

## MINUTES

City of Duluth - Civil Service Board  
July 7, 2015, 2015 - 4:45 p.m.  
City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Shelly Marquardt, Marshall Stenersen, Beth Tamminen, Renee Van Nett  
Legal Present: Steve Hanke (Assistant City Attorney)  
HR Staff Present: Heather DuVal (Human Resources Generalist), Aimee Ott (Human Resources Technician), Matt Silverness (Human Resources Generalist)  
Others Present: Alison Lutterman (CDSA Representative); Gunnar Johnson (City Attorney); *Firemen & Oilers, Chapter 956*: Sam Michelizzi (Union President), Jane Poole (Legal Representation)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. June 2, 2015 – **Approved (Van Nett absent)**
3. UNFINISHED BUSINESS
  - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules – **Tabled**  
*Per Sam Michelizzi, the School District and Union are still updating and editing the ISD 709 Civil Service Rules.*
  - B. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Appliance Mechanic Apprentice (Revised)
    - (2) Appliance Mechanic Journeyman (Revised)
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Prosecution Assistant (Revised) – **Approved (3-2; Edwards, Marquardt)**  
*Board requested that the Secretary ensure that the person hired as Prosecution & Technology Assistant appear before the Board in six months.*
    - (2) Manager, Planning & Community Development (New) – **Tabled (Not Approved or Denied)**
5. APPEALS
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, & COMPLETED JOB AUDITS – **Received**
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

There being no further business to come before the board, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician