

## MINUTES

City of Duluth - Civil Service Board

September 15, 2015 - 4:15 p.m.

City Hall – Room 402

Members Present: Shelly Marquardt, Marshall Stenersen, Beth Tamminen (Vice Chairperson),  
Renee Van Nett  
Members Absent: Rick Edwards (Chairperson)  
HR Staff Present: Theresa Severance (Board Secretary), Aimee Ott (Human Resources  
Technician)  
Others Present: Deb Strohm (AFSCME Chair); Bob Grytdahl (Equal Opportunity  
Representative); Cindy Voigt (City Engineer)

### Regular meeting called to order by Vice Chairperson Tamminen at 4:17 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. August 4, 2015 - **Approved**
3. UNFINISHED BUSINESS
  - A. ISD 709 Administration Proposed Changes to ISD 709 Civil Service Rules  
*No updates for discussion*
  - B. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Appliance Mechanic Apprentice (Revised) - **Removed from table**
    - (2) Appliance Mechanic Journeyman (Revised) - **Removed from table**
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Street Maintenance Supervisor (Revised) - **Approved**
    - (2) Manager, Maintenance & Supply Services (Revised) - **Item pulled**
    - (3) Buildings & Grounds Maintenance Supervisor (Revised) - **Item pulled**
  - B. CONSIDERATION OF TEMPORARY EMPLOYMENT TO EXCEED 67 DAYS IN TWO SEPARATE POSITIONS DURING ONE CALENDAR YEAR (Sec. 13-30 Civil Service Code) - **Approved (2-1; Marquardt)**  
*Secondary motion made by Member Stenersen: CSB requests that Attorney Steve Hanke contact the State Attorney General's Office to request a legal determination regarding PELRA, stacking of temps, and what constitutes a violation of PELRA. - **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. AFSCME DISCUSSION REGARDING HIRING PROCESS (*item added at meeting*)

There being no further business to come before the board, the meeting was adjourned at 5:44 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician