

MINUTES

City of Duluth - Civil Service Board

January 5, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards, Shelly Marquardt, Beth Tamminen (Chairperson),
Renee Van Nett
Members Absent: Marshall Stenersen
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl (HR Generalist)
Others Present: Deb Strohm (AFSCME President); Karla Culhane (CDSA President)

Regular meeting called to order by Chairperson Tamminen at 4:45 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. December 8, 2015 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) HRIS Analyst (new) – **Approved**
 - (2) Buildings & Grounds Maintenance Supervisor (revised) – **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **None**
 - C. ISD 709 – NOTICES OF SUSPENSION – **Received**
 - D. CIVIL SERVICE BOARD TRAINING SESSION ON TUESDAY, FEBRUARY 2, 2016, FROM 3:30-4:30 P.M., IN CITY HALL ROOM 303
 - E. AFSCME REQUEST – HEAVY EQUIPMENT OPERATOR
 - F. RESPONSE FROM MINNESOTA ATTORNEY GENERAL'S OFFICE – **Received**
(Request to review this information at the CSB Training in February)

There being no further business to come before the board, the meeting was adjourned at 5:13 p.m.

Respectfully submitted,



Theresa Severance
Civil Service Board Secretary

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