

MINUTES

City of Duluth - Civil Service Board
November 4, 2014 - 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: Audra Flanagan (Board Secretary)
Heather DuVal (Human Resources Generalist)
Aimee Ott (Human Resources Technician)
Matt Silverness (Human Resources Generalist)

Regular meeting called to order by Chairperson Edwards at 4:50 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. October 7, 2014 – **Approved (Hooey absent)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Solid Waste Compliance Officer (revised) – **Approved (Hooey absent)**
 - (2) Utility Services Specialist Apprentice (new) – **Approved**
 - (3) Utility Services Specialist Journeyperson (new) – **Approved**
 - (4) Measurement Services Specialist (new) – **Approved**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**
 - C. MAINTENANCE WORKER / PROBATIONARY PERIOD – **Received**

NEXT REGULAR MEETING SCHEDULED

December 9, 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