

MINUTES

City of Duluth - Civil Service Board

June 2, 2015 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Shelly Marquardt, Marshall Stenersen, Beth Tamminen, Renee Van Nett
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Heather DuVal (Human Resources Generalist), Aimee Ott (Human Resources Technician), Matt Silverness (Human Resources Generalist)
Others Present: Liz Bieter (Manager, Customer Service), Tim Helwig (Customer Service Leadworker), David Leonzal (AFSCME co-chair), Deb Strohm (AFSCME representative)

Regular meeting called to order by Chairperson Edwards at 4:48 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. March 3, 2015 - **Approved**
 - B. March 23, 2015 (Special Meeting) - **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Appliance Mechanic Apprentice (Revised) - **Tabled (Not Approved or Denied)**
 - (2) Appliance Mechanic Journeyman (Revised) - **Tabled (Not Approved or Denied)**
Motion per Member Stenersen to Table Items 4A(1)-(2) until both parties (City/Union) have come to an agreement, and at that time, bring to the Board.
 - (3) Water Quality Specialist (Revised) - **Approved**
 - (4) Utility Operations Program Coordinator (Revised) - **Approved**
 - (5) Prosecution Assistant (Revised) - **Denied**
Motion per Member Tamminen to Deny Item 4A(5). Members Marquardt and Tamminen requested that the City Attorney revise and/or resubmit and address the Board regarding technology additions to the job description (specifically the option of "Bachelor's Degree in information technology" included under the Education & Experience Requirements).
 - (6) Construction Services Information and Communication Specialist (New) - **Approved**
 - (7) Permitting Services Leadworker (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**

There being no further business to come before the board, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Ott". The signature is written in a cursive, slightly slanted style.

Aimee Ott
Human Resources Technician