

MINUTES

City of Duluth - Civil Service Board

December 6, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson),
Renee Van Nett
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human
Resources Generalist), Laura Dahl (Human Resources Generalist),
Heather DuVal (Human Resources Generalist), Aimee Ott (Human
Resources Technician)

Regular meeting called to order by Chairperson Tamminen at 4:46 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. November 1, 2016 – **Approved (unanimous)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Street Maintenance Manager (new) – **Approved (unanimous)**
 - (2) Property & Evidence Technician - SAKI (new) – **Approved (unanimous)**
 - (3) Customer Relations Supervisor (revised) – **Approved (unanimous)**
 - (4) Manager, Customer Service (revised) – **Approved (unanimous)**
 - (5) Measurement Services Supervisor (revised) – **Approved (unanimous)**
 - (6) Manager, Utility Operations (revised) – **Approved (unanimous)**
 - B. ELECTION OF 2017 CIVIL SERVICE BOARD OFFICERS
 - (1) Chair – ***Beth Tamminen nominated by Member Marquardt*** –
Elected by Acclamation
 - (2) Vice-Chair – ***Renee Van Nett nominated by Member Strongitharm*** –
Elected by Acclamation
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. ISD 709 – NOTICE OF TERMINATION AND CHARGES FOR REMOVAL
(CUSTODIAN II) – **Received**
 - D. 2017 CSB MEETING DATES

NEXT REGULAR MEETING SCHEDULED

January 3, 2017

There being no further business to come before the board, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Ott". The signature is written in a cursive, flowing style.

Aimee Ott
Human Resources Technician