

MINUTES
City of Duluth - Civil Service Board
October 7, 2014 - 4:45 p.m.
City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Portia Johnson,
Marshall Stenersen, Beth Tamminen
Legal Present: Steve Hanke (Assistant City Attorney)
Others Present: Audra Flanagan (Board Secretary)
Heather DuVal (Human Resources Generalist)
Aimee Ott (Human Resources Technician)
Theresa Severance (Human Resources Administrator)
Bob Grytdahl (Equal Opportunity Representative)

Regular meeting called to order by Chairperson Edwards at 4:50 p.m.

1. ROLL CALL – Quorum Present
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. July 1, 2014 – **Approved (Hooey absent)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Housing Inspector Leadworker (revised) – **Approved**
 - (2) Paralegal (revised) – **Approved**
 - (3) Labor Relations Specialist (revised) – **Approved**
 - (4) Utility Maintenance Worker (revised) – **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. EXPANDED CERTIFICATION
Motion by Member Hooey for Board approval in general support of forward movement with Expanded Certification – Approved

NEXT REGULAR MEETING SCHEDULED
November 4, 2014

There being no further business to come before the board, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician