

MINUTES

City of Duluth - Civil Service Board

February 2, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards, Marshall Stenersen, Beth Tamminen (Chairperson),
Renee Van Nett
Members Absent: Shelly Marquardt
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human Resources
Generalist), Heather DuVal (Human Resources Generalist), Aimee Ott
(Human Resources Technician)
Others Present: Bob Grytdahl (Equal Opportunity Representative)

Regular meeting called to order by Chairperson Tamminen at 4:50 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. January 5, 2016 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Seasonal Groundskeeper (revised) – **Approved**
 - (2) Permit Process Supervisor (revised) – **Approved**
 - (3) Workforce Development Operations Administrator (new)
Motion to Approve amended by Member Edwards: Refer back to Human Resources for discussion. – 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. ANNUAL EEO SUMMARY REPORT – **Reviewed**
 - D. CIVIL SERVICE CODE TRAINING EVALUATION – **Discussed**

There being no further business to come before the board, the meeting was adjourned at 5:38 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician