

MINUTES
Civil Service Board
February 7, 2012
City Council Chambers

Members Present: Portia Johnson, Marshall Stenersen (Chair), Robert Zallar (Vice Chair)
Members Absent: Michelle Hooey, John Schwetman,
Legal Counsel: Steve Hanke
Other Attendees: Kim Hall, Theresa Severance, Mike Silvis, Cliff Tanner
Elysia Fourniea, Manager MIS
Tom Maida, Duluth Police Union, Erik Simonson, Duluth Fire Union

Meeting called to order by Chair Stenersen at 4:46 p.m.

1. APPROVAL OF MINUTES

A. January 3, 2012 – **approved as amended (Chair Stenersen called the meeting to order)**

2. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

A. Utility Operations Program Coordinator (New-result of job audit) – **approved**

B. Labor Compliance Technician (New-result of job audit) – **approved**

C. Police Records Technician I (New) – **approved**

D. Police Records Technician II (New) – **approved**

E. Senior Police Records Technician (New) – **approved**

F. Welder (Revised) – **approved**

G. Help Desk Technician (New) – **approved**

H. Facilities Project Supervisor (New) – **approved**

3. APPROVAL OF ADVERTISING

A. Volunteer Coordinator (Open) – **approved**

B. Project Engineer (Open) – **approved**

C. Payroll Practitioner (Open) – **approved**

D. Help Desk Technician (Open) Concern was expressed by members Zallar and Johnson about approving advertising at the same meeting as the new job description and approving advertising before reaching wage agreement with the Union and Council approval of the job description. Mr. Silvis and Ms. Fourniea explained the need to fill the position expeditiously and that advertising would occur only after Council approval was obtained. – **approved w/one abstention**

4. OLD BUSINESS

5. NEW BUSINESS

A. Job Audit- Program Coordinator– **approved**

B. Job Audit- Administrative Information Specialist– **approved**

C. Job Audit- Clerical Support Technician– **approved**

6. APPEALS

A. **None**

7. APPROVAL OF ELIGIBLE LISTS

- A. Gas Controller II (Promo) – **approved**
- B. Utility Maintenance Worker (Open) – **approved**
- C. Seasonal Groundskeeper (Open) – **approved**
- D. Police Records and Tech Manager (Open) – **approved**
- E. Deputy Fire Marshal (Promo) – **approved**
- F. Parking Manager (Open) – **approved**

8. INFORMATIONAL

- A. Report on status of new job descriptions -- Ms. Magnuson's audit was approved this meeting, Mr. Peterson's is pending and expected at the March meeting — **accepted**
- B. ISD 709 Reclassification of Heating Ventilation and School Equipment Maintenance Mechanic -- **remains tabled**
- C. Tom Maida of the Duluth Police Union presented an alternative proposal for Civil Service Reform — **accepted**

9. NEXT MEETING SCHEDULED

March 6, 2012

There being no further business to come before the Board, the meeting was adjourned at 5:31 p.m.

Respectfully submitted,



Leighann Severance