

## MINUTES

Civil Service Board Meeting  
Tuesday, February 1, 2011  
City Council Chambers  
4:49 p.m. – 6:25 p.m.

Members present: Michelle Hooey, 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

1. APPROVAL OF MINUTES
  - A. January 11, 2011 – **Approved.**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Corrosion Technician (Revised) – **Approved.**
  - B. Library Supervisor (New) – **Approved.**
  
3. APPROVAL OF ADVERTISING
  - A. Seasonal Groundskeeper (Open) – **Approved.**
  - B. Warehouse Specialist (Promo) – **Approved.**
  - C. Bridge Operator (Open) – **Approved.**
  - D. Firefighter (Open) – **Approved.**
  - E. **Human Resources Assistant (Open) – Approved.**
  
4. OLD BUSINESS
  - A. Job Audit- Police Officer (Investigator) - **Tabled. Referred to Police Union/ Management Committee. Remain on agenda for next meeting.**
  
5. NEW BUSINESS
  - A. Voluntary Demotion of employee from Bridge Operator to Utility Maintenance Worker – **Approved.**
  - B. Audit of Land Use Supervisor – **Approved.**
  - C. Audit of Personnel Technician II – **Approved.**
  - D. Audit of Clerical Support Technician – **Approved.**
  - E. Audit of Employee Benefits Specialist – **Approved.**
  
6. APPEALS
  - A. Appeal of Maintenance Worker applicants – **Applicant A appeal approved. Applicant B appeal denied.**
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Fire Captain (Promo) – **Approved.**
  - B. Measurement Services Supervisor (Open) – **Approved.**
  - C. Sr. Engineering Specialist (Promo) – **Approved.**

8. INFORMATIONAL ITEMS

A. ISD 709 Notice of Disciplinary Action – **Received. No action necessary.**

9. NEXT MEETING SCHEDULED

March 1, 2011 @ 4:45 p.m.; City Council Chambers

\*Note - Michelle can't make next meeting.

There being no further business to come before the Board, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,



Karen Cheetham  
Human Resources