



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda Civil Service Board.

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Tuesday, May 3, 2022

4:30 PM

Council Chambers

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### 1. ROLL CALL

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. April 5, 2022

Attachments: [2A Draft Minutes 04-05-2022](#)

### 3. UNFINISHED BUSINESS

### 4. NEW BUSINESS

#### 4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Digital Evidence Specialist (new)

Attachments: [4A\(1\) Digital Evidence Specialist \(new\)](#)

### 5. APPEALS

### 6. INFORMATIONAL

#### 6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

#### 6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

### 7. NEXT REGULAR MEETING SCHEDULED

### 8. ADJOURNMENT



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Minutes - Draft

### Civil Service Board.

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Tuesday, April 5, 2022

11:00 AM

Webex

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Members Present: Joaquim Harris, Chris Kohel, Laura Perttula (Chair), John Strongitharm

HR Staff Present: Laura Dahl, Aimee Ott, Matt Silverness (CSB Secretary)

Legal Present: Sara Baldwin

#### 1. ROLL CALL

#### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 1, 2022

This Civil Service Board Item was approved unanimously.

#### 3. UNFINISHED BUSINESS

#### 4. NEW BUSINESS

##### 4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Data Release Coordinator (revised)

This Civil Service Board Item was approved unanimously.

4A(2) Master Electrician - Property & Facilities (new)

This Civil Service Board Item was approved unanimously.

4A(3) Park Maintenance Leadworker (new)

This Civil Service Board Item was approved unanimously.

**4A(4)** Street Maintenance Leadworker (new)

This Civil Service Board Item was approved unanimously.

**4A(5)** Buyer (revised)

This Civil Service Board Item was approved unanimously.

**4A(6)** Senior Buyer (revised)

This Civil Service Board Item was approved unanimously.

**4A(7)** Police Project Coordinator (new)

This Civil Service Board Item was approved unanimously.

**4A(8)** Electrical Inspector (revised)

This Civil Service Board Item was approved unanimously.

**4A(9)** Library Safety Specialist (new)

This Civil Service Board Item was approved unanimously.

**4A(10)** Fire Marshal (revised)

This Civil Service Board Item was approved unanimously.

## **5. APPEALS**

## **6. INFORMATIONAL**

### **6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS**

This Item was received.

### **6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS**

This Item was received.

**6C. ISD 709 - NOTICE OF PROBATION EXTENSION**

This Item was received.

**6D. RETURN TO IN-PERSON MEETINGS**

This Item was discussed.

**7. NEXT REGULAR MEETING SCHEDULED**

**8. ADJOURNMENT**



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5210  
 hrinformation@duluthmn.gov

DATE: May 3, 2022  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: New Job Classification of Digital Evidence Specialist

**RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF DIGITAL EVIDENCE SPECIALIST.**

### **Background Information/Summary of Job**

The new job classification of Digital Evidence Specialist is being created as a result of a job audit. Once body cameras became standard, this role has been required to pull data from the body cameras for data requests and various other needs.

The purpose of this position is to ensure the stability of essential technologies used by the Police Department, namely Body Worn Cameras (BWC), Digital Evidence Systems, and equipment for the department. This involves the installation, monitoring, maintenance, support, and optimization of hardware; analyzing and resolving hardware problems in a timely and accurate fashion, and providing end user support as required.

Human Resources has shared the new job description with the Basic Union, and they are supportive.

### **Recommendation**

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Digital Evidence Specialist.

## Digital Evidence Specialist

### SUMMARY/PURPOSE

To ensure the stability of essential technologies used by the Police Department, namely Body Worn Cameras (BWC), Digital Evidence Systems, and equipment for the department. This involves the installation, monitoring, maintenance, support, and optimization of hardware; analyzing and resolving hardware problems in a timely and accurate fashion; and providing end-user support as required.

### DISTINGUISHING FEATURES OF THE CLASS

The Digital Evidence Specialist is distinguished from the Property & Evidence Specialist by the amount of guidance and instruction needed to perform duties as assigned. Positions at this level exercise more independent discretion and judgment in matters related to work procedures and methods, and may be required to provide support to higher-level situations.

### SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

### SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for overseeing the process of downloading, storing, and properly labeling body camera footage.
2. Perform complex reviews of collected materials to determine whether information is private or public information; perform video redaction to prepare video footage for any data requests in accordance with the Minnesota Government Data Practices Act.
3. Act as the unit resource for creation of evidence related clips, images, and media conversions.
4. Produce copies of digital evidence requested by City and County Prosecutorial Offices for criminal court proceedings.
5. Assist with the digital evidence needs of the Special Investigations Unit in regard to Wiretap operations and investigations.
6. Manage all functions of online evidence software including configuring all devices and application setting, Body Camera settings, Flex Camera settings, Fleet Camera settings, Password and Security Settings, Roles and Permissions, Redaction settings, and adding and disabling users.
7. Conduct BWC activation audits by comparing data from the BWC management software; create, maintain, and manage an audit-tracking tool and communicate results to supervisor.
8. Act as unit resource for installation, assistance, and management of in-car and body camera systems, radio and wireless equipment such as wireless access points, base stations, GPS devices in and on buildings and vehicles.
9. Configure, monitor, maintain, analyze, and test proper and reliable operation of supported equipment to fulfill the department's objectives and processes.
10. Participate in the development, implementation, and maintenance of policies, procedures, and associated training plans for radio communication administration, usage.
11. Coordinate, conduct, and attend meetings as needed.
12. Interact and negotiate with vendors, outsourcers, and contractors to secure communication products and services.
13. Recommend, schedule, and perform improvements to communication systems including upgrades and repairs.

14. Provide asset management of radio and wireless communication equipment, including maintenance of electronic and component inventory and related documentation and technical specifications information.
15. Assist users with questions and/or problems regarding communication resources.
16. Develop and conduct training on the methods, practices, policies, and procedures applicable to communication systems.
17. Periodically handle physical evidence when necessary.
18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
20. Provide training on new or modified procedures and policies to all affected parties.
21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
24. Other duties may be assigned.

#### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Associate's Degree in Video Technology, Criminology, Law Enforcement, Computer Science, or a related professional field; AND three (3) years of full-time verifiable professional experience in a law enforcement environment; OR five (5) years of full-time related verifiable professional experience listed above.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Acquire and maintain Criminal Justice Information Systems (CJIS) certification within six (6) months of hire.
  - C. Acquire and maintain Property and Evidence Specialist certification through IAPE within six (6) months of hire.
  - D. Acquire and maintain Body-Worn Camera Certification, Digital Evidence Management Certification, Video Redaction Certification, and Mobile Applications Certification within one (1) year of employment.
3. Knowledge Requirements
  - A. Comprehensive knowledge of methods, techniques, and current standards used to evaluate video and audio information within state and federal laws including data practices and data privacy standards, in compliance with department procedures.
  - B. Knowledge of radio, wireless communications, and/or electronics hardware, software, and connection troubleshooting experience.
  - C. Knowledge of proper methods and procedures for receiving and storing evidence and property.
  - D. Knowledge of law enforcement recordkeeping procedures and requirements as related to evidence and property management.

- E. Knowledge of problem-solving and conflict-resolution techniques.
- F. Knowledge of applicable safety requirements.
- G. Knowledge of, or the ability to learn, City policies and procedures.
- H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- I. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in utilizing discretion in the handling and disclosure of confidential information.
- B. Skill in interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
- C. Skill in installing, diagnosing, maintaining, and repairing diverse electronic and electrical equipment.
- D. Skill in analyzing equipment malfunctions using logic, experience, and advanced diagnostic equipment.
- E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- F. Skill in managing one's own time and the time of others.
- G. Skill in completing assignments accurately and with attention to detail.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to prepare succinct, coherent, and technically accurate reports and analyses.
- B. Ability to apply applicable codes and regulations to property and evidence management.
- C. Ability to maintain confidentiality.
- D. Ability to coordinate and maintain a large inventory of digital evidence.
- E. Ability to clearly communicate needs and explain perceived problems in detail to department leaders.
- F. Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- G. Ability to present ideas in business-friendly and user-friendly language.
- H. Ability to be available for standby and/or callback.
- I. Ability to read, analyze, and interpret technical diagrams and written procedures.
- J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- K. Ability to communicate and interact effectively with members of the public.
- L. Ability to communicate effectively both orally and in writing.
- M. Ability to recognize, analyze, and solve a variety of problems.
- N. Ability to organize and prioritize work while meeting multiple deadlines.
- O. Ability to handle difficult and stressful situations with professional composure.
- P. Ability to work successfully as a member of a team and independently with minimal supervision.
- Q. Ability to train and lead others.
- R. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- S. Ability to enforce safety rules and regulations.
- T. Ability to maintain confidential information.
- U. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- V. Ability to attend work as scheduled and/or required.

Physical Demands



The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

# Notice:

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# Notice:

Item 6B

## **Non-Public Review of New Eligible Lists**

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Board meeting.