



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, November 28, 2023

4:30 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. October 3, 2023

Attachments: [2A Minutes \(Draft\) 10-03-2023](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Senior Applications Administrator (new)

Attachments: [4A1 Senior Applications Administrator \(new\)](#)

4A(2) Utility Operations Leadworker (revised including title change to Utility Operations Superintendent)

Attachments: [4A2 Utility Operations Leadworker \(Utility Operations Superintendent\) revised](#)

4A(3) Human Resources Technician (revised)

Attachments: [4A3 Human Resources Technician \(revised\)](#)

4A(4) Employee Benefits Representative (revised including title change to Senior Benefits Specialist)

Attachments: [4A4 Employee Benefits Representative \(Senior Benefits Specialist\) revised](#)

4A(5) Human Resources Generalist (revised)

Attachments: [4A5 Human Resources Generalist \(revised\)](#)

4A(6) Senior Human Resources Generalist (new)

Attachments: [4A6 Senior Human Resources Generalist \(new\)](#)

5. APPEALS

6. INFORMATIONAL

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

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

January 2, 2024 - 4:30 p.m. (Council Chambers)

8. ADJOURNMENT