

THE CITY OF ANNAPOLIS, MARYLAND

CIVIL SERVICE BOARD MINUTES

January 31, 2019

MEMBERS PRESENT: Anthony F. CHRISTHILF, Chair
Jennifer BEARD
Samuel CALLAHAN

STAFF PRESENT: Tricia HOPKINS, Human Resources Manager
Pete Gutwald, Director, Planning and Zoning Department
David Jarrell, Director, Public Works Department
Jodee Dickinson, Director, Finance Department

A quorum being present, the Chairperson, Mr. Christhilf, called the meeting to order at 8:08 am.

ISSUE BEFORE THE BOARD: Job Descriptions and Job Title and Grade Change (one position)

Planning and Zoning Department

Architectural Plans Reviewer
Assistant to Planning and Zoning Director
Building Inspector
Chief of Code Enforcement
Chief of Comprehensive Planning
Chief of Current Planning
Community Development Administrator
Economic Development Manager
Electrical Inspector
Historic Preservation Assistant
Mechanical Inspector
Permits Administrator
Permits Associate
Planner
Planning Director
Plumbing/Utility Inspector
Property Maintenance Inspector
Combination Inspector
Senior Planner
Senior Property Maintenance Inspector

Public Works Department

Facilities Maintenance Engineer II

Finance Department

Risk Analyst (A12) reclassified to Risk Management Administrator (A14)

The job descriptions were unanimously approved with corrections. Planning and Zoning has some additional job descriptions to be reviewed at a later meeting due to time constraints.

The meeting was adjourned at 12:05 pm.

FOR THE BOARD:

A handwritten signature in black ink, appearing to read "Anthony F. Christhilf". The signature is written in a cursive style with a large, stylized initial "A".

**Anthony F. Christhilf, Esq.
Chair**