

**MINUTES**  
Civil Service Board  
May 7, 2013  
4:45 - City Council Chambers

Members Present: Rick Edwards (Chair), Portia Johnson, and Marshall Stenersen  
Absent: Michelle Hooey  
Legal: Steve Hanke  
Other Attendees: Audra Flanagan, Theresa Severance, and Cliff Tanner

Meeting called to order by Rick Edwards at 4:45 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES
  - A. March 5, 2013 -- **approved**
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Administrative Finance Specialist (revised) -- **approved**
  - B. Assistant City Clerk (revised) -- **approved**
  - C. Budget & Operations Analyst (revised) -- **approved**
  - D. Assistant Storekeeper (revised) -- **approved**
  - E. Storekeeper (revised) -- **approved**
  - F. Fleet Assistant (new) -- **approved**
  - G. Safety Coordinator (new) -- **approved**
4. UNFINISHED (OLD) BUSINESS
5. NEW BUSINESS
6. APPEALS
7. INFORMATIONAL
  - A. Report of Audits Pending – Three -- **received**
  - B. Eligible List Approved –None -- **approved**
  - C. Termination under Probation ISD 709 -- **approved**
  - D. Notice of Probation Extension ISD 709 -- **approved**
8. TRAINING
  - A. USERRA (Uniformed Services Employment and Reemployment Rights Act)  
by Audra Flanagan
9. NEXT MEETING SCHEDULED  
June 4, 2013

NOTE: There being no further business to come before the Board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,



Leighann Severance