

MINUTES

City of Duluth - Civil Service Board

March 1, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards, Shelly Marquardt, Renee Van Nett (Acting Chairperson)
Members Absent: Marshall Stenersen, Beth Tamminen (Chairperson)
Legal Present: Steve Hanke (Assistant City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Heather DuVal (Human Resources Generalist), Aimee Ott (Human Resources Technician)

Regular meeting called to order by Acting Chairperson Van Nett at 4:45 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. February 2, 2016 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Project Technician (new) – **Tabled**
 - (2) Firefighter (revised) – **Approved (2-1 Marquardt)**
 - (3) Workforce Development Operations Administrator (new) – **Approved (2-1 Marquardt)**
5. APPEALS
6. INFORMATIONAL
 - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **None**
 - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**

There being no further business to come before the board, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,



Aimee Ott

Human Resources Technician