

**MINUTES**  
City of Duluth - Civil Service Board  
December 10, 2013 - 4:45 p.m.  
City Hall - Room 402

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Portia Johnson, Marshall Stenersen

Legal Present: Steve Hanke (Assistant City Attorney)

Others Present: Audra Flanagan (Board Secretary)  
Bob Grytdahl (Equal Opportunity Representative)  
Aimee Ott, Theresa Severance, Matt Silverness (Human Resources Staff)  
Harrison Dudley (ISD 709 Human Resources)

**Regular meeting called to order by Chairperson Edwards at 4:58 p.m.**

1. ROLL CALL - Quorum Present
2. APPROVAL OF MINUTES
  - A. November 5, 2013 - **Approved**
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Engineering Technician (revised) - **Approved**
  - B. Senior Engineering Technician (revised) - **Approved**
  - C. Parking Operations Specialist (revised - title only) - **Approved**
  - D. Maintenance Worker (revised) - **Approved**
  - E. Public Works and Utilities Analyst (new) - **Approved**
  - F. Instrument Technician (revised) - **Approved**
4. UNFINISHED (OLD) BUSINESS
5. NEW BUSINESS
6. APPEALS
7. INFORMATIONAL
  - A. Report of Audits Pending - **Information Received**
  - B. Report of Eligible Lists Approved - **Reviewed**
  - C. ISD 709 – Notice of Termination and Charges for Removal - **Information Received**
  - D. EEO-4 Summary Worksheet from Human Rights - **Information Received**

There being no further business to come before the board, the meeting was adjourned at 5:37 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician