

MINUTES

City of Duluth - Civil Service Board

August 2, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson),
Renee Van Nett
Members Absent: Rick Edwards
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Matt Christenson (Human Resources Generalist), Laura Dahl (Human
Resources Generalist), Heather DuVal (Human Resources Generalist),
Aimee Ott (Human Resources Technician)
Others Present: Kerry Leider (ISD 709 - Property & Risk Manager); Sam Michelizzi (Firemen
& Oilers, Chapter 956 President); Cindy Voigt (City Engineer)

Regular meeting called to order by Chairperson Tamminen at 4:50 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. June 7, 2016 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Engineer (new) – **Approved**
 - (2) Project Engineer (revised) – **Approved**
 - (3) City Engineer (revised) – **Approved**
 - (4) Chief Engineer, Transportation (revised) – **Approved**
 - (5) Chief Engineer, Utilities (revised) – **Approved**
 - (6) Paralegal (revised) – **Approved**
 - (7) Property & Evidence Specialist (revised) – **Tabled (Not Approved or Denied)**
 - (8) Property & Evidence Technician (revised) – **Tabled (Not Approved or Denied)**
 - (9) Geographic Information Systems Technician (new) – **Approved**
 - (10) ISD 709 – Maintenance Custodian (new) – **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
Discussion – the Board requested that results of completed job audits be included in the report (e.g., job description revised; new job description created; etc.)
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**
 - C. ISD 709 – NOTICE OF INVOLUNTARY DEMOTION (RECEIVING & DISTRIBUTION CLERK) – **Received**

- D. ISD 709 – WRITTEN WARNING (SUPERVISOR OF BUILDING OPERATIONS) –
Received
- E. INFORMATIONAL – NOTICE OF APPEALS – **Received**
- F. *Informational per Steve Hanke – Carl Crawford has been hired as the City's new
Human Rights Officer and will hopefully be able to attend the September CSB meeting.*

There being no further business to come before the board, the meeting was adjourned at 5:36 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Ott". The signature is written in a cursive, flowing style.

Aimee Ott
Human Resources Technician