

CIVIL SERVICE COMMISSION  
AGENDA  
**Thursday, July 12, 2012**  
3:30 P.M., ROOM 102A, CITY HALL

- I. Approval of the minutes of the meeting (regular and executive) on June 21, 2012.
- II. Commission Correspondence: NONE
- III. Classification/Reclassification:

DES/Arch/Engineering/Construction Classify (1)	Engineer II/Seasonal Br 24 \$53,881 - \$71,046 Competitive
DES/Operations & Parks/Building Ser. Classify (1)	Mechanical Engineer Br 23 \$51,638 - \$68,087 Competitive
RPL/Central Library/Communications Classify (1)	Duplicating Operator/Part-Time/Temporary (Temporary – 2 months) Br N065 \$14.84 - \$16.96 Non-Competitive

- IV. Adoption of Job Specifications:
  - Assistant to the NSC Administrator
  - Associate Accountant
  - Code Enforcement Inspector
  - Code Enforcement Inspector/Bilingual
  - Code Enforcement Officer
  - Code Enforcement Officer/Bilingual
  - Credit Manager
  - Manager of Zoning
- V. A. Establishment of Civil Service Eligible List(s):
  - Animal Control Officer, 12EOC68483
  - Assistant HVAC Engineer, 12EOC64679
  - Parking Enforcement Supervisor, 12EP79775
  - Property Clerk, 12EOC69999
- B. Close-out of examination process:
  - HVAC Engineer, 12EOC64685
  - HVAC Engineer, 12EP79432
- VI. Request for Extension of Civil Service Eligible Lists(s): NONE

VII. Request for extension of temporary positions:

- Request to extend temporary position of Cemetery Service Representative (DES) from 6/3/12 – 7/31/12
- Request to extend temporary position of Senior Maintenance Mechanic/Bldgs. (DES) from 6/1/12 – 9/1/12

VIII. Transfers: NONE

IX. Reinstatement requests: NONE

THE END