

MINUTES

City of Duluth - Civil Service Board

April 3, 2018 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Joaquim Harris, Shelly Marquardt, John Strongitharm (Chair), Beth Tamminen
HR Staff Present: Matt Christenson (Human Resources Generalist), Aimee Ott (Human Resources Technician)

Regular meeting called to order by Chair Strongitharm at 4:47 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. March 6, 2018 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Library Technician (revised) – **Approved**
 - (2) Natural Resource Coordinator (new) – **Approved**
 - (3) Forester (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 5:03 p.m.

Respectfully submitted,



Aimee Ott

Human Resources Technician