

**Minutes**  
Civil Service Board  
September 6, 2011  
4:45 p.m. – 5:50 p.m. - City Council Chambers

Members: Michelle Hooey (Chair), Marshall Stenersen (Vice-chair) (**absent**), Portia Johnson (**absent**), John Schwetman, Robert Zallar

**Others present: Alison Lutterman, Steven Hanke, Theresa Severance, Mike Silvis, Cliff Tanner**

1. APPROVAL OF MINUTES
  - A. August 2, 2011 - **approved**
  
2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Deputy Fire Marshal (revised) - **approved**
  - B. Paralegal - Confidential (New-result of job audit for Paralegal) - **approved**
  - C. Police Crime and Intelligence Analyst (revised) - **approved**
  
3. APPROVAL OF ADVERTISING
  - A. Appraiser (Open) - **approved**
  - B. Utility Operations Leadworker (Promo) - **approved**
  - C. Police Sergeant (Promo) - **approved**
  - D. Water Quality Specialist (Promo) - **approved**
  - E. Payroll Practitioner (Open) - **approved**
  - F. Police Crime and Intelligence Analyst (Open) - **approved**
  - G. Financial Analyst (Open) - **approved**
  
4. OLD BUSINESS
  - A. Job Audit – Police Officer (Investigator) – **report by Tom Maida, President, Police Union – union and management agreed to basic concept, now working on details – will remain on the agenda**
  
5. NEW BUSINESS
  - A. Notice of termination on probation (1) – **not on re-employment list**
  - B. Notice of termination on probation (2) – **not on re-employment list**
  - C. Notice of termination on probation (3) – **not on re-employment list**
  - D. Job Audit - Administrative Information Specialist – **tabled until next meeting on October 4, 2011**
  - E. Job Audit – Paralegal - **approved**
  
6. APPEALS
  - A.
  
7. APPROVAL OF ELIGIBLE LISTS
  - A. Maintenance Operations Manager (Open) - **approved**
  - B. Equipment Maintenance Specialist (Open) - **approved**
  - C. Support Analyst (Open) - **approved**
  - D. Heavy Equipment Mechanic (Promotional) - **approved**
  
8. INFORMATIONAL
  - A. Notice from Retired Firefighter – **legal determined this to be outside of CSB jurisdiction**
  
9. NEXT MEETING SCHEDULED
  - A. October 4, 2011 @ 4:45pm – **accepted as informational**

There being no further business to come before the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Jacob Yates  
Human Resources