

AGENDA

City of Duluth - Civil Service Board
December 5, 2017 - 4:45 p.m.
City Hall - Council Chambers

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: Joaquim Harris, Shelly Marquardt, John Strongitharm, Beth Tamminen (Chair),
Renee Van Nett

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. November 7, 2017
3. UNFINISHED BUSINESS
 - A. DISCUSSION – JOB DESCRIPTION TEMPLATE LANGUAGE
 - i. Ability to attend work on a regular basis
 - B. DISCUSSION – CLARIFICATION OF "SUPERVISOR" AND "LEADWORKER"
 - C. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Customer Service Leadworker (revised including title change to Customer Service Coordinator)
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS - *None*
 - B. ELECTION OF OFFICERS
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS
 - C. 2018 CSB MEETING DATES

NEXT REGULAR MEETING SCHEDULED

January 2, 2018