

## MINUTES

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

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Portia Johnson  
Members Absent: Marshall Stenersen, Beth Tamminen  
Others Present: Sam Michelizzi (Firemen & Oilers Chapter 956, President)  
Heather DuVal (Human Resources Generalist)  
Aimee Ott (Human Resources Technician)  
Theresa Severance (Acting Board Secretary)

**Regular meeting called to order by Chairperson Edwards at 4:45 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. January 6, 2015 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Utility Operations Paralegal (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. CIVIL SERVICE RULES FOR FIREMEN & OILERS CHAPTER 956 AND ISD #709  
– *Motion (Hooey): Table item until the March CSB meeting* – **Approved**

### NEXT REGULAR MEETING SCHEDULED

March 3, 2015

There being no further business to come before the board, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician