

**THE CITY OF ANNAPOLIS, MARYLAND
CIVIL SERVICE BOARD MINUTES**

February 27, 2017

MEMBERS PRESENT: Anthony F. **CHRISTHILF**, Acting Chair
Jennifer **BEARD**
Marc **WIRIG**

STAFF PRESENT: Tricia **HOPKINS**, Acting HR Director
Pete **GUTWALD**, Director of Planning & Zoning
Maria **BROWN**, Asst. to Director of Planning & Zoning

A quorum being present, the Chairperson, Mr. Christhilf, called the meeting to order at 8:00 a.m.

ISSUE BEFORE THE BOARD: Job Descriptions

Job descriptions for DNEP Re-organization to Department of Planning & Zoning:

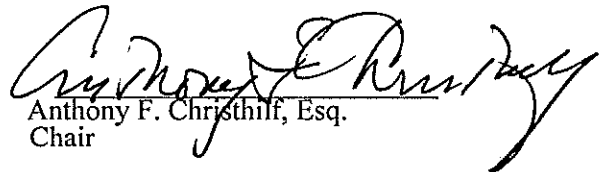
Permit Administrator
Permit Associate
Zoning Enforcement Officer
Assistant to the Director – Planning & Zoning
Bureau Chief Code Enforcement
Building Inspector
Senior Property Maintenance Inspector
Environmental Program Coordinator
Electrical Inspector
Architectural Plans Reviewer
Environmentalist
Mechanical Life Safety Inspector
Combination Inspector
Stormwater Management Engineer

All job descriptions were unanimously approved with minor corrections to the job descriptions.

Reclassification for Legal Assistant (Office of Law) was approved and upgraded to Grade 10.

The meeting adjourned approximately at 9:15 a.m.

FOR THE BOARD:


Anthony F. Christhilf, Esq.
Chair