

## **AGENDA**

City of Duluth - Civil Service Board  
November 17, 2015 - 4:45 p.m.  
City Hall – Conference Room 303

NOTICE: FOR THE HEARING IMPAIRED - A 48-hour advance notice must be given to assure sign language interpreters. Requests may be placed by calling 1-877-456-7589.

Members: Rick Edwards (Chair), Shelly Marquardt, Marshall Stenersen, Beth Tamminen, Renee Van Nett

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. September 15, 2015
3. UNFINISHED BUSINESS
  - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules  
*No updates for discussion*
4. NEW BUSINESS
  - A. ISD 709 – Employee request to the Civil Service Board  
*Related to Informational Item C.*
  - B. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Manager, Maintenance & Supply Services (revised)
    - (2) Building & Grounds Maintenance Supervisor (revised)
    - (3) Deputy Fire Marshal (revised)
    - (4) Librarian II (revised)
5. APPEALS
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS
  - C. ISD 709 – NOTICE OF TERMINATION AND CHARGES FOR REMOVAL
  - D. 67 DAY TEMPORARY INFORMATION

### NEXT REGULAR MEETING SCHEDULED

December 8, 2015, at 4:45 p.m. (Conference Room 303)

### CIVIL SERVICE CODE TRAINING SCHEDULED

December 8, 2015, at 2:30 p.m. (Conference Room 303)

## MINUTES

City of Duluth - Civil Service Board

September 15, 2015 - 4:15 p.m.

City Hall – Room 402

Members Present: Shelly Marquardt, Marshall Stenersen, Beth Tamminen  
(Vice Chairperson), Renee Van Nett  
Members Absent: Rick Edwards (Chairperson)  
HR Staff Present: Theresa Severance (Board Secretary), Aimee Ott (Human Resources  
Technician)  
Others Present: Deb Strohm (AFSCME Chair); Bob Grytdahl (Equal Opportunity  
Representative); Cindy Voigt (City Engineer)

**Regular meeting called to order by Vice Chairperson Tamminen at 4:17 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. August 4, 2015 - **Approved**
3. UNFINISHED BUSINESS
  - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules  
*No updates for discussion*
  - B. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Appliance Mechanic Apprentice (Revised) - **Removed from table**
    - (2) Appliance Mechanic Journeyman (Revised) - **Removed from table**
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Street Maintenance Supervisor (Revised) - **Approved**
    - (2) Manager, Maintenance & Supply Services (Revised) - **Item pulled**
    - (3) Buildings & Grounds Maintenance Supervisor (Revised) - **Item pulled**
  - B. CONSIDERATION OF TEMPORARY EMPLOYMENT TO EXCEED 67 DAYS  
IN TWO SEPARATE POSITIONS DURING ONE CALENDAR YEAR (Sec. 13-30  
Civil Service Code) - **Approved (2-1; Marquardt)**  
*Secondary motion made by Member Stenersen: CSB requests that Attorney Steve  
Hanke provide a legal determination regarding PELRA, stacking of temps, and what  
constitutes a violation of PELRA. - Approved*
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. AFSCME DISCUSSION REGARDING HIRING PROCESS (*item added at meeting*)

There being no further business to come before the board, the meeting was adjourned at 5:44 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

DRAFT