

Resolution/Ordinance Cover Memo

Council Agenda Item: 25-0732R

Meeting Date: 09/22/2025

Subject/Title: Data Practices Compliance Specialist

Submitted By: Amber Royer Henderson

Recommendation: Approve

Board/Commission/Committee Recommendation: Approved by Civil Service on 08/26/2025

Previous Council Action: Approved by City Council on 07/15/2024 as Resolution 24-0553R

Background:

STATEMENT OF PURPOSE: The existing classification of Data Practices Compliance Specialist was revised to better reflect/clarify the duties of this vacant position as they stand today. This classification was created to act as a designated employee of the City of Duluth to whom persons may direct questions or concerns regarding access to data or other data practices issues. This individual coordinates and manages activity across the city in accordance with the Minnesota Government Data Practices Act (MGDPA) and acts as a designee of the City's Responsible Authority (City Clerk). The Data Practices Compliance Specialist is housed in the City Clerk's Office. There is no change in the pay range, which is Range 133, pay rate of \$64,995 to \$76,297 per year.

Budget/Fiscal Impact: Budgeted for current year

Options: N/A

Necessary Action: Approve

Attachments:

- Exhibit A: Resolution Cover Memo
- Exhibit B: Data Practices Compliance Specialist (Revised) Job Description

