

## MINUTES

City of Duluth - Civil Service Board

March 6, 2018 - 4:45 p.m.

City Hall – Council Chambers

Members Present: Shelly Marquardt, John Strongitharm (Chair), Beth Tamminen  
Members Absent: Joaquim Harris  
Legal Present: Steve Hanke (Assistant City Attorney)  
HR Staff Present: Matt Christenson (Human Resources Generalist), Laura Dahl (Human Resources Generalist)  
Others Present: Linda Kinnear (Human Resources Manager for ISD 709)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. February 7, 2018 – **Approved (unanimous)**
3. UNFINISHED BUSINESS
  - A. DISCUSSION – CLARIFICATION OF "SUPERVISOR" AND "LEADWORKER"
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Gas Project Coordinator (revised) – **Approved (unanimous)**
    - (2) Senior Parks Planner (new) – **Approved (unanimous)**
    - (3) Water Conveyance Specialist (revised) – **Approved (unanimous)**
    - (4) Warehouse Specialist (revised) – **Approved (unanimous)**
    - (5) ISD 709 – Facilities Project/AutoCAD Technician (revised) – **Approved (unanimous)**
5. APPEALS
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS - *None*
  - C. ISD 709 – NOTICE OF TERMINATION – **Received**

### NEXT REGULAR MEETING SCHEDULED

April 3, 2018

There being no further business to come before the board, the meeting was adjourned.

Respectfully submitted,



Aimee Ott  
Human Resources Technician

MC:ao