

AGENDA

Civil Service Board

December 7, 2010

5:15 p.m. - City Council Chambers

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. November 3, 2010

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Measurement Services Supervisor (Revised)
 - B. Transportation Planner (New)

3. APPROVAL OF ADVERTISING
 - A. Project Engineer (Open)
 - B. Senior Engineering Specialist (Promo)
 - C. Solid Waste Compliance Officer (Open)
 - D. Measurement Services Supervisor (Open)
 - E. Fire Captain (Promo)

4. OLD BUSINESS

5. NEW BUSINESS
 - A. Audit of Police Officer (Investigator)
 - B. Audit of Assistant Storekeeper
 - C. School District Notice of Termination and Charges for Removal
 - D. School District Re-employment question

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS
 - A. Contract Management & Compliance Administrator (Open)
 - B. Programmer Analyst (Open)

8. ELECTION OF OFFICERS

9. NEXT MEETING SCHEDULED
January 4, 2011

Issuance date: December 2, 2010

MINUTES

Civil Service Board Meeting
 Wednesday, November 3, 2010
 City Hall, Room 303
 5:07 p.m. – 5:50 p.m.

Members present: John Schwetman, Marshall Stenersen, Robert Zallar
 Others present: Kim Hall, Lisa Wilson, Theresa Severance

1. APPROVAL OF MINUTES
 - A. October 19, 2010 – **Approved.**

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Maintenance Operations Manager (new) – **Approved.**
 - B. Operations Coordinator, Recreation Division (new) – **Approved, with assumption that Golf Course Superintendent Classification will be abolished.**
 - C. Water Plant Supervisor (revised) – **Approved.**
 - D. Customer Relations Supervisor (revised) – **Approved.**
 - E. Chief Gas Controller (revised) **Approved.**

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

4. OLD BUSINESS

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

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS
 - A. Planner II (open) – **Approved.**
 - B. Maintenance Worker (promotional) – **Approved.**
 - C. Street Maintenance Supervisor (promotional) – **Approved.**
 - D. Gas Fitter (promotional) – **Approved.**
 - E. Utility Serviceperson (open) – **Approved.**

8. INFORMATIONAL
 - A. Lay-off Notice Letter

9. NEXT MEETING SCHEDULED
 December 7, 2010; 5:15 p.m.; City Council Chambers

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