

## MINUTES

City of Duluth - Civil Service Board

May 3, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson),  
Renee Van Nett  
Members Absent: Rick Edwards  
Legal Present: Steve Hanke (Assistant City Attorney)  
HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl (Human Resources Generalist),  
Aimee Ott (Human Resources Technician)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS
  - A. April 5, 2016 – **Approved**
  - B. April 14, 2016 (Special Meeting) – **Approved**
  - C. April 19, 2016 (Closed Special Meeting) – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Network Administrator (revised) – **Approved**
    - (2) Senior Network Administrator (new) – **Approved**
    - (3) Systems Administrator (revised) – **Approved**
    - (4) Senior Systems Administrator (new) – **Defer until next meeting (review language in Distinguishing Features section of job description)**
    - (5) Technology Security Administrator (new) – **Approved**
    - (6) Utilities Information Specialist (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. NOTICE OF APPEALS – **Received**
  - D. CONFLICT OF INTEREST FOR CSB MEMBERS IN VOTING ON APPEALS AND OTHER BOARD MATTERS (E.G., JOB DESCRIPTION APPROVALS)  
*Attorney Hanke – Within laws, City Charter, standing CSB rules, and ISD 709 rules, there is no provision regarding conflict of interest. A member may abstain from voting, but is not required to do so. There is no legal conflict of interest.*
  - E. ISD 709 – TIME OFF WITHOUT PAY NOTICE AND SUPPLEMENTAL INFORMATION (CUSTODIAN 2) – **Received**
  - F. ISD 709 – WRITTEN WARNING (CUSTODIAN 2) – **Received**

G. ISD 709 – WRITTEN WARNING (FIREPERSON 2) – **Received**

There being no further business to come before the board, the meeting was adjourned at 5:26 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