

MINUTES

City of Duluth - Civil Service Board

June 3, 2014 - 4:45 p.m.

City Council Chambers

Members Present: Rick Edwards (Chairperson), Marshall Stenersen, Beth Tamminen
Members Absent: Michelle Hooey, Portia Johnson
Others Present: Theresa Severance (Acting Board Secretary)
Heather DuVal (Human Resources Generalist)
Aimee Ott (Human Resources Technician)

Regular meeting called to order by Chairperson Edwards at 4:52 p.m.

1. ROLL CALL – **Quorum Present**
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. May 6, 2014 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Executive Assistant - Confidential (revised) – **Approved**
 - (2) Executive Assistant (new) – **Approved**
 - (3) Wellness Coordinator (new) – **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Information Received**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

NEXT REGULAR MEETING SCHEDULED

July 1, 2014

There being no further business to come before the board, the meeting was adjourned at 5:11 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician