

## MINUTES

City of Duluth - Civil Service Board

January 8, 2019 - 4:45 p.m.

City Hall – Room 303

Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair), Beth Tamminen  
Members Absent: Joaquim Harris  
HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl (HR Generalist), Robyn Tuominen (HR Generalist), Aimee Ott (HR Technician)

**Regular meeting called to order by Chair Strongitharm at 4:38 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. November 2, 2018 – **Approved**
3. UNFINISHED BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) ISD 709 – Engineer I (revised) – **Remain on Table**
    - (2) ISD 709 – Engineer II (revised) – **Remain on Table**
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Data Release Coordinator (new) – **Approved as amended (EEOC: Office/Clerical; EEOF: Police Protection)**
    - (2) Parking Manager (revised including title change to Parking Services Manager) – **Approved**
    - (3) Seasonal Streets Laborer (new) – **Approved**
    - (4) Seasonal Utilities Laborer (new) – **Approved**
    - (5) Code Compliance Officer (new) – **Approved**
    - (6) Deputy Director, Planning & Economic Development (new) – **Approved**
  - B. ELECTION OF OFFICERS
    - (1) Chairperson – **John Strongitharm elected**
    - (2) Vice Chairperson – **Shelly Marquardt elected**
5. APPEALS
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**
  - C. ISD 709 EMPLOYEE NOTICES – **Received**

There being no further business to come before the board, the meeting was adjourned at 5:09 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician