

**MINUTES**  
City of Duluth - Civil Service Board  
March 3, 2015 - 4:45 p.m.  
City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Marshall Stenersen,  
Beth Tamminen  
Members Absent: Portia Johnson  
Others Present: *City of Duluth* – Heather DuVal (Human Resources Generalist), Aimee Ott  
(Human Resources Technician), Theresa Severance (Acting Board Secretary)  
*ISD #709* – Harrison Dudley (Human Resources Manager), Kerry Leider  
(Property & Risk Manager; supervisor of jobs on agenda), Elizabeth Storaasli  
(Legal Representation)  
*Firemen & Oilers, Chapter 956* – Sam Michelizzi (Union President),  
Jane Poole (Legal Representation)

**Regular meeting called to order by Chairperson Edwards at 4:55 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. February 3, 2015 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Animal Services Technician (new with additional revisions) – **Approved**
    - (2) Animal Control Officer (revised) – **Approved**
    - (3) Animal Shelter Leadworker (revised) – **Approved**
    - (4) Engineer III (revised – ISD #709) – **Tabled until Special Meeting**
    - (5) Engineer IV (revised – ISD #709) – **Tabled until Special Meeting**
    - (6) School Custodian II (revised – ISD #709) – **Tabled until Special Meeting**
    - (7) School Equipment Maintenance Mechanic (revised – ISD #709) – **Tabled until Special Meeting**
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 5:55 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician