



**Personnel Board  
October 13, 2016, 7:00 PM  
Agenda**

Actions:

1. Call to order
2. Approval of Personnel Board Minutes of July 14, 2016.
3. Request from the Recreation Director to hire the Recreation Program Supervisor at a higher Step. (Grade 7, Step 3.)
4. To approve the job description of the Administrative Assistant – Building Department.
5. Request from the Building Department to place the promoted employee (Administrative Assistant) at a one Step higher on the Salary Schedule. (current Building Clerk: Grade 8, Step 6.)
6. Request from the Building Department to place the promoted employee (Administrative Secretary) at a one Step higher on the Salary Schedule. (current Building Clerk: Grade 7, Step 6.)
7. Collective Bargaining update.

Next regular meeting Thursday, November 10, 2016, 7:00 pm