



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Master

**File Number: 16-0257R**

**File ID:** 16-0257R

**Type:** Resolution

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**Committee:** Personnel

**File Created:** 03/29/2016

**Subject:**

**Final Action:** 04/11/2016

**Title:** RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE  
NEW CIVIL SERVICE CLASSIFICATION OF PARKS PERMIT  
COORDINATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

### Internal Notes:

**Agenda Date:** 04/11/2016

### Sponsors:

**Enactment Date:**

**Attachments:** Parks Permit Coordinator

**Enactment Number:**

### Recommendation:

**Hearing Date:**

**Drafter:** aott@duluthmn.gov

**Effective Date:**

### Related Files:

## Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	4/1/2016	Jim Filby Williams	Approve	3/30/2016
1	2	4/1/2016	Wayne Parson	Approve	4/4/2016
1	3	4/1/2016	Gunnar Johnson	Approve	4/4/2016
<b>Notes:</b> This seems like a pretty narrowly defined job.					
1	4	4/5/2016	Dave Montgomery	Approve	4/4/2016

## History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor	04/11/2016	approved				
	<b>Action Text:</b>		This Resolution was approved.				
	<b>Notes:</b>						
1	City Council	04/11/2016	adopted				Pass
	<b>Action Text:</b>		A motion was made that this Resolution be adopted. The motion carried by the following vote:				
	<b>Notes:</b>						

Yea: 8    Hanson, Russ, Hobbs, Westerlund, Hansen, Councilor Anderson,  
                    Councilor Sipress and Councilor Filipovich  
Nay: 1    Fosle

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**Text of Legislative File 16-0257R**

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF PARKS PERMIT COORDINATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

**CITY PROPOSAL:**

RESOLVED, that the proposed specifications for the new civil service classification of parks permit coordinator, which were approved by the civil service board on April 5, 2016, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 129, \$3,636 to \$4,267 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

STATEMENT OF PURPOSE: This resolution authorizes a new Parks Permit Coordinator classification to replace the existing Special Events Coordinator classification which is being phased out in association with planned 2016 retirements. The new classification better reflects current and future duties along with needs of the department. The Parks Permit Coordinator classification focuses substantially on administration of park permits and fees through a new web-based recreation management software platform to be implemented later this year. The pay range negotiated for the classification is Range 129, \$3,636 to \$4,267 per month.