

AGENDA

Civil Service Board

March 1, 2011

4:45 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. February 1, 2011

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Project Engineer (Revised)
 - B. Safety & Training Specialist (Revised)
 - C. Financial Systems Administrator (New – see item 5A)

3. APPROVAL OF ADVERTISING
 - A. Park Maintenance Worker (Open)
 - B. Safety & Training Specialist (Open)
 - C. Trails Coordinator (Open)

4. OLD BUSINESS
 - A. Job Audit- Police Officer (Investigator)

5. NEW BUSINESS
 - A. Audit of Financial Analyst
 - B. Request to Abolish Classes

6. APPEALS
 - A. Fire Captain

7. APPROVAL OF ELIGIBLE LISTS
 - A. Fire Captain (Promo) **revised**
 - B. Solid Waste Compliance Officer (Open)
 - C. Warehouse Specialist (Promo)
 - D. Heavy Equipment Operator (Promo)
 - E. Seasonal Groundskeeper (Open)
 - F. Maintenance Worker (Open) **revised**

8. NEXT MEETING SCHEDULED

Tuesday, April 5, 2011 @ 4:45 p.m.; City Council Chambers

MINUTES

Civil Service Board Meeting
Tuesday, January 11, 2011
City Council Chambers
4:47 p.m. – 5:26 p.m.

Members present: Michelle Hooy, Chair; Marshall Stenersen, Vice-Chair; Portia Johnson; John Schwetman; Robert Zallar

Others present: Kim Hall, Secretary; Lisa Wilson, Board Legal Counsel; Theresa Severance; Mike Silvis; Cliff Tanner; Harrison Dudley, ISD #709, Human Resources Manager; Samuel Michelizzi, President of Local 956

1. APPROVAL OF MINUTES
 - A. December 7, 2010 – **Approved.**

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Planner II (revised) – **Approved.**
 - B. Permit Process Supervisor (new) – **Approved.**
 - C. Utility Operations Program Supervisor (new) – **Approved.**
 - D. Trails Coordinator (new) – **Approved.**
 - E. Warehouse Specialist (revised) – **Approved.**

3. APPROVAL OF ADVERTISING
 - A. Heavy Equipment Operator (Promo) – **Approved.**

4. OLD BUSINESS
 - A. Audit of Police Officer (Investigator) Delayed pending further information.
Remains tabled.

5. NEW BUSINESS
 - A. Audit of Plans Examiner – **Approved.**
 - B. School District Notice of Termination and Charges for Removal.
**NOTE: Employee has chosen grievance process remedy for this situation.
No Action required of the board.**

6. APPROVAL OF ELIGIBLE LISTS
 - A. Utility Maintenance Worker – **Approved.**
 - B. Maintenance Worker M1047 – **Approved.**

7. NEXT MEETING SCHEDULED
February 1, 2011 @ 4:45 p.m.; City Council Chambers

There being no further business to come before the Board, the meeting was adjourned at 5:26 p.m.

Respectfully submitted,



Karen Cheetham
Human Resources