

MINUTES

City of Duluth - Civil Service Board
August 8, 2017 - 4:45 p.m.
City Hall – Room 303

Members Present: Joaquim Harris, Shelly Marquardt, John Strongitharm, Beth Tamminen (Chair)
Members Absent: Renee Van Nett
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Heather DuVal (Human Resources Generalist), Aimee Ott (Human Resources Technician)
Others Present: Linda Kinnear (ISD 709 Human Resources Manager)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. July 11, 2017 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS – *None*
 - B. PROPOSED AMENDMENTS TO LEGISLATIVE CODE - CHAPTER 13 SECTION 13-28 TEMPORARY VACANCIES IN PERMANENT POSITIONS – **Approved**
 - C. DISCUSSION – JOB DESCRIPTION TEMPLATE LANGUAGE – **Tabled**
 - i. Other duties as assigned
Moving forward, include as an item under Essential Duties and Responsibilities
 - ii. Ability to attend work on a regular basis
H.R. will research other instances where this verbiage (or similar) is used
 - D. DISCUSSION – CLARIFICATION OF "SUPERVISOR" AND "LEADWORKER"
Motion per Member Marquardt: Recommendation from the Civil Service Board that the Chief Administrative Officer look at the current Fleet Services Coordinator job description to determine if it is classified in the correct bargaining unit (i.e., Basic vs. Supervisory). Legal will draft a letter and send to the CSB for review/approval prior to sending to the CAO. – Approved (2-1 Harris)
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 REMOVAL ON PROBATION – **Received**

There being no further business to come before the board, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician