

AGENDA

City of Duluth - Civil Service Board
February 7, 2018 - 4:45 p.m.
City Hall – Conference Room 303

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)

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. November 7, 2017
3. UNFINISHED BUSINESS
 - A. DISCUSSION – JOB DESCRIPTION TEMPLATE LANGUAGE
 - (1) 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
 - (1) Human Resources Supervisor (new)
 - (2) Organizational Development Specialist (new)
 - (3) Fireperson II – ISD709 (revised)
 - 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. ISD 709 EMPLOYEE NOTICES

NEXT REGULAR MEETING SCHEDULED

March 6, 2018