

AGENDA

Civil Service Board Meeting
Wednesday, November 3, 2010
5:00 p.m. - City Hall Room 303

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: John Schwetman, Michelle Hooey, Portia Johnson, Marshall Stenersen, Robert Zallar

1. APPROVAL OF MINUTES
 - A. October 19, 2010

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Maintenance Operations Manager (new)
 - B. Operations Coordinator, Recreation Division (new)
 - C. Water Plant Supervisor (revised)
 - D. Customer Relations Supervisor (revised)
 - E. Chief Gas Controller (revised)

3. APPROVAL OF ADVERTISING
 - A. Utility Maintenance Worker (open)

4. OLD BUSINESS

5. NEW BUSINESS
 - A. Audit of Golf Course Superintendent position
 - B. Audit of Water Plant Supervisor position
 - C. Audit of Customer Relations Supervisor position
 - D. Audit of Chief Gas Controller position

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS
 - A. Planner II (open)
 - B. Maintenance Worker (promotional)
 - C. Street Maintenance Supervisor (promotional)
 - D. Gas Fitter (promotional)

8. NEXT MEETING SCHEDULED

December 7, 2010, 5:15 p.m. City Council Chambers

MINUTES
Special Civil Service Board Meeting
Tuesday, October 19, 2010
City Council Chambers
5:20 p.m. – 5:50 p.m.

Members present: Michelle Hooey, Portia Johnson, John Schwetman, Marshall Stenersen, Robert Zallar

Others present: Kim Hall, Lisa Wilson, Theresa Severance, Cliff Tanner

1. APPROVAL OF MINUTES
 - A. October 5, 2010 – **Approved.**

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Maintenance Operations Manager (new) – **Pulled.**
 - B. Operations Coordinator, Recreation Division (new) – **Pulled.**
 - C. Water Plant Supervisor (revised) – **Pulled.**
 - D. Customer Relations Supervisor (revised) – **Pulled.**
 - E. Chief Gas Controller (revised) – **Pulled.**

3. APPROVAL OF ADVERTISING
 - A. Street Maintenance Supervisor (Promo) – **Approved.**

4. OLD BUSINESS

5. NEW BUSINESS
 - A. Fire Union – Address Civil Service Board re Substitute Promotions – **Withdrawn at the request of Erik Simonson.**
 - B. Rejection on Probation – **Termination acknowledged. Request not to place individual on re-employment list – Approved.**
 - C. Audit of Golf Course Superintendent position – **Pulled.**
 - D. Audit of Water Plant Supervisor position – **Pulled.**
 - E. Audit of Customer Relations Supervisor position – **Pulled.**
 - F. Audit of Chief Gas Controller position – **Pulled.**
 - G. Military Leave of Absence – Approval Process – **No action due to grievance previously filed regarding this issue.**

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS
 - A. Police Sergeant (Promo) – **Approved.**
 - B. Senior Programmer Analyst (Promo) – **Approved.**
 - C. Police Lieutenant (Promo- corrected) – **Approved.**

8. NEXT MEETING SCHEDULED
(Regular Meeting) November 3, 2010 (November 2, 2010 is Election Day); 5 p.m.;
City Hall Room 303

There being no further business to come before the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,



Karen Cheetham
Human Resources