schwetman, Michelle Hooey, Portia Johnson, Patti Katoski, Robert Zallar
Others Present: Cliff Tanner, Kim Hall

1. APPROVAL OF MINUTES
 - A. February 16, 2010 - **approved**

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Executive Assistant (New) - **pulled**
 - B. Permit Process Coordinator (New) - **pulled**
 - C. Writer Technician (Revised) - **pulled**

3. APPROVAL OF ADVERTISING

None

4. OLD BUSINESS

None

5. NEW BUSINESS

None

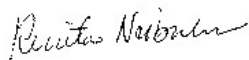
6. APPEALS

None

7. APPROVAL OF ELIGIBLE LISTS
 - A. Administrative Legal Assistant (Open) - **approved**
 - B. Payroll Coordinator (Open) - **approved**

There being no further business to come before the board, the meeting was adjourned at 4:52 p.m.

Respectfully submitted



Renita Neibuhr
Clerical Support Technician