

MINUTES

City of Duluth - Civil Service Board
March 4, 2014 - 4:45 p.m.
City Council Chambers

Members Present: Rick Edwards (Chairperson), Portia Johnson, Marshall Stenersen
Members Absent: Michelle Hooey, Beth Tamminen
Legal Present: Steve Hanke (Assistant City Attorney)
Others Present: Theresa Severance (Acting Board Secretary)
Human Resources Staff: Heather DuVal, Aimee Ott, Matt Silverness
AFSCME Union Representation: Matt Dunaisky
City Employees: Gordon Wedin, Jason McDonald

Regular meeting called to order by Chairperson Edwards at 4:49 p.m.

1. ROLL CALL – Quorum Present
2. APPROVAL OF MINUTES
 - A. February 4, 2014 – **Approved**
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
 - A. Senior Library Technician (Revised) – **Approved**
 - B. Facilities Maintenance Specialist (New) – **Approved**
 - C. Senior Facilities Maintenance Worker (New) – **Approved**
 - D. Construction Project Coordinator (New) – **Approved**
 - E. Utility Operations Supervisor (Revised) – **Approved**
 - F. Manager, Customer Services (Revised) – **Approved**
4. UNFINISHED (OLD) BUSINESS
5. NEW BUSINESS
 - A. ***Item added at meeting*** - Chair Edwards received an inquiry from a City of Duluth employee regarding concerns about the Utility Operator Apprentice job selection in the Utility Operations Division. ***Motion by Member Stenersen to open an investigation and requested that the information be emailed to the Board as soon as possible, prior to the next CSB meeting.*** – **Approved**
6. APPEALS
7. INFORMATIONAL
 - A. Report of Audits Pending – **Information Received**
 - B. Report of Eligible Lists Approved – **Reviewed**
 - C. Additional information from Human Resources regarding the Heavy Equipment Operator selection results addressed at the February CSB meeting – ***(Item moved to top of Agenda)*** **Heather DuVal provided the Board with requested information regarding the HEO selection results. HEO applicant and union representation addressed the Board. Motion by Member Stenersen to close the investigation.** – **Approved 2-1 (Edwards)**

There being no further business to come before the board, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician