

MINUTES

City of Duluth - Civil Service Board
December 9, 2014 - 4:45 p.m.
City Hall – Room 303

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Portia Johnson,
Marshall Stenersen
Members Absent: Beth Tamminen
Others Present: Audra Flanagan (Board Secretary)
Elysia Hoium (Manager, IT)
Karla Culhane (Manager, IT)
Aimee Ott (Human Resources Technician)
Matt Silverness (Human Resources Generalist)

Regular meeting called to order by Chairperson Edwards at 4:47 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. November 4, 2014 – **Approved (Johnson absent)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Support Analyst (revised) – **Approved**
 - (2) Senior Support Analyst (new) – **Approved**
 - B. APPROVAL OF EXPANDED CERTIFICATION PROCESS
Motion by Stenersen: Accept the process for Expanded Certification – 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**

NEXT REGULAR MEETING SCHEDULED

January 6, 2015

There being no further business to come before the board, the meeting was adjourned at 5:11 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician