



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda

### Civil Service Board.

Tuesday, February 6, 2024

4:30 PM

**1. ROLL CALL**

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

2A. January 9, 2024

Attachments: [2A \(Draft\) Minutes 01-09-2024](#)

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

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

4A(1) Janitorial Services Coordinator (New)

Attachments: [4A1 Janitorial Services Coordinator \(new\)](#)

4A(2) Water Plant Maintenance Coordinator (Revised including title change to Water System Maintenance Foreperson)

Attachments: [4A2 Water System Maintenance Foreperson \(revised Water Plant Maintenance](#)

4A(3) Instrument Specialist (Revised)

Attachments: [4A3 Instrument Specialist \(revised\)](#)

**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.*

**6C. ISD 709 – NOTICE OF TERMINATION ON PROBATION**

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

**7. NEXT REGULAR MEETING SCHEDULED**

*March 5, 2024 - 4:30 p.m. (Council Chambers)*

**8. ADJOURNMENT**



# City of Duluth

## Minutes - Draft

### Civil Service Board.

Tuesday, January 9, 2024

4:30 PM

Duluth Public Library - Gold Room

Members Present: Ryan Logan, Laura Perttula (Chair), John Strongitharm

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

**1. ROLL CALL**

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

2A. November 28, 2023

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

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

4A(1) Manager, Library Services (revised)

This Civil Service Board item was approved.

4A(2) Traffic Maintenance Worker (revised)

This Civil Service Board item was approved.

**4B. ELECTION OF 2024 OFFICERS**

4B(1) Chairperson

Ryan Logan was nominated for Chairperson.

This item was approved.

4B(2) Vice Chairperson

John Strongitharm was nominated for Vice Chairperson.

This Civil Service Board item was approved.

**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 reviewed.

**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: January 23, 2024  
TO: Civil Service Board  
FROM: Heather DuVal  
Human Resources Supervisor  
SUBJECT: New Job Classification of Janitorial Services Coordinator

**RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF JANITORIAL SERVICES COORDINATOR.**

**Background Information/Summary of Job**

The new job classification of Janitorial Services Coordinator is being created to coordinate, perform, and provide direction and training to assigned staff in a variety of routine cleaning, custodial, and maintenance duties in assigned City facilities to ensure that facilities meeting division standards for cleanliness and maintenance.

The proposed job description has been shared with the Basic Union, and they are in agreement.

**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 Janitorial Services Coordinator.

## **Janitorial Services Coordinator**

### SUMMARY/PURPOSE

To coordinate, perform, and provide direction and training to assigned staff in a variety of routine cleaning, custodial, and maintenance duties in assigned City facilities to ensure that facilities meet division standards for cleanliness and maintenance. Coordinate the work of assigned staff and contractors performing work or providing building related services at assigned facilities.

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

Does not have direct supervisory responsibility, but does have significant oversight of projects, employees, and input regarding performance on a regular basis.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate schedules, assignments, and evaluate work of janitorial staff.
2. Inspect City buildings and grounds to ensure clean and safe conditions.
3. Evaluate the need for building or equipment repairs.
4. Order supplies, maintain records, and prepare reports as directed.
5. Determine priorities and coordinate projects.
6. Communicate and coordinate with internal and external agencies to provide janitorial customer service.
7. Address questions and complaints from occupants of City facilities and the public.
8. Communicate with employees, internal and external entities using various and multiple mediums to keep them informed.
9. Schedule training of personnel in the care and preservation of materials and equipment in the correct and safe methods and procedures necessary to accomplish assigned work.
10. Assist in the establishment of short- and long-range goals and objectives within budgetary limits.
11. Coordinate and conduct meetings to discuss janitorial schedules, projects, and to resolve issues.
12. Monitor janitorial projects and equipment budgets and assist in identifying funding resources.
13. Act as a liaison between internal departments and external entities on janitorial projects and schedules to ensure efficiency and completion.
14. Monitor work sites to ensure compliance with established methods, guidelines, procedures, and needs.
15. Coordinate with contractors and vendors to complete facility equipment repair and project work at assigned facilities.
16. Assist with annual budget preparation.
17. 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.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Provide training on new or modified procedures and policies to all affected parties.
20. Coordinate and perform janitorial services
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 and performance 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. A minimum of five (5) years of related verifiable professional experience working in a janitorial or maintenance capacity to include cleaning commercial buildings as a primary responsibility.
2. License Requirements
  - A. Meet Bureau of Criminal Apprehension (BCA) compliance standards.
  - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Preferred Experience
  - A. Two (2) years in a lead maintenance role.
4. Knowledge Requirements
  - A. Knowledge of floor cleaning and maintenance materials, methods, and equipment.
  - B. Knowledge of general laws and rules regulating building maintenance and repair practices.
  - C. Knowledge of janitorial products and chemical safety standards.
  - D. Advanced knowledge of janitorial needs to provide senior leadership expertise and direction of janitorial activities and services.
  - E. Knowledge of project planning and impacts on facilities and employee workloads.
  - F. Knowledge of current janitorial practices, materials, and trends.
  - G. Knowledge of problem-solving and conflict-resolution techniques.
  - H. Knowledge of applicable safety requirements.
  - I. Knowledge of, or the ability to learn, City policies and procedures.
  - J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - K. Knowledge of effective leadership and personnel practices.
5. Skill Requirements
  - A. Skill in planning and scheduling activities of assigned staff.
  - B. Skill in the operation of power floor maintenance equipment.
  - C. Skill in the operation and maintenance of building systems and controls.
  - D. Skill in advocating for needs by creating resources, attending meetings, and communicating with departments heads and administration.
  - E. Skill in managing multiple projects concurrently.
  - F. 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.
  - G. Skill in managing one's own time and the time of others.
  - H. Skill in completing assignments accurately and with attention to detail.
  - I. Skill in mediation and dispute resolution.
  - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
6. Ability Requirements
  - A. Ability to use and operate janitorial services equipment.

- B. Ability to recognize safety hazards and take appropriate precautions.
- C. Ability to demonstrate an understanding of customer needs for both internal City staff and the public.
- D. Ability to identify workplace issues and areas of need.
- E. Ability to establish clear work standards, provide coaching, feedback, and mentoring.
- F. 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.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to recognize, analyze, and solve a variety of problems.
- J. Ability to organize and prioritize work while meeting multiple deadlines.
- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to work successfully as a member of a team and independently with minimal supervision.
- M. Ability to train and lead others.
- N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- O. Ability to enforce safety rules and regulations.
- P. Ability to maintain confidential information.
- Q. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- R. 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: HD | Union: Basic | EEOC: | CSB: | Class No:   |
| WC:    | Pay:         | EEOF: | CC:  | Resolution: |



**Human Resources**

Room 340  
411 West First Street  
Duluth, Minnesota 55802

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 hrinformation  
@duluthmn.gov

DATE: January 23, 2024  
TO: Civil Service Board  
FROM: Heather DuVal  
Human Resources Supervisor  
SUBJECT: Revised Job Classification of Water Plant Maintenance Coordinator

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF WATER PLANT MAINTNENACE COORDINATOR, INCLUDING A TITLE CHANGE TO WATER SYSTEM MAINTENANCE FOREPERSON.**

**Background Information/Summary of Job**

The Water Plant Maintenance Coordinator was last revised in 2019 and since then the needs for this position have shifted due to various needs of the Water Plant including staffing and the need for additional oversight of facility maintenance projects. The purpose of this position is to coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with Water Plant Operators, assigned personnel, and other related staff. They will oversee the plant and related facility maintenance projects to ensure completion. The major/primary changes to the job description were to update duties based on current needs which include the ability to work as an operator when necessary and act as the first point of contact for emergency and corrective issues with operations/systems.

The proposed revisions to the job classification were discussed with the Basic union, and they are in agreement with the proposed changes.

**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 revised job description for Water Plant Maintenance Coordinator, including a title change to Water System Maintenance Foreperson.

## **Water System Maintenance Foreperson**

### SUMMARY/PURPOSE

To coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with Water Plant Operators, assigned personnel, and other related staff. Oversee Water Plant and related facility maintenance and maintenance projects and ensure satisfactory completion of projects and maintenance activities.

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as first point of contact for emergency and corrective issues with operations/systems and make appropriate contact with proper vendors, contractors, or City staff.
2. Act on behalf of the Water Plant Supervisor upon request or during absence.
3. Oversee assigned personnel, projects, and implementation of Geographical Information System (GIS) and asset management work order system.
4. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects and staff within the defined project scope.
5. Plan, schedule, and prioritize installation and maintenance projects through to completion.
6. Provide direction and assistance to staff, contractors, vendors and others involved in operations, system and project problem solving.
7. Communicate project and maintenance information to applicable staff.
8. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump station.
9. Identify and predict maintenance projects before equipment failure occurs.
10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
12. Oversee work activities at worksites, providing direction requiring corrective and emergency repairs to service with established methods, guidelines, equipment, and procedures.
13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
14. Train employees in safe and correct work procedures.
15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Operate Treatment Plant as necessary.
17. Assist with lab activities/samples (lead, copper, bacteria, jar tests, labs, etc.) as determined by Lab Chemist/Supervisor.
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. Coordinate and perform emergency, corrective, and preventative maintenance and programs for the City.
22. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
23. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
24. 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.
25. 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. A minimum of five (5) years of full-time, verifiable professional experience operating at a Class A or B water treatment facility/system performing inspections, preventative, emergency, or corrective maintenance.
  - B. Project management experience preferred.
  - C. Leadership experience preferred.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Obtain a State of Minnesota Special Engineer Boiler Operator's License within one (1) year of hire date and maintain thereafter.
  - C. Minnesota Class A Water Operator's License.
3. Knowledge Requirements
  - A. Knowledge of operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
  - B. Knowledge of basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
  - C. Knowledge of materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
  - D. Knowledge of methods, techniques, tools, and equipment used to repair, rebuild, and fabricate parts.
  - E. Knowledge of operational characteristics of maintenance and construction equipment and tools used in work activities.
  - F. Knowledge of proper procedures used in the maintenance and repair of hand and power tools.
  - G. Knowledge of project management fundamentals.
  - H. Knowledge of basic mathematical skills.
  - I. Knowledge of basic computer skills.
  - J. Knowledge of basic principles and practices of recordkeeping.
  - K. Knowledge of occupational hazards and standard safety practices.
  - L. Knowledge of problem-solving and conflict-resolution techniques.
  - M. Knowledge of applicable safety requirements.
  - N. Knowledge of, or the ability to learn, City policies and procedures.
  - O. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

**P. Knowledge of effective leadership and personnel practices.**

## 4. Skill Requirements

- A. Skill in operation and maintenance of tools and equipment used at the Water Plant and pump stations.
- B. Skill in directing and leading others in project work.
- C. Skill in communicating logically and accurately in oral and written forms.
- D. Skill in evaluating and analyzing operational methods and procedures.
- E. Skill in managing and tracking projects.
- F. 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.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. 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 perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
- B. Ability to direct and lead work and delegate work assignments.
- C. Ability to evaluate and analyze operations and procedures.
- D. Ability to read, interpret, analyze, and explain technical manuals that may involve information with which the individual is unfamiliar.
- E. Ability to work with consultants, outside vendors, and engineers.
- F. Ability to work independently while functioning as a team member.
- G. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- H. Ability to use good judgment in decision-making.
- I. Ability to exhibit leadership qualities of dependability and accountability.
- J. Ability to plan and perform maintenance and emergency work.
- K. Ability to develop workcrews and equipment schedules.
- L. Ability to interpret safety rules and apply them to hazardous situations.
- M. Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
- N. 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.
- O. Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Z. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

|     |        |       |      |             |
|-----|--------|-------|------|-------------|
| HR: | Union: | EEOC: | CSB: | Class No:   |
| WC: | Pay:   | EEOF: | CC:  | Resolution: |

**Water ~~PLANT MAINTENANCE COORDINATOR~~ System Maintenance Foreperson**SUMMARY/PURPOSE

To coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with ~~the Water Plant, Conveyance Operators, assigned personnel,~~ and other related staff. Oversee Water Plant and related facility maintenance and maintenance projects and ensure satisfactory completion of projects and maintenance activities.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as first point of contact for emergency and corrective issues with operations/systems and make appropriate contact with proper vendors, contractors, or City staff.
2. Act on behalf of the Water Plant Supervisor upon request or during absence.
3. Oversee assigned personnel, projects, and implementation of Geographical Information System (GIS) and asset management work order system.
- 4.4. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects and staff within the defined project scope.
- 2-5. Plan, schedule, and prioritize installation and maintenance projects through to completion.
- 3-6. Provide direction and assistance to ~~staff, contractors, vendors and~~ others involved in ~~operational~~ operations, system and project problem solving.
- 4.7. Communicate project and maintenance information to applicable staff.
- 5-8. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump ~~stations~~ station.
- 6-9. Identify and predict maintenance projects before equipment failure occurs.
1. ~~Perform evaluations on filters, motors, pumps, electrical equipment, ponds, basins, and other treatment equipment as directed.~~
2. ~~Review installation and construction plans for compliance with existing work standards.~~
3. ~~Review work of team members for completeness and quality. Provide information, feedback, and instruction on assignments.~~
- 7-10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
- 8-11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
- 9-12. Oversee work activities at worksites, providing direction requiring corrective and emergency repairs to service with established methods, guidelines, equipment, and procedures.
- 10-13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
- 11-14. Train employees in safe and correct work procedures.
- 12-15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Document ~~Operate~~ Treatment Plant as necessary.
17. Assist with lab activities/samples (lead, copper, bacteria, jar tests, labs, etc.) as determined by Lab Chemist/Supervisor.
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. Coordinate and perform emergency, corrective, and preventative maintenance and programs for the City.
22. In collaboration with the supervisor, organize and direct the work performed using appropriate activities of assigned team, and determine work order system priorities, assignments, and work schedules.
- 13-23. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- 14-24. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way ~~communications~~communication, producing consistent results, advocating for the team when appropriate, and offering ~~their~~ expertise to improve processes, systems, and the organization.
4. ~~Prepare oral and written reports as necessary.~~
5. ~~Prepare budget and financial information as necessary.~~
- 15-25. 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 ~~below~~ are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. ~~Combination~~A minimum of education and/or five (5) years of full-time, verifiable professional experience ~~equivalent to six (6) years operating at a Class A or B water treatment facility/system performing skilled facility inspections, preventative, emergency, or corrective maintenance, repair, and construction.~~
  - A. ~~Experience in a skilled trade such as carpentry, electric, plumbing, etc. preferred.~~
  - B. Project management experience preferred.
  - C. Leadership experience preferred.
2. License Requirements
  - A. ~~Possession of~~Possess and maintain a valid Minnesota Class D driver's license or privilege ~~by the date of appointment and thereafter.~~
  - B. Obtain a State of Minnesota Special Engineer Boiler Operator's License within one (1) year of hire date and maintain thereafter.
  - C. Minnesota Class A Water Operator's License.
3. Knowledge Requirements
  - A. Knowledge of operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
  - B. Knowledge of basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
  - C. Knowledge of materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
  - D. Knowledge of methods, techniques, tools, and equipment used to repair, rebuild, and fabricate parts.
  - E. Knowledge of operational characteristics of maintenance and construction equipment and tools used in work activities.

- F. Knowledge of proper procedures used in the maintenance and repair of hand and power tools.
- G. Knowledge of project management fundamentals.
- H. Knowledge of basic mathematical skills.
- I. Knowledge of basic computer skills.
- J. Knowledge of basic principles and practices of recordkeeping.
- K. Knowledge of occupational hazards and standard safety practices.
- L. Pertinent Knowledge of problem-solving and conflict-resolution techniques.
- M. Knowledge of applicable safety requirements.
- N. Knowledge of, or the ability to learn, City policies and procedures.
- L.O. Knowledge of federal, state, and local codes, laws, and statutes, regulations, codes, and standards related to the area of responsibility.
- P. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill in operation and maintenance of tools and equipment used at the Water Plant and pump stations.
- B. Skill in directing and leading others in project work.
- C. Skill in communicating logically and accurately in oral and written forms.
- D. Skill in evaluating and analyzing operational methods and procedures.
- E. Skill in managing and tracking projects.
- F. 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.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. 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 perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
- B. Ability to direct and lead work and delegate work assignments.
- C. Ability to evaluate and analyze operations and procedures.
- D. Ability to read, interpret, analyze, and explain technical manuals that may involve information with which the individual is unfamiliar.
- E. Ability to work with consultants, outside vendors, and engineers.
- F. Ability to work independently while functioning as a team member.
- G. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- H. Ability to use good judgment in decision-making.
- I. Ability to exhibit leadership qualities of dependability and accountability.
- J. Ability to plan and perform maintenance and emergency work.
- K. Ability to develop workcrews and equipment schedules.
- L. Ability to interpret safety rules and apply them to hazardous situations.
- M. Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.
- H.N. 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.
- ~~C.~~ ~~Use good judgment in decision-making.~~
- ~~D.~~ ~~Exhibit leadership qualities of dependability and accountability.~~
- O. Work Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.



- ~~Q.~~ Ability to recognize, analyze, and solve a variety of problems.
- ~~R.~~ Ability to organize and prioritize work while meeting multiple deadlines.
- ~~S.~~ Ability to handle difficult and stressful situations with professional composure.
- ~~T.~~ Ability to work successfully as a member of a team and independently under limited with minimal supervision.
- ~~U.~~ Plan Ability to train and perform maintenance lead others.
- ~~V.~~ Ability to interpret and emergency work apply laws, contracts, regulations, policies, and procedures.
- ~~E.~~ Develop work crews and equipment schedules.
- ~~W.~~ Interpret Ability to enforce safety rules and apply them to hazardous situations regulations.
- ~~F.~~ Establish and maintain effective working relationships with supervisors, coworkers, and the public.
- ~~X.~~ Ability to maintain confidential information.
- ~~Y.~~ Ability to demonstrate dependability, responsibility, and consistency in job performance.
- ~~Z.~~ Ability to attend work as scheduled and/or required.

Physical Ability Requirements Demands

- ~~A.~~ Transport oneself to, from, and around sites of projects, tests, and other assignments.
- ~~B.~~ Lift and carry supplies and equipment.
- ~~C.~~ Walk, crawl, push, balance, climb using ladders and stairs, and maintain equipment located at some height above the ground.
- ~~D.~~ Lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently.
- ~~E.~~ Stoop, bend, reach, handle, and feel while maintaining equipment.
- ~~F.~~ Work in confined spaces for an extended period.
- ~~G.~~ Speak, hear, and feel while communicating and diagnosing equipment malfunctions.
- ~~H.~~ See at near, mid, and far ranges and to perceive depth and distinguish colors.
- ~~I.~~ Work outside during inclement weather.
- ~~J.~~ Attend work on a regular basis.

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

|           |    |              |                                |                 |                      |
|-----------|----|--------------|--------------------------------|-----------------|----------------------|
| HR:<br>S  | 7  | Union: Basic | EEOC: Technicians              | CSB: 10/01/2019 | Class No: 3136       |
| WC:<br>20 | 75 | Pay: 32      | EEOF: Utilities/Transportation | CC: 10/28/2019  | Resolution: 19-0739R |

**Human Resources**

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@duluthmn.gov

DATE: February 6, 2024  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: Revised Job Classification of Instrument Specialist

**RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF INSTRUMENT SPECIALIST.****Background Information/Summary of Job**

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The purpose of this position is to responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) systems for all associated end users.

The major/primary change to the job description included removing the Class B driver's license requirement. This licensure requirement is no longer necessary for the position and is a barrier to attract applicants.

The job classification was discussed with the Basic Union and all are agreeable to the proposed job description.

**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 revised job description for Instrument Specialist.

## **Instrument Specialist**

### SUMMARY/PURPOSE

Position is responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) system.

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install, maintain, and repair SCADA electronic equipment necessary for the effective and safe operation of city gas, water and wastewater through analysis, design, programming, testing, and integration of systems.
2. Schedule and perform SCADA operational equipment improvements, upgrades, configuration, recovery, redundancy planning and purchases.
3. Recommend and enforce SCADA policies and procedures to ensure reliable operation, performance, and security.
4. Conduct research on emerging products, services, protocols, and standards in support of SCADA equipment procurement and development.
5. In conjunction with IT, manage SCADA end users, endpoints, networks, safeguards, permissions, storage, software, and cybersecurity.
6. Operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.
7. Read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
8. Repair and test a variety of electrical circuits, machinery, transformers, meters, and recording instruments.
9. Install and repair electrical wiring systems and fixtures in buildings with utility instrumentation.
10. Install and connect motors, lights, controllers, voltage regulators, and racks associated with utility instrumentation.
11. Develop or participate in the development of cybersecurity standards, methods, policies techniques, procedures, and objectives as they relate to the SCADA system.
12. Understand current threats and trends in cybersecurity as they relate to SCADA
13. Conduct risk assessments to identify, mitigate and remediate potential threats and vulnerabilities to the SCADA system.
14. Stay informed about emerging technologies and best practices in Operational Technology cybersecurity.
15. Coordinate with outside contractors and determine necessary level of involvement and oversight required for repairs and projects.
16. Prepare material lists and costs estimates within assigned budget.
17. Attend appropriate training sessions.
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. 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. A minimum of four (4) years of experience as an Instrument Technician; OR a minimum of five (5) years of full-time equivalent work experience as an instrument or computer repair technician, working with installation, maintenance and repair of electronic monitoring and processing equipment; with at least one (1) year of experience with programmable logic controls, or critical subsystems and equipment such as HMI or SCADA control systems.
  - B. Experience with water, wastewater, and gas controls and instrumentation strongly preferred.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Possession of a Minnesota Journeyman Electrician License or equivalent.
  - C. Completion of the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities within six (6) months of hire and maintain certifications thereafter.
3. Knowledge Requirements
  - A. Knowledge of the various types of electrical instruments, equipment, and components and the standard practices, materials, and processes of the instrument repair trade.
  - B. Knowledge of basic PLC block diagrams and ladder logic programming.
  - C. Knowledge of the NEC and NFPA guidelines.
  - D. Knowledge of and ability to repair electronic circuits.
  - E. Knowledge of safe working practices and ability to perform work in a safe manner.
  - F. Knowledge of problem-solving and conflict-resolution techniques.
  - G. Knowledge of applicable safety requirements.
  - H. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
  - A. Skill in diagnosing, maintaining, and repairing diverse electrical and electronic equipment at a component level.
  - B. Skill in communicating with others to determine the nature of equipment malfunctions and assist with problem diagnosis.
  - C. Skill in manipulating tools and equipment using fine hand movements.
  - D. Skill in reading and interpreting blueprints and schematic drawings.
  - E. Skill in directing the work of others.
  - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and office equipment.
  - G. Skill in managing one's own time.
  - H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
  - A. Ability to use hand and power tools.
  - B. Ability to terminate conductors properly.
  - C. Ability to work from drawings and specifications.
  - D. Ability to read and interpret logic drawings and schematic diagrams.
  - E. Ability to operate test equipment.
  - F. Ability to understand and implement oral and written instructions.
  - G. Ability to prioritize, schedule, and coordinate work effort.
  - H. Ability to establish and maintain effective working relationships with coworkers, supervisors and the general public.
  - I. Ability to effectively communicate with individuals and groups, both verbally and in writing.
  - J. Ability to make repairs on electrical and electronic components.

- K. Ability to work independently without direct supervision in a team environment.
- L. Ability to respond to call outs after completion of regular assigned work hours.
- M. 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.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to understand and follow instructions.
- Q. Ability to problem-solve a variety of situations.
- R. Ability to set priorities and complete assignments on time.
- S. 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 high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

|          |              |                                |      |                |
|----------|--------------|--------------------------------|------|----------------|
| HR: LD   | Union: Basic | EEOC: Technicians              | CSB: | Class No: 3133 |
| WC: 7502 | Pay:         | EEOF: Utilities/Transportation | CC:  | Resolution:    |

## Instrument Specialist

### SUMMARY/PURPOSE

Position is responsible for the installation, repair, optimization, support and ongoing maintenance of the City gas, water and wastewater instrumentation and Supervisory Control and Data Acquisition (SCADA) systems ~~for all associated end users.~~

### SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### SUPERVISION GIVEN

~~Does not supervise.~~ Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install, maintain, and repair ~~a variety of~~ SCADA electronic equipment necessary for the effective and safe operation of ~~c~~City ~~g~~Gas, water and wastewater through analysis, design, programming, testing, and integration of ~~SCADA~~ systems.
- ~~2. Perform SCADA file system configuration and management.~~
- ~~3.2. In conjunction with IT, recommend, s~~ Schedule, and perform SCADA SCADA operational software and hardware equipment improvements, upgrades, ~~patches, re~~configuration, ~~backup, recovery, redundancy planning~~ and purchases.
- ~~4.3. In conjunction with IT, r~~ Recommend and enforce SCADA policies, and -procedures, and technologies to ensure SCADA reliable data and server integrity operation, performance, and security.
- ~~5.4. Conduct research on emerging products, services, protocols, and standards in support of SCADA systems software equipment procurement and development efforts.~~
- ~~6.5. In conjunction with IT, manage SCADA end users, endpoints, accounts through networks, safeguards, permissions, storage, software, and overall access rights cybersecurity.~~
- ~~7.6. Operate standard diagnostic and repair equipment and tools to properly complete the preventive maintenance or repair projects.~~
7. Read and interpret blueprints, drawings, manuals, and output data to diagnose and repair equipment.
- ~~8. Repair and test a variety of electrical circuits, machinery, transformers, meters, and recording instruments.~~
- ~~9. Install and repair electrical wiring systems and fixtures in buildings with utility instrumentation.~~
10. Install and connect motors, lights, controllers, voltage regulators, and racks associated with utility instrumentation.
11. Develops or participates in the development of information cybersecurity hardware and software standards, methods, policies techniques, procedures, and objectives as they relate to the SCADA system.  
~~Develops cybersecurity policies and procedures to assure information systems reliability, accessibility, mitigate and defend against insider threats.~~
12. Understanding of current threats and trends in information cybersecurity as they relate to SCADA  
~~Experience analyzing, designing and implementing security solutions~~
13. Conduct risk assessments to identify, mitigate and remediate potential security threats and vulnerabilities to the SCADA system.
14. Stay informed about emerging technologies and best practices in information-Operational Technology T cybersecurity.  
~~Operates and maintains systems that monitor user activity, and identify anomalous behaviors and patterns that may indicate insider threat activity~~

- ~~9-15.~~ Coordinate with outside contractors and determine necessary level of involvement and oversight required for repairs and projects.
- ~~10.~~ ~~Coordinate with other city departments and divisions as necessary.~~
- ~~11.~~ ~~Perform offsite visits across the city based on system needs.~~
- ~~12-16.~~ Prepare material lists and costs estimates within assigned budget.
- ~~13.~~ Attend appropriate training sessions.
- ~~17.~~
- ~~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.
- ~~14.~~
- ~~15-19.~~ 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. A minimum of four (4) years of experience as an Instrument Technician; OR a minimum of five (5) years of full-time equivalent work experience as an instrument or computer repair technician, working with installation, maintenance and repair of electronic monitoring and processing equipment; with at least one (1) year of experience with programmable logic controls, or critical subsystems and equipment such as HMI or SCADA control systems.
  - B. Experience with water, wastewater, and gas controls and instrumentation strongly preferred.
  - ~~A. A minimum of four (4) years of experience as an Instrument Technician; OR a minimum of five (5) years of full-time equivalent work experience as an instrument or computer repair technician, technician working with installation, maintenance and repair of electronic monitoring and processing equipment; with at least one (1) year of experience with programmable logic controls, or critical subsystems and equipment such as HMI or SCADA control systems.~~
    - ~~Experience with water, wastewater and gas controls and instrumentation required.~~
  - B. A minimum of two (2) years of related education and/or of full-time, verifiable professional experience to include installation and repair of electrical wiring, systems, and fixtures in buildings as a primary responsibility electrical engineering, industrial control, electrical technology, or other electrical certification or trade.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Possession of a Minnesota Journeyman Electrician License or equivalent.
  - C. Completion of the Natural Gas Operator Qualifications (OQ) courses required as specified by the Chief Engineer of Utilities within six (6) months of hire and maintain certifications thereafter.
3. Knowledge Requirements
  - A. Knowledge of the various types of electrical instruments, equipment, and components and the standard practices, materials, and processes of the instrument ~~and computer~~ repair trade.
  - B. Knowledge of basic PLC block diagrams and ladder logic programming.
  - C. Knowledge of the NEC and NFPA guidelines.
  - D. Knowledge of and ability to repair electronic circuits.
  - E. Knowledge of safe working practices and ability to perform work in a safe manner.
  - ~~F. Knowledge of network, PC, and server operating systems, including Windows Servers.~~
  - ~~G-F.~~ Knowledge of problem-solving and conflict-resolution techniques.
  - ~~H-G.~~ Knowledge of applicable safety requirements.

~~H.~~ Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in diagnosing, maintaining, and repairing diverse electrical and electronic equipment at a component level.
- B. Skill in communicating with others to determine the nature of equipment malfunctions and assist with problem diagnosis.
- C. Skill in manipulating tools and equipment using fine hand movements.
- D. Skill in reading and interpreting blueprints and schematic drawings.
- E. Skill in directing the work of others.
- F. 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.
- G. Skill in managing one's own time.
- H. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to use hand and power tools.
- B. Ability to terminate conductors properly.
- C. Ability to work from drawings and specifications.
- D. Ability to read and interpret logic drawings and schematic diagrams.
- E. Ability to operate test equipment.
- F. Ability to understand and implement oral and written instructions.
- G. Ability to prioritize, schedule, and coordinate work effort.
- H. Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
- I. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- J. Ability to make repairs on electrical and electronic components.
- K. Ability to work independently without direct supervision in a team environment.
- L. Ability to respond to ~~a~~ call outs after completion of regular assigned work hours.
- M. 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.
- ~~N. 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.~~
- ~~O.~~N. Ability to communicate and interact effectively with members of the public.
- ~~P.~~O. Ability to communicate effectively both orally and in writing.
- ~~Q.~~P. Ability to understand and follow instructions.
- ~~R.~~Q. Ability to problem-solve a variety of situations.
- ~~S.~~R. Ability to set priorities and complete assignments on time.
- ~~T.~~S. 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 high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).



**INSPECTION COPY**

Instrument Specialist

Page 4 of 4

|          |                     |                                |                            |                                 |
|----------|---------------------|--------------------------------|----------------------------|---------------------------------|
| HR: LD   | Union: Basic        | EEOC: Technicians              | CSB: <del>09/05/2023</del> | Class No: 3133                  |
| WC: 7502 | Pay: <del>-34</del> | EEOF: Utilities/Transportation | CC: <del>10/16/2023</del>  | Resolution: <del>23-0763R</del> |