

## MINUTES

City of Duluth - Civil Service Board

November 1, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards, Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson), Renee Van Nett

HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human Resources Generalist), Heather DuVal (Human Resources Generalist), Aimee Ott (Human Resources Technician)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. October 4, 2016 – **Approved (unanimous)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Property & Facilities Manager (revised) – **Approved (unanimous)**
    - (2) Gas Project Coordinator (new) – **Approved (4-1 Marquardt)**
    - (3) Utility Services Helper (new) – **Approved (unanimous)**
    - (4) Chief Gas Controller (revised) – **Approved (unanimous)**
    - (5) Manager, Utility Operations (revised) – **Approved (unanimous)**
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. COUNCIL MEMBER GARY ANDERSON ADDRESSED THE BOARD (*item added at meeting*)

### NEXT REGULAR MEETING SCHEDULED

December 6, 2016

There being no further business to come before the board, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician