

MINUTES

City of Duluth - Civil Service Board
September 5, 2017 - 4:45 p.m.
City Hall - Council Chambers

Members Present: Shelly Marquardt, Beth Tamminen (Chair), Renee Van Nett
Members Absent: Joaquim Harris, John Strongitharm
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Matt Christenson (Human Resources Generalist), Aimee Ott (Human Resources Technician)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. August 8, 2017 – **Approved**
3. UNFINISHED BUSINESS
 - A. DISCUSSION – JOB DESCRIPTION TEMPLATE LANGUAGE – **Tabled until all members are present**
 - i. Ability to attend work on a regular basis
 - B. DISCUSSION – CLARIFICATION OF "SUPERVISOR" AND "LEADWORKER" – **Tabled until all members are present**
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Programmer Analyst (revised) – **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

There being no further business to come before the board, the meeting was adjourned at 4:54 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician