



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Minutes - Draft

### Civil Service Board.

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Tuesday, April 5, 2022

11:00 AM

Webex

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Members Present: Joaquim Harris, Chris Kohel, Laura Perttula (Chair), John Strongitharm

HR Staff Present: Laura Dahl, Aimee Ott, Matt Silverness (CSB Secretary)

Legal Present: Sara Baldwin

#### 1. ROLL CALL

#### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 1, 2022

This Civil Service Board Item was approved unanimously.

#### 3. UNFINISHED BUSINESS

#### 4. NEW BUSINESS

##### 4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Data Release Coordinator (revised)

This Civil Service Board Item was approved unanimously.

4A(2) Master Electrician - Property & Facilities (new)

This Civil Service Board Item was approved unanimously.

4A(3) Park Maintenance Leadworker (new)

This Civil Service Board Item was approved unanimously.

**4A(4)** Street Maintenance Leadworker (new)

This Civil Service Board Item was approved unanimously.

**4A(5)** Buyer (revised)

This Civil Service Board Item was approved unanimously.

**4A(6)** Senior Buyer (revised)

This Civil Service Board Item was approved unanimously.

**4A(7)** Police Project Coordinator (new)

This Civil Service Board Item was approved unanimously.

**4A(8)** Electrical Inspector (revised)

This Civil Service Board Item was approved unanimously.

**4A(9)** Library Safety Specialist (new)

This Civil Service Board Item was approved unanimously.

**4A(10)** Fire Marshal (revised)

This Civil Service Board Item was approved unanimously.

**5. APPEALS**

**6. INFORMATIONAL**

**6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS**

This Item was received.

**6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS**

This Item was received.

**6C. ISD 709 - NOTICE OF PROBATION EXTENSION**

This Item was received.

**6D. RETURN TO IN-PERSON MEETINGS**

This Item was discussed.

**7. NEXT REGULAR MEETING SCHEDULED**

**8. ADJOURNMENT**