

MINUTES
Civil Service Board
Tuesday, October 5, 2010
City Council Chambers
5:25 p.m. – 7:20 p.m.

Members present: John Schwetman, Marshall Stenersen, Robert Zallar

Others present: Kim Hall, Theresa Severance, Cliff Tanner, Lisa Wilson

1. APPROVAL OF MINUTES

A. September 7, 2010 – **Approved.**

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

A. Maintenance Worker (revised) – **Approved.**

B. Human Resources Assistant (new) – **Approved.**

C. Human Resources Benefits Technician (revised to become Human Resources Technician) – **Approved.**

D. Employee Benefits Representative (new) – **Approved.**

E. Employee Benefits Administrator (new) – **Approved.**

F. Human Resources Administrator (new) – **Approved.**

G. Payroll Coordinator (revised to become Payroll Administrator) – **Approved.**

H. Payroll Practitioner (new) – **Approved.**

I. Document Imaging Clerk – **Tabled.**

3. APPROVAL OF ADVERTISING

A. Programmer Analyst (Open) – **Approved.**

B. Senior Programmer Analyst (Promo) – **Approved.**

C. Utility Serviceperson (Open & Promo) – **Approved.**

D. Maintenance Worker (Promo) – **Approved.**

E. Gas Fitter (Promo) – **Approved.**

F. Street Maintenance Supervisor (Promo) – **Tabled.**

G. Contract Management and Compliance Administrator (Open) – **Approved.**

H. Planner II (Open) – **Approved.**

4. OLD BUSINESS

A.

5. NEW BUSINESS

A. Police Sergeant Selection Process – **Approved with addition.**

B. Notice of a Special Meeting of the Civil Service Board on October 19, 2010

C. Erik Simonson – Request to be heard at October 19, 2010 Meeting. **Approved.**

6. APPEALS

A. Police Sergeant – **Handled as part of 5A.**

7. APPROVAL OF ELIGIBLE LISTS

- A. Appliance Mechanic Apprentice (Promo) – **Approved.**
- B. Police Lieutenant (Promo) – **Approved.**
- C. Facility Projects Coordinator (Open) (correct title is Facility Projects Specialist) - **Approved.**

8. NEXT SCHEDULED MEETINGS

(Special Meeting) October 19, 2010; 5:15 p.m.; City Council Chambers

**(Regular Meeting) November 3, 2010 (November 2, 2010 is Election Day);
5 p.m.; City Hall Room 303**

There being no further business to come before the Board, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,



Karen Cheetham
Human Resources