

MINUTES
Civil Service Board Meeting
Tuesday, December 7, 2010
City Council Chambers
5:15 p.m. – 5:50 p.m.

Members present: Michelle Hooey, John Schwetman, Marshall Stenersen, Robert Zallar
Others present: Kim Hall, Alison Lutterman, Theresa Severance, Cliff Tanner

1. APPROVAL OF MINUTES
 - A. November 3, 2010 – **Approved.**

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

3. APPROVAL OF ADVERTISING
 - A. Project Engineer (Open) – **Approved.**
 - B. **Senior Engineering Specialist (Promo) revised – Approved.**
 - C. Solid Waste Compliance Officer (Open) – **Approved.**
 - D. Measurement Services Supervisor (Open) – **Approved.**
 - E. **Fire Captain (Promo) revised – Approved.**
 - F. **Maintenance Worker (Open) added – Approved.**

4. OLD BUSINESS

5. NEW BUSINESS
 - A. Audit of Police Officer (Investigator) – **Tabled. Further investigation on the audit.**
 - B. Audit of Assistant Storekeeper – **Approved.**
 - ~~C. School District Notice of Termination and Charges for Removal - **Pulled.**~~
 - ~~D. School District Re-employment question - **Pulled.**~~

6. APPEALS

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

8. ELECTION OF OFFICERS
 - A. **Chair: Michelle Hooey**
 - B. **Vice-Chair: Marshall Stenersen**

9. NEXT MEETING SCHEDULED
January 4, 2011 @ 4:45 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