



**Personnel Board
December 8, 2016, 7:00 PM
Agenda**

Actions:

1. Call to order
2. Approval of Personnel Board Minutes of November 10, 2016.
3. To approve the job description and classification of the Administrative Assistant – Building Department.
4. To approve the language changes in the job description of the Secretary – Building Department.
5. Request from Community Planning-Building Department to place the promoted employee (Administrative Assistant) at a Step higher on the Salary Schedule. (current Administrative Secretary: Grade 8, Step 6.)
6. Request from Community Planning-Building Department to place the promoted employee (Administrative Secretary) at a Step higher on the Salary Schedule. (current Building Clerk: Grade 7, Step 6.)
7. Vacation carry-over requests.
8. To approve the future meeting dates for 2017.
9. Collective Bargaining update.

Next regular meeting Thursday, January 12, 2017, 7:00 pm