

**Minutes**  
Civil Service Board  
July 5, 2011  
4:47 p.m. – 5:04 p.m. - City Council Chambers

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

1. APPROVAL OF MINUTES
  - A. June 7, 2011 - **approved**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Animal Control Officer (Revised) - **approved**
  - B. Parking Manager (Revised) - **approved**
  - C. Gas and Energy Coordinator (Revised) - **approved**
  
3. APPROVAL OF ADVERTISING
  - A. Programmer Analyst (Open) - **approved**
  - B. Project Engineer (Open) - **approved**
  - C. Heavy Equipment Mechanic (Promotional) - **approved**
  - D. Maintenance Operations Manager (Open) - **approved**
  
4. OLD BUSINESS
  - A. Job Audit – Police Officer (Investigator) - **tabled**
  
5. NEW BUSINESS
  
6. APPEALS
  - A. Warehouse Specialist – **appeal approved**
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Engineering Technician (Open) - **approved**
  - B. Appliance Mechanic Apprentice (Promo) - **approved**
  
8. INFORMATIONAL
  - A. Lay-off notice communication (AFSCME)
  
9. NEXT MEETING SCHEDULED

Tuesday, August 2, 2011 @ 4:45 p.m.; City Council Chambers – **accepted as informational**

There being no further business to come before the Board, the meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Jacob Yates  
Human Resources