

MINUTES
Civil Service Board
Tuesday, August 3, 2010
4:52 p.m. – 5:03 p.m.

Members present: Michelle Hooley, John Schwetman, Robert Zallar
Others present: Theresa Severance, Cliff Tanner, Lisa Wilson

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

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Contract Administrator (Revised) – **Approved.**

3. APPROVAL OF ADVERTISING
 - A. Senior Planner (Promo) - **Approved.**
 - B. Facility Projects Specialist (Open) – **Approved.**
 - C. Police Lieutenant (Promo) – **Approved.**

4. OLD BUSINESS

5. NEW BUSINESS

6. APPEALS

7. APPROVAL OF ELIGIBLE LISTS
 - A. Assistant Storekeeper - **Approved.**
 - B. Housing Inspector – **Approved.**
 - C. Land Use Technician – **Approved.**

8. NEXT MEETING SCHEDULED
 - A. September 7, 2010

Note: Michelle Hooley may miss September and October meetings.

There being no further business to come before the Board, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,



Karen Cheetham
Human Resources