

**Minutes**  
Civil Service Board  
November 1, 2011  
4:45 p.m. – 5:38 p.m. - City Council Chambers

Members: John Schwetman, Michelle Hooey (Chair), Portia Johnson, Marshall Stenersen (Vice-Chair), Robert Zallar – **all present**

1. APPROVAL OF MINUTES
  - A. October 4, 2011 - **approved**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A.
  
3. APPROVAL OF ADVERTISING
  - A.
  
4. OLD BUSINESS
  - A. Job Audit – Police Officer (Investigator) - **tabled**
  
5. NEW BUSINESS
  - A. Notice of termination on probation – **Zallar abstained**
  
6. APPEALS
  - A. Water Quality Specialist – **motion approved to re-open posting**
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Water Quality Specialist - **pulled**
  - B. Financial Analyst - **approved**
  - C. Construction Inspection Leadworker - **approved**
  - D. Appraiser – **approved**
  - E. Police Crime and Intelligence Analyst - **approved**
  - F. Utility Serviceperson - **approved**
  
8. NEXT MEETING SCHEDULED

December 6, 2011 @ 4:45 pm – **elections will be held**  
NOTE: Due to scheduling conflicts we must be concluded with our meeting by 6:00 PM on 12/6/2011 – **accepted as informational**

There being no further business to come before the Board, the meeting was adjourned at 5:38 p.m.

Respectfully submitted,



Jacob Yates  
Human Resources