

MINUTES
Civil Service Board
December 6, 2011
City Council Chambers

Members Present: Michelle Hooey (Chair), Marshall Stenersen (Vice-chair), John Schwetman, Robert Zallar

Members Absent: Portia Johnson

Legal Counsel: Steve Hanke

Other Attendees: Jan Anderson, Kim Hall, Dave Montgomery, Theresa Severance, Mike Silvis, Cliff Tanner

Meeting called to order by Chair Hooey at 4:49 p.m.

1. INFORMATIONAL/DISCUSSION
 - A. Discussion of Civil Service Code Updates, Councilor Boyle will be present.
Motion approved to move agenda item to top of agenda.
Dave Montgomery presented and discussed the proposed Civil Service Code updates with the Board. The Board Members provided feedback on the proposed changes and comments were heard from the audience.

2. APPROVAL OF MINUTES
 - A. November 1, 2011 – **approved**

3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

4. APPROVAL OF ADVERTISING
 - A. Appliance Mechanic Apprentice (Promo)- **approved**
 - B. Librarian 1 (Open) – **approved**
 - C. Library Technician (Open) – **approved**
 - D. Parking Manager (Open) – **approved**
 - E. Utility Maintenance Worker (Open) – **approved**
 - F. Police Records and Technology Manager (Open) – **approved**

5. OLD BUSINESS
 - A. Job Audit -- Police Officer (Investigator)- **motion denied**
Motion to create new job classification as a result of the audit.

6. NEW BUSINESS

7. APPEALS

8. APPROVAL OF ELIGIBLE LISTS

9. ELECTION OF OFFICERS
Officers elected for 2012: Chair Marsh Stenersen; Vice-chair: Robert Zallar

10. NEXT MEETING SCHEDULED
January 3, 2012

There being no further business to come before the Board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

A handwritten signature in dark ink, reading "Leighann Severance". The signature is written in a cursive style with a large initial 'L' and a long, sweeping underline.

Leighann Severance