

**MINUTES**  
Civil Service Board  
January 3, 2012  
City Council Chambers

Members Present: Portia Johnson, Marshall Stenersen (Chair), John Schwetman,  
Robert Zallar (Vice Chair)

Members Absent: Michelle Hooey

Legal Counsel: Steve Hanke

Other Attendees: Kim Hall, Theresa Severance, Cliff Tanner  
Sam Michelezzi, ISD 709 AFSCME & Harrison Dudley, ISD 709 HR  
Manager

Meeting called to order by Chair Hooey at 4:46 p.m.

1. APPROVAL OF MINUTES
  - A. December 6, 2011 – **approved**
  
2. DISCUSSION
  - A. A motion was made and approved to amend the agenda and move the ISD 709 Reclassification to “New Business” because the item required action by the Board; and to include an additional item under “Informational” requesting an update on the job descriptions revisions for Officer Steve Peterson and Marilyn Magnuson.
  
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  
4. APPROVAL OF ADVERTISING
  - A. Police Lieutenant (Promotional) revised - **approved**
  - B. Gas Control Operator II (Promotional) – **approved**
  - C. Utility Accounts Receivable Specialist (Open) – **approved**
  - D. Seasonal Groundskeeper (Open) – **approved**
  - E. Water Quality Specialist (Promotional) – **approved**
  
5. OLD BUSINESS
  
6. NEW BUSINESS
  - A. Maintenance Worker Audit – **approved**
  - B. ISD 709 Reclassification of Heating Ventilation and School Equipment Maintenance Mechanic – ISD 709 Union and Management both spoke requesting the Board table the issue as it was being considered as a grievance – **tabled**
  
7. APPEALS
  
8. APPROVAL OF ELIGIBLE LISTS

9. INFORMATIONAL

Theresa Severance provided an update on the progress of job descriptions for Officer Steve Peterson and Marilyn Magnuson. Member Zallar requested the update remain on the agenda until the job descriptions were completed.

NEXT MEETING SCHEDULED

February 7, 2012

There being no further business to come before the Board, the meeting was adjourned at 5:16 p.m.

Respectfully submitted,

A handwritten signature in purple ink that reads "Leighann Severance". The signature is written in a cursive style with a large initial 'L'.

Leighann Severance