

CIVIL SERVICE COMMISSION
GENERAL SESSION AGENDA
September 27, 2018
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on **August 30, 2018**.
- II. Commission Correspondence: **None**
- III. Classification/Reclassification:

Administration/Mayor's Office Classify: (1)	Executive Staff Assistant II Br. 23 (\$57,582 - \$75,926) Exempt
Administration/DHRM Classify: (1)	Exam Administrator/Temporary (9/3/18 – 10/28/18) Br. N140 (\$21.95 - \$24.81) Competitive
Administration/DHRM Classify: (1)	Benefits Assistant/Temporary (9/3/18 – 6/30/19) Br. 16 (\$42,612 - \$54,695) Competitive
Administration/DHRM Classify: (1)	ADA Compliance Coordinator/Temporary (9/17/18 – 6/30/19) Br. 18 (\$45,376 - \$59,223) Competitive
Administration/Communications Classify: (1)	Associate Digital Communications Assistant Br. 24 (\$60,084 - \$79,224) Competitive
DES/Commissioner's Office/Environmental Quality Classify: (1)	Assistant Environmental Technician/Temporary (Temporary to 6/30/19) Br. 18 (\$45,376 - \$59,223) Competitive
DES/Buildings & Parks/Cemeteries Classify: (1)	Clerk Typist/Seasonal Br. N030 (\$16.58 - \$18.75) Non-competitive
DES/Architecture & Engineering Classify: (1)	Clerk III/Temporary (9/3/18 – 9/30/18) Br. 7 (\$33,038 - \$41,302) Competitive
DES/Architecture & Engineering Classify: (1)	Clerk III Br. 7 (\$33,038 - \$41,302) Competitive
DES/Architecture & Engineering Classify: (1)	Engineer I Br. 21 (\$50,307 - \$66,786) Competitive
DES/Architecture & Engineering Classify: (1)	Manager of Special Projects Br. 29 (\$73,965 - \$97,524) Competitive
DES/Water/Distribution Classify: (1)	Water Distribution Trainee/Temporary (Temporary to 7/24/19) Br. 59 (\$17.02 - \$21.29) Competitive

LIBRARY/Central/Facilities Classify: (1)	Supervisor of Library Buildings / Temporary (9/17/18 – 12/16/17) Br. 23 (\$57,582 - \$75,926) Competitive
LIBRARY/Community/ Maplewood Classify: (1)	Librarian I / Temporary (10/1/18 – 6/30/19) Br. 18 (\$45,376 - \$59,223) Competitive
NBD/Buildings & Zoning Classify: (1)	Clerk II Br. 9 (\$34,693 - \$43,799) Competitive
Finance/Purchasing Classify: (1)	Clerk III/Seasonal Br. N070 (\$18.15 - \$20.52) Non-Competitive
DRYS/Recreation Classify: (1)	Lifeguard Captain/Part-Time Br. P835 (\$15.23-\$16.21) Non-Competitive
DRYS/Recreation Classify: (4)	Youth Worker/Part-Time Br.P353 (\$10.40) Labor
DRYS/BEST Classify: (1)	Member Development Specialist Br. 18 (\$45,376-\$59,223) Competitive
DRYS/Commissioner's Office Classify: (1)	Project Assistant Br. 12 (\$37,591-\$48,184) Competitive
RPD/Chiefs Office Classify (1)	Acting Chief of Police Br. 98 (\$106,587-\$142,540) CPEX (Competitive Pending Exempt)

IV. Adoption of Job Specifications:

- Business Analyst
- Business Analyst I
- Business Analyst II

V. **A.** Establishment of Civil Service Eligible List(s):

- Building Maintenance Foreman, 18EOC69478
- Building Maintenance Foreman, 18EP77802
- Commercial Appraiser, 18EP78125
- Comprehensive Adolescent Pregnancy Prevention Supervisor, 18EOC61311
- Economic Development Project Manager, 18EP78152
- Senior Economic Development Specialist, 18EOC63900
- Senior Economic Development Specialist, 18EP78154

B. Close-out of examination process: **None**

- VI. Request for Extension of Civil Service Eligible Lists(s): **None**
- VII. Request for Extension of Temporary Position(s): **None**
- VIII. Transfers: **None**
- IX. Reinstatement Requests: **None**

THE END