

MINUTES

City of Duluth - Civil Service Board

February 7, 2017 - 4:15 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, Beth Tamminen (Chairperson), Renee Van Nett
Members Absent: John Strongitharm
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human Resources Generalist), Aimee Ott (Human Resources Technician)
Others Present:

Regular meeting called to order by Chairperson Tamminen at 4:16 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. December 6, 2016 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Instrument Specialist (new) – **Approved (unanimous)**
 - (2) Library Business Office Coordinator (new) – **Approved (2-1 Marquardt)**
 - (3) Trails Coordinator (revised) – **Approved (unanimous)**
 - (4) Utility Services Specialist Journeyman (revised) – **Approved (unanimous)**
 - B. RECONSIDERATION OF 2017 CIVIL SERVICE BOARD OFFICERS
 - (1) Request to Be Excused from Vice-Chairperson Duty - *Member Van Nett resignation from Vice-Chairperson Office* – **Accepted**
 - (2) Election of Vice-Chair – *Shelly Marquardt nominated by Member Van Nett* – **Elected**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND 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 4:46 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician