



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Civil Service Board.

Tuesday, April 5, 2022

11:00 AM

Webex

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 1, 2022

Attachments: [2A Draft Minutes 03-01-2022](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Data Release Coordinator (revised)

Attachments: [4A1 Data Release Coordinator \(revised\)](#)

4A(2) Master Electrician - Property & Facilities (new)

Attachments: [4A2 Master Electrician - Property & Facilities \(new\)](#)

4A(3) Park Maintenance Leadworker (new)

Attachments: [4A3 Park Maintenance Leadworker \(new\)](#)

4A(4) Street Maintenance Leadworker (new)

Attachments: [4A4 Street Maintenance Leadworker \(new\)](#)

4A(5) Buyer (revised)

Attachments: [4A5 Buyer \(revised\)](#)

4A(6) Senior Buyer (revised)

Attachments: [4A6 Senior Buyer \(revised\)](#)

4A(7) Police Project Coordinator (new)

Attachments: [4A7 Police Project Coordinator \(new\)](#)

4A(8) Electrical Inspector (revised)

Attachments: [4A8 Electrical Inspector \(revised\)](#)

4A(9) Library Safety Specialist (new)

Attachments: [4A9 Library Safety Specialist \(new\)](#)

4A(10
) Fire Marshal (revised)

Attachments: [4A10 Fire Marshal \(revised\)](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

6C. ISD 709 - NOTICE OF PROBATION EXTENSION

Notice: Item 6C contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6D. RETURN TO IN-PERSON MEETINGS

The City Clerk has issued a notice stating all Board & Committee meetings will return to in-person. Our current regular meeting date, time, and location are as follows: First Tuesday of the month at 4:45 p.m. in the Council Chambers.

7. NEXT REGULAR MEETING SCHEDULED

Tuesday, May 3, 2022, at 4:45 p.m. (Council Chambers)

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, March 1, 2022

1:00 PM

Webex

Members Present: Joaquim Harris, Laura Perttula (Chair), John Strongitharm

HR Staff Present: Laura Dahl, Heather DuVal, Aimee Ott, Matt Silverness

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. February 8, 2022

This Civil Service Board item was approved.

2B. February 16, 2022 (Special Meeting)

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Electrician (revised)

This Civil Service Board item was approved.

4A(2) Plumber (revised)

This Civil Service Board item was approved.

4A(3) Master Plumber (revised)

This Civil Service Board item was approved.

4A(4) Carpenter (revised)

This Civil Service Board item was approved.

4A(5) Seasonal Recreation Lead Instructor (new)

This Civil Service Board item was approved.

4A(6) Traffic Operations Coordinator (new)

This Civil Service Board item was approved.

4A(7) Construction Inspector (revised)

This Civil Service Board item was approved.

4A(8) Park Maintenance Worker (revised)

This Civil Service Board item was approved.

4A(9) Police Crime & Intelligence Analyst (revised)

This Civil Service Board item was approved.

4A(10) Senior Police Crime & Intelligence Analyst (new)

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

This was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This was received.

7. NEXT REGULAR MEETING SCHEDULED

8. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation@duluthmn.gov

DATE: April 5, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Data Release Coordinator

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF DATA RELEASE COORDINATOR.**

Background Information

Due to the extensive knowledge of statutes required for successful completion of tasks, the education and experience required was updated to better reflect the needs of this position.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

Due to the extensive knowledge of statutes required for successful completion of tasks, the education and experience required was updated.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Data Release Coordinator.

Data Release Coordinator

SUMMARY/PURPOSE

This is a non-sworn position within the Police Department that receives general direction from the Administrative Division. This position responds to all internal and external information requests while adhering to department, local, state, and federal data practices laws and guidelines.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of local, state and federal data practice laws, records management operations and technology, to have knowledge of City policies and procedures, good problem-solving and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Demonstrate expert level knowledge in Minnesota Data Practice Laws and perform analysis especially as it relates to police records, body cameras, dashboard cameras, recording devices, and other data collection devices.
2. Research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, advisory opinions, and constitutions in order to respond to police data requests.
3. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established internal guidelines; monitor and review how information is categorized and released for all requests.
4. Prioritize and respond to data requests from various entities including the public, other law enforcement agencies, social service agencies, news media, state and local government, and other parties, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented.
5. Gather and coordinate compilation of information, materials, documents, reports, and evidence necessary to respond to court orders, subpoenas, and police data requests.
6. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications. Understand the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability, analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, and transparency) are sustained.
7. Interpret and explain statutes and ordinances to staff and participate in paralegal/legal assistant training.
8. Perform long-term and short-term planning for required administrative program activities to ensure the goals and objectives are achieved.
9. Identify procedures for data review application of relevant regulations, and reporting; establish work place standards and ensure policies, procedures, and regulations are followed.
10. Assist in developing policies, procedures, and programs to provide for the effective operation of the department.
11. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
12. Provide prompt, quality customer service to internal and external customers, and exercise patience, respect, and professionalism in all interactions.

13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
14. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Graduation from an accredited post-secondary program or college/university as a Paralegal or Legal Assistant, plus three (3) years of increasingly responsible full-time paralegal or legal assistant experience; OR a combination of verifiable education and experience equaling six (6) years which demonstrates experience in paralegal or legal support work.
 - B. Experience with Minnesota Data Practice Laws preferred.
2. License Requirements
 - A. Ability to obtain Criminal Justice Information Systems (CJIS) Certification within six (6) months of appointment and maintain certification thereafter.
3. Knowledge Requirements
 - A. Advanced knowledge of applicable laws, codes, and regulations governing the retention and dissemination of law enforcement data.
 - B. Advanced knowledge of applicable federal, state, and local regulations including Data Practices standards and regulations related to the review of body/dashboard cameras, audio, and video recordings.
 - C. Advanced knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
 - D. Advanced knowledge of the nature of the legal system and areas of legal practice.
 - E. Knowledge of principles, practices, and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments.
 - F. Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.
 - G. Knowledge of computer software programs, including spreadsheets, database, word processing, presentations, and data mining software.
 - H. Ability to gain knowledge of codes, regulations, and procedures relating to the operation of City Government.
 - I. Knowledge of modern methods of office administration to facilitate efficiencies.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in analyzing, understanding and interpreting complex statutes, evaluating all levels of protected data, recommending, and implementing accurate courses of action.
 - B. Analytical and problem-solving skills.
 - C. Excellent written, oral, interpersonal, and presentational skills.
 - D. Analytical and problem-solving skills.
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time.
 - G. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to assist with legal issues and identify and address risks and liability implications when encountered, working with assigned Attorney and informing management regarding the most complex concerns.
- B. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- D. Ability to evaluate information and apply best practices that deliver appropriate outcomes.
- E. Ability to present ideas in business-friendly and user-friendly language.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to understand and follow instructions.
- J. Ability to problem-solve a variety of situations.
- K. Ability to set priorities and complete assignments on time.
- L. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Office/Clerical	CSB:	Class No: 1832
WC: 8810	Pay:	EEOF: Police Protection	CC:	Resolution:

DATA RELEASE COORDINATOR Data Release Coordinator

SUMMARY/PURPOSE

Responds This is a non-sworn position within the Police Department that receives general direction from the Administrative Division. This position responds to all internal and external information requests while adhering to department, local, state, and federal data practices laws and guidelines.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of local, state and federal data practice laws, records management operations and technology, to have knowledge of City policies and procedures, good problem-solving and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Expert in the release of information regarding Demonstrate expert level knowledge in Minnesota Data Practice Laws and perform analysis especially as it relates to police records, body cameras, dashboard cameras, recording devices, and other data collection devices.
2. Manage incoming and outgoing data requests, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented in Records Management System.
2. Research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, advisory opinions, and constitutions in order to respond to police data requests.
3. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established, internal guidelines; monitor and review how information is categorized and released for all requests.
4. Prioritize and respond to data requests from various entities including the public, other law enforcement agencies, social service agencies, news media, state and local government, and other parties, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented.
5. Gather and coordinate compilation of information, materials, documents, reports, and evidence necessary to respond to court orders, subpoenas, and police data requests.
6. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications. Understand the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability, analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, and transparency) are sustained.
7. Interpret and explain statutes and ordinances to staff and participate in paralegal/legal assistant training.
8. Perform long-term and short-term planning for required administrative program activities to ensure the goals and objectives are achieved.
- 4.9. Identify procedures for data review application of relevant regulations, and reporting; establish work place standards and ensure policies, procedures, and regulations are followed.
5. Coordinate the needs and objectives of investigators, management, and external requests.

10. Monitor Data Practice Office Advisory Opinions to ensure the implementation of best practices. Assist in developing policies, procedures, and programs to provide for the effective operation of the department.
11. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- ~~6.~~
7. ~~Work with City Attorney staff to ensure compliance with Minnesota Government Data Practices Act and keep up to date applicable legislative changes.~~
8. 12. Provide prompt, quality customer service to internal and external customers, and exercise patience, respect, and professionalism in all routine and non-routine interactions.
9. 13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
10. 14. Other duties ~~as~~ may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.- The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. ~~Associate's degree in criminology, project management,~~ Graduation from an accredited post-secondary program or college/university as a Paralegal or Legal Assistant, plus three (3) years of increasingly responsible full-time paralegal, law enforcement, or a related field and one year of verifiable or legal assistant experience independently evaluating data, working with regulations, creating technical reports, and working with the public; OR
- B-A. A combination of verifiable education and experience equaling three (3) ~~six (6)~~ years which demonstrates experience independently evaluating data, working with regulations, creating technical reports, and working with the public in paralegal or legal support work.
- B. Experience with Minnesota Data Practice Laws preferred.

2. License Requirements

- A. Ability to obtain Criminal Justice Information Systems (CJIS) Certification within six (6) months of appointment and maintain certification thereafter.

2-3. Knowledge Requirements

- A. Knowledge ~~of~~ Advanced knowledge of principles, terms, procedures applicable laws, codes, and practices regulations governing the retention and dissemination of law enforcement data release, tracking, and reporting.
- B. Advanced knowledge of applicable federal, state, and local regulations including Data Practices standards and regulations related to the review of body/dashboard cameras, audio, and video recordings.
- C. ~~Knowledge of the department mission, vision, and values regarding data release and coordination.~~
- C. Knowledge of Advanced knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
- D. Advanced knowledge of the nature of the legal system and areas of legal practice.
- E. Knowledge of principles, practices and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments.
- F. Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.

- G. Knowledge of computer software programs, including spreadsheets, database, word processing, presentations, and data mining software.
- H. Ability to gain knowledge of codes, regulations, and procedures relating to the operation of City Government.
- I. Knowledge of modern methods of office administration to facilitate efficiencies.
- J. Knowledge of problem-solving and conflict-resolution techniques.
- K. Knowledge of applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in analyzing, understanding and interpreting complex statutes, evaluating all levels of protected data, recommending and implementing accurate courses of action.
- B. Analytical and problem-solving skills.
- C. Excellent written, oral, interpersonal, and presentational skills.
- D. Analytical and problem-solving skills.
- D-E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

3.1. Skill Requirements

- A. Strong computer skills, including word processing, database, spreadsheet, presentation and email applications.
- B. Skill in communicating clearly and concisely, both verbally and in writing, while consulting with the public, professionals, and coworkers.
- F. Skill in managing one's own time.
- G. Skill in operating a variety of office equipment.
- D-G. Strong customer service skills completing assignments accurately and with attention to detail.

4.5. Ability Requirements

- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B-A. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to take responsibility for one's work by anticipating and planning workloads by being punctual, adaptable, and accountable in one's daily work assignments.
- D. Ability to work under the pressures of time and conflicting demands.
- E-A. Ability to assist with legal issues and identify and address risks and liability implications when encountered, working with assigned Attorney and informing management regarding the most complex concerns.
- B. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- F-D. Ability to evaluate information and apply best practices that deliver appropriate outcomes.
- G-E. Ability to produce detailed, effective, present ideas in business-friendly and clear technical reports, documents, and correspondence user-friendly language.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H-G. Ability to identify communicate and implement improvements in work methods interact effectively with members of the public.

5. Physical Ability Requirements

- A. Ability to sit for extended periods of time.
- B-H. Fine manual dexterity to operate computer and other office equipment communicate effectively both orally and in the preparation of documents, reports and databases writing.

- I. Ability to understand and follow instructions.
- J. Ability to problem-solve a variety of situations.
- K. Ability to set priorities and complete assignments on time.
- ~~G-L.~~ Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work

Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Office/Clerical	CSB: 01/08/2019 _____	Class No: 1832
WC: 8810	Pay: 430 _____	EEOF: Police Protection	CC: 02/11/2019 _____	Resolution: 49-0082R _____



Human Resources
Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: April 5, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Master Electrician - Property & Facilities

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF MASTER ELECTRICIAN - PROPERTY & FACILITIES.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The decision was made to create the new job classification of Master Electrician - Property & Facilities, to better reflect the work that is required of a Master Electrician in this division.

Human Resources has shared the new job description with the Union, and they are supportive.

Outline of Duties

As Directed, provide city-wide oversight, guidance and quality control of city electrical infrastructure and applications. This position will properly plan, lay out, perform, and supervise the installation and repair of wiring apparatus and equipment for electrical light, heat, power, and other purposes.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Master Electrician - Property & Facilities.

Master Electrician - Property & Facilities

SUMMARY/PURPOSE

As directed, provide citywide oversight, guidance, and quality control of city electrical infrastructure and applications. This position will properly plan, lay out, perform, and supervise the installation and repair of wiring apparatus and equipment for electrical light, heat, power, and other purposes.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide general oversight, as assigned, on city projects and electrical systems to ensure all regulations and codes are met.
2. Train, mentor, and oversee work completed by other electricians throughout the city as assigned.
3. Perform skilled electrical work in the installation, maintenance, and repair of electrical systems.
4. Perform the installation of conduit, including electrical-metallic tubing, plastic mold, and wire mold.
5. Perform the installation of transformers, control boards, electronic circuits, coils, circuit breakers, voltage regulators, switches, fuses, and related electrical equipment in electrical generating and distributing stations and buildings.
6. Perform additions, extensions, or alterations to electrical installations for power, light, heat, and appliances in buildings and on grounds.
7. Troubleshoot, perform repairs, and test a variety of motors, electrical circuits, machinery, transformers, meters, and recording instruments.
8. Perform installations and connections of motors, lights, controllers, voltage regulators, racks, and various electrical fixtures.
9. Inspect and perform cleaning and maintenance to electrical equipment and motors, including replacement of brushes and necessary parts.
10. Determine modifications required when obstructions are met while installing electrical systems.
11. Ensure a safe work environment.
12. Maintain and perform repairs to equipment and tools.
13. Attend related training sessions.
14. Assist other staff as necessary.
15. Review and interpret blueprints and determine material lists and costs.
16. Estimate time and materials necessary to perform a job.
17. Assist with inspections of new installations and/or modifications performed by others.
18. Obtain electrical permits for the City of Duluth when required.
19. Secure meter applications when required.
20. Organize and direct the work of journeypersons and helpers as assigned.
21. Train journeypersons and helpers as assigned.
22. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
23. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
24. Provide training on new or modified procedures and policies to all affected parties.

25. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
26. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
27. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
28. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of four (4) years of related full-time, verifiable professional experience as a licensed Master Electrician.
 - B. Experience working with high voltage, high horsepower motors and their associated control equipment in an industrial setting.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class A Master Electrician's license. This position is required to be the state registered master for the City of Duluth.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Thorough knowledge of the National Electrical Code (NEC).
 - B. Thorough knowledge of all applicable laws, rules, and standards regulating electrical construction and installation practices.
 - C. Thorough knowledge of electrical test equipment, instruments, and appliances used in the electrical trade.
 - D. Knowledge of high voltage, high horsepower motor systems including their associated control and data acquisition systems.
 - E. Knowledge of electronics and electronic circuits.
 - F. Knowledge of system control and data acquisition systems and methods.
 - G. Knowledge of microcomputer operations.
 - H. Working knowledge of OSHA standards for flash-over protection.
 - I. Working knowledge of the installation and operation of equipment operating at or over 600 V nominal.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
 - M. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - N. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in safe work practices and procedures.
 - B. Skill in operating and maintaining electrical equipment, instruments, appliances, and other electrically operated or controlled devices.
 - C. Skill in the installation, maintenance, and repair of electrical systems.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time and the time of others.

- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to read blueprints, diagrams, and schematics.
- B. Ability to calculate materials costs.
- C. Ability to estimate time and materials necessary to complete a job.
- D. Ability to perform soldering and mechanical work.
- E. Ability to erect ladders and scaffolding in a safe manner.
- F. Ability to use hand and power tools.
- G. Ability to recognize safety hazards and take appropriate precautions.
- H. Ability to work on-call after completion of regular hours.
- I. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- J. Ability to communicate and interact effectively with members of the public.
- K. Ability to communicate effectively both orally and in writing.
- L. Ability to recognize, analyze, and solve a variety of problems.
- M. Ability to organize and prioritize work while meeting multiple deadlines.
- N. Ability to handle difficult and stressful situations with professional composure.
- O. Ability to work successfully as a member of a team and independently with minimal supervision.
- P. Ability to train and lead others.
- Q. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- R. Ability to enforce safety rules and regulations.
- S. Ability to maintain confidential information.
- T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- U. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 5190	Pay:	EEOF: Admin/Finance	CC:	Resolution:



Human Resources
Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation@duluthmn.gov

DATE: April 5, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Park Maintenance Leadworker

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF PARK MAINTENANCE LEADWORKER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The decision was made to abolish the Maintenance Operations Leadworker classification which is currently shared by Street Maintenance and Park Maintenance and create a new job classification that reflect the work that is required in each division.

Human Resources has shared the new job description with the Union and current incumbents, and they are supportive.

Outline of Duties

To coordinate and execute the work activities of crews performing a variety of skilled tasks in the construction, maintenance, and/or repair of park facilities. The work involves a combination of leading crews, laboring and operating heavy and light equipment; duties may be performed under adverse weather conditions.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Park Maintenance Leadworker.

Park Maintenance Leadworker

SUMMARY/PURPOSE

To coordinate and execute the work activities of crews performing a variety of skilled tasks in the construction, maintenance, and/or repair of park facilities. The work involves a combination of leading crews, laboring, and operating heavy and light equipment; duties may be performed under adverse weather conditions.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead, coordinate, and perform skilled maintenance, repair, and construction work in all city parks, trails, athletic fields, and urban forests.
2. Lead and perform snow and ice removal and trail grooming in assigned areas, coordinate with Maintenance operations staff for overlapped responsibilities.
3. Coordinate and inspect the work of City crews, contractors, and vendors for proper operation and compliance with project specifications.
4. Manage Park Maintenance construction projects as assigned.
5. Arrange for and/or approve the purchase of equipment, materials, and supplies to maintain adequate inventory.
6. Monitor worksites of City crews, vendors, and contractors to ensure compliance with established methods, guidelines, standards, and procedures.
7. Train and lead personnel in correct and safe operating procedures.
8. Investigate accidents and submit the required reports and paperwork.
9. Investigate and respond effectively to internal and external complaints.
10. Understand, monitor, and make operational decisions based on weather models and forecasts.
11. Be proficient with basic computer functions, cloud-based applications, and data collection and analysis applications.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Coordinate with various City departments, other government agencies, and community and user groups to oversee agreements, develop methods of sharing resources, minimizing duplication, and simplifying procedures, as well as provide feedback on dedicated use areas.
14. Provide training on new or modified procedures and policies to all affected parties.
15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
16. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
17. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Associate's Degree in horticulture, forestry, natural resources, or a related professional field, and two (2) years of related professional experience in four-season care, repair, construction and maintenance of outdoor facilities, landscaping, and forestry; OR a combination of four (4) years of related education and/or experience to include landscaping, forestry and four-season care, repair, construction, and maintenance of outdoor facilities as a primary responsibility.
- B. At least two (2) years of experience specifically related to leading work crews and working in a leadership capacity of similar complexity and level of responsibility.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class A commercial driver's license or privilege with tanker endorsement.
- B. Obtain Minnesota Department of Agriculture Non-Commercial Pesticide Applicator's License within one (1) year of employment.

3. Knowledge Requirements

- A. Extensive knowledge of the methods and practices of park, trail, and field maintenance.
- B. General knowledge of budgeting and purchasing procedures.
- C. General knowledge of heavy, light, and small equipment.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.
- G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- H. Knowledge of effective leadership and personnel practices.
- I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

4. Skill Requirements

- A. Skill in the use of heavy and small equipment, procedures, and practices used in maintenance, repair of park infrastructure.
- B. Skill in diagnosing equipment problems and implementing effective repairs.
- C. Skill in handling public complaints and requests in a cooperative manner.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time and the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in mediation and dispute resolution.
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to operate all applicable items of equipment in a safe, courteous manner for long periods and in inclement weather as required.
- B. Ability to read and interpret manuals, catalogs, shop drawings and relevant labor agreements.
- C. Ability to operate various hand and power tools and machines as applicable.

- D. Ability to perform maintenance on tools and equipment as applicable.
- E. Ability to understand, monitor, and make operational decisions based on weather models, forecasts, and traffic cameras.
- F. Ability to obtain two professional certification as determined by City needs.
- G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the public.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to recognize, analyze, and solve a variety of problems.
- K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:



Human Resources
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Duluth, Minnesota 55802

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DATE: April 5, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Street Maintenance Leadworker

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF STREET MAINTENANCE LEADWORKER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The decision was made to abolish the Maintenance Operations Leadworker classification which is currently shared by Street Maintenance and Park Maintenance and create a new job classification that reflect the work that is required in each division.

Human Resources has shared the new job description with the Union and current incumbents, and they are supportive.

Outline of Duties

To coordinate and execute the work activities of crews performing a variety of skilled tasks in the construction, maintenance, and/or repair of City streets. The work involves a combination of leading crews, laboring and operating construction equipment; duties may be performed under adverse weather or working conditions.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Street Maintenance Leadworker.

Street Maintenance Leadworker

SUMMARY/PURPOSE

To coordinate and execute the work activities of crews performing a variety of skilled tasks in the construction, maintenance, and/or repair of City streets. The work involves a combination of leading crews, laboring and operating construction equipment; duties may be performed under adverse weather or working conditions.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and perform the maintenance of streets, alleys, right-of-ways, and other areas assigned including, but not limited to, grading, reshaping, patching, sweeping, flushing, resurfacing, forming, and pouring of concrete and mitigation of storm water of streets and alleys.
2. Lead and perform snow and ice removal and street cleaning in assigned areas.
3. Lead and perform traffic maintenance activities such as pavement marking, sign fabrication, sign maintenance repair, and installation.
4. Work with other departments to lead and perform street closures to ensure public safety as a result of special events and emergency situations.
5. Maintain an adequate inventory of supplies and materials.
6. Investigate and respond effectively to internal and external complaints.
7. Investigate accidents and submit the required reports and paperwork.
8. Be proficient with basic computer functions, cloud-based applications, and data collection and analysis applications.
9. Understand, monitor, and make operational decisions based on weather models, forecasts, and traffic cameras.
10. Train and lead personnel in correct and safe operating procedures.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
13. Provide training on new or modified procedures and policies to all affected parties.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

A. A minimum of two (2) years of related education and/or of full-time, verifiable professional experience operating equipment that requires a Class A commercial driver's license as a primary responsibility. Plus two (2) years of experience in a lead position and/or leading workcrews of similar complexity and level of responsibility.

2. License Requirements

A. Possess and maintain a valid Minnesota Class A driver's license or privilege and tanker endorsement.

3. Knowledge Requirements

A. Extensive knowledge of the methods and practices of construction repair and maintenance of city street infrastructure.

B. Extensive knowledge of repair, installation, and maintenance of traffic signs, pavement markings, and road closures.

C. Knowledge of Temporary Traffic Control Manual and Minnesota Manual on Uniform Traffic Control Devices.

D. Knowledge of problem-solving and conflict-resolution techniques.

E. Knowledge of applicable safety requirements.

F. Knowledge of, or the ability to learn, City policies and procedures.

G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

H. Knowledge of effective leadership and personnel practices.

I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

4. Skill Requirements

A. Skill in the use of heavy equipment, procedures, and practices used in maintenance, repair, and construction of street infrastructure.

B. Skill in the use of sign maintenance, street painters, and other traffic maintenance equipment.

C. Skill in road construction, equipment operation, and the routine maintenance of associated equipment.

D. Skill in maintaining signs, pavement markings, barricades, and other traffic related items.

E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

F. Skill in managing one's own time and the time of others.

G. Skill in completing assignments accurately and with attention to detail.

H. Skill in mediation and dispute resolution.

I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

A. Ability to read and interpret manuals, catalogs, shop drawings, and relevant labor agreements.

B. Ability to operate all applicable items of equipment in a safe, courteous manner for long periods and in inclement weather as required.

C. Ability to operate various hand and power tools and machines as applicable.

- D. Ability to operate personal computer with a general understanding of application software, and an understanding of the internet.
- E. Ability to learn office and city-specific software.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to recognize, analyze, and solve a variety of problems.
- J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- K. Ability to handle difficult and stressful situations with professional composure.
- L. Ability to work successfully as a member of a team and independently with minimal supervision.
- M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- N. Ability to interpret and, contracts, regulations, policies, and procedures.
- O. Ability to enforce safety rules and regulations.
- P. Ability to maintain confidential information.
- Q. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- R. Ability to exercise sound judgment in making critical decisions.
- S. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF: Streets/Highways	CC:	Resolution:



Human Resources

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DATE: March 28, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Library Safety Specialist

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF LIBRARY SAFETY SPECIALIST.**

Background Information

The Library Safety Specialist is a new position being created to help support the Library’s mission of being a safe and welcoming environment for everyone in the community. The library envisions hiring two half-time staff members to work a staggered schedule at the Main Library Monday through Saturday. The position will be responsible for greeting patrons, helping ensure that they understand and follow the library’s behavior policy, and de-escalating situations as needed.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The Library Safety Specialist will provide a safe and welcoming environment for all people using the Duluth Public Library by greeting patrons, explaining rules and procedures to library patrons, monitoring the library for appropriate patron behavior, de-escalating situations as needed.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Library Safety Specialist.

Library Safety Specialist

SUMMARY/PURPOSE

To provide a safe and welcoming environment for all people using the Duluth Public Library by greeting patrons, explaining rules and procedures to library patrons, monitoring the library for appropriate patron behavior, de-escalating situations as needed.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Circulate continuously among public service areas of the library and outside around the library in all types of weather, monitoring areas to uphold library's policies and procedures.
2. Greet patrons, direct them as necessary, and respond to staff calls for assistance. Enforce library behavior policy and support other library staff in their enforcement of the policy.
3. Develop rapport with library patrons in order to create a welcoming environment.
4. Interact respectfully and calmly with the public, even in stressful encounters.
5. Defuse tense situations and report suspicious behavior to supervisors.
6. Complete reports and communicate with library supervisors and staff regarding incidents, bans, and trespasses.
7. Assist patrons and staff in emergency situations relating to security and safety.
8. Provide access to public meeting rooms and study rooms, as needed.
9. Serve as an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
10. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. High school diploma or GED and a minimum of three (3) years of related education and/or full-time, verifiable professional experience in field such as social work, psychology, counseling, street outreach, human services, security or law enforcement. Associate's Degree preferred. Previous work experience in position(s) with frequent public contact preferred.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Possession of a valid first aid and CPR certification, or ability to obtain certification within 60 days of employment. Ability to, with training, operate AED and administer Narcan.
3. Knowledge Requirements
 - A. General knowledge of crisis management, problem-solving, and conflict-resolution techniques.
 - B. Knowledge of applicable safety requirements.
 - C. Knowledge of, or the ability to learn, City and Library policies and procedures.
4. Skill Requirements
 - A. Skill in providing outstanding customer service.
 - B. Skill in observing people and the surrounding environment.
 - C. Skill in conflict-resolution and de-escalation.

- D. Skill in communicating and developing rapport with a diverse population of library patrons, including people of all ages, backgrounds, and life experiences.
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, modern office equipment, and security camera software.
 - F. Skill in managing one's own time.
 - G. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to remain alert and attentive, anticipate potential disruptive behavior and safety threats, take preventive action, and exercise good judgment about when to contact the authorities.
 - B. Ability to handle a wide variety of activities and confidential matters with discretion. Ability to respect and maintain library patron privacy.
 - C. Ability to exercise good judgment when balancing safety authority with need to maintain a friendly, welcoming library environment.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to understand and follow instructions.
 - H. Ability to problem-solve a variety of situations.
 - I. Ability to set priorities and complete assignments on time.
 - J. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:



Human Resources

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DATE: April 5, 2022
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Manager
SUBJECT: Revised Job Classification of Buyer

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF BUYER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Buyer classification was last revised in 2009. This revision includes updates to language and formatting to align with the new template; no significant changes have been made to the job description at this time.

The job classification was discussed with the Union, and all are agreeable to the proposed job description.

Outline of Duties

The Buyer is housed in the Purchasing Office and will assist in the purchase of materials, supplies, and equipment required for use in the operation and maintenance of city functions.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Buyer.

Buyer

SUMMARY/PURPOSE

Assist in the purchase of materials, supplies, and equipment required for use in the operation and maintenance of city functions.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Check requisitions and confer with departments regarding specification, quantity, quality, cost, and delivery requirements.
2. Follow up and expedite to assure delivery is made as required.
3. Maintain a list of viable vendors to whom quotations may be sent for various commodities.
4. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.
5. Interview vendors and analyze pricing policies and delivery capabilities.
6. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.
7. Resolve questions and complaints.
8. Make tabulations, prepare reports, and maintain files and records on matters pertaining to purchasing.
9. Assist in making large purchases and awarding large contracts.
10. Post items to online surplus auction web site, receive bids, and notify successful buyers.
11. Perform data entry work.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Accounting, Public Administration, Business Administration, or a related professional field, and one (1) year of related professional experience; OR a minimum of four (4) years of related education and/or verifiable professional purchasing or buyer experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. General knowledge of current principles, practices, and methods of public sector purchasing.
 - B. Working knowledge of equipment, materials, and services required by a municipal government.
 - C. Working knowledge of computerized purchasing methods.

- D. General knowledge of problem-solving and conflict-resolution techniques.
- E. Working knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.
- B. Skill in pricing and cost analysis.
- C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
- B. Ability to maintain accurate records and databases.
- C. Ability to manage and track multiple projects concurrently.
- D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- E. Ability to communicate and interact effectively with members of the public.
- F. Ability to communicate effectively both orally and in writing.
- G. Ability to understand and follow instructions.
- H. Ability to problem-solve a variety of situations.
- I. Ability to set priorities and complete assignments on time.
- J. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Professional	CSB:	Class No: 4119
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

BUYER

Buyer

SUMMARY/PURPOSE: _____

Assist in the purchase of materials, supplies, and equipment required for use in the operation and maintenance of city functions.

FUNCTIONAL AREAS: _____

1. ~~Purchase materials, supplies and equipment for various city departments.~~

ρ A. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Check requisitions and confer with departments regarding specification, quantity, quality, cost, and delivery requirements.

2. ρ B. Follow up and expedite to assure delivery is made as required.

3. ρ C. Maintain a list of viable vendors to whom quotations may be sent for various commodities.

4. ρ D. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.

5. ρ E. Interview vendor=s representatives vendors and analyze pricing policies and delivery capabilities.

6. ρ F. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.

7. ρ G. Resolve questions and complaints.

8. ρ I. Make tabulations, prepare reports, and maintain files and records on matters pertaining to purchasing.

9. ρ J. Assist in making large purchases and awarding large contracts.

10. ρ K. Post items to online surplus auction website, receive bids, and notify successful buyers.

11. ρ L. Perform data entry work.

12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements

- ~~A.~~ ~~A. A college degree~~ **Bachelor's Degree** in Accounting, Public Administration, Business Administration, or a ~~related~~ **professional field** from an accredited college or university plus, and one (1) year of **related professional experience**; **OR a minimum of four years (4) of related education and/or verifiable experience in a professional purchasing position**; ~~OR four (4) years of progressive or buyer experience.~~

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- ~~A.~~ ~~A. Knowledge~~ **General knowledge of current principals principles, practices, and methods of public sector purchasing.**
- ~~B.~~ ~~B. Knowledge~~ **Working knowledge of equipment, materials, and services required by a municipal government.**
- ~~C.~~ ~~C. Knowledge~~ **Working knowledge of computerized purchasing methods.**
- D. General knowledge of problem-solving and conflict-resolution techniques.
- E. Working knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- ~~A.~~ ~~Skill in communicating logically and accurately in oral and written forms.~~
- ~~B.~~ ~~Skill in managing and tracking multiple projects concurrently.~~
- ~~A.~~ ~~C.~~ **Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.**
- ~~B.~~ ~~D.~~ **Skill in pricing and cost analysis.**
- ~~C.~~ ~~E.~~ Skill in the operation of a personal office equipment including, but not limited to, general computer and related systems, job required software applications, the internet, and modern office equipment.

- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ~~A.~~ A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
- ~~B.~~ Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- ~~B.~~ C. Ability to maintain accurate records and databases.

Physical Requirements

- ~~C.~~ A. Ability to transport oneself to, from, manage and around job sites track multiple projects concurrently.
- ~~B.~~ Ability to occasionally transport (usually by lifting and carrying) materials such as boxes of computer paper weighing up to 30 pounds.
- ~~C.~~ Fine dexterity for the purpose of computer and calculator work.
- ~~D.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ~~E.~~ Ability to sit for extended periods of time communicate and interact effectively with members of the public.
- ~~F.~~ Ability to communicate effectively both orally and in writing.
- ~~G.~~ Ability to talk and hear for the purpose of providing understand and obtaining information follow instructions.

- ~~H.~~ Essential functions Ability to problem-solve a variety of situations.
- ~~I.~~ Ability to set priorities and complete assignments on time.
- ~~J.~~ Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the job employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

- ~~Job requirements necessary on the first day of employment.~~

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: <u>JAMS</u>	Union: Basic Basic	EEOC: Professional	CSB: <u>20090707</u> _____	Class No: 4119
WC: 8810	Pay: <u>130</u> _____	EEOF: Admin/Finance	CC: <u>20090928</u> _____	Resolution: 09-0586R _____



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: April 5, 2022
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Manager
SUBJECT: Revised Job Classification of Senior Buyer

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF SENIOR BUYER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Senior Buyer classification was last revised in 2009. This revision includes updates to language and formatting to align with the new template; no significant changes have been made to the job description at this time.

The job classification was discussed with the Union and incumbent, and all are agreeable to the proposed job description.

Outline of Duties

The Senior Buyer is responsible for purchasing supplies, equipment, and services of all types for the City of Duluth.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Senior Buyer.

Senior Buyer

SUMMARY/PURPOSE

Purchase supplies, equipment and services of all types for the City of Duluth.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review and prioritize requisitions and proposed specifications.
2. Prepare bid requests and schedule, receive and analyze bids.
3. Research procurement requirements mandated by various funding sources
4. Monitor vendor compliance with all terms and conditions of the purchase order.
5. Compile department and division requests for similar products and services.
6. Serve as liaison between the Purchasing Division and other City departments and divisions, including providing training on procurement rules, processes, and systems.
7. Research existing needs in order to match current market availability.
8. Recommend contracts for and monitor the disposal of surplus equipment, materials, and supplies.
9. Resolve complaints from users, vendors, and the public.
10. Interview new vendors.
11. Maintain current knowledge base of current developments in the purchasing field affecting divisional operations and concerns.
12. Review new marketplace products and services.
13. Participate in planning and improving Purchasing Division operations.
14. Assume the responsibilities of Purchasing Agent upon request.
15. Evaluate suppliers, goods, services, bids, and proposals.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Accounting, Public Administration, Business Administration, or a related professional field, and two (2) years of related professional experience; OR a minimum of five (5) years of related verifiable education/professional experience in a position with duties closely related to those of the Senior Buyer.
2. License Requirements
 - A. Ability to obtain a National Institute of Government Purchasing certification as a Certified Professional Public Buyer within two (2) years of appointment, OR ability to obtain within two (2) years of appointment certification from the Institute for Supply Management as a Certified Purchasing Manager.
3. Knowledge Requirements

- A. Thorough knowledge of current principles, practices, and methods of public sector purchasing.
 - B. Thorough knowledge of the principles and practices of marketing.
 - C. Working knowledge of equipment, materials, and services required by a municipal government.
 - D. Working knowledge of electronic procurement data processing systems.
 - E. General knowledge of management operations and quantitative analysis techniques applicable to procurement functions.
 - F. Thorough knowledge and understanding of current purchasing statutes, regulations, policies, procedures, and programs.
 - G. General knowledge of commonly used business software for personal computers.
 - H. Knowledge of problem-solving and conflict-resolution techniques.
 - I. Knowledge of applicable safety requirements.
 - J. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in cost reduction techniques.
 - B. Skill in pricing and cost analysis.
 - C. Skill in contract negotiation.
 - D. Skill in operating and evaluating a public purchasing system.
 - E. Skill in evaluating and comparing the product specifications contract details, and cost elements of a bid proposal.
 - F. Skill in managing and tracking multiple projects concurrently.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time.
 - I. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
 - B. Ability to exercise good judgment and accept personal responsibility.
 - C. Ability to communicate on a one-to-one basis or before groups to provide or obtain information.
 - D. Ability to evaluate and apply pertinent trade information.
 - E. Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.
 - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - G. Ability to communicate and interact effectively with members of the public.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to understand and follow instructions.
 - J. Ability to problem-solve a variety of situations.
 - K. Ability to set priorities and complete assignments on time.
 - L. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial

vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Professional	CSB:	Class No: 3316
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

SENIOR BUYER

DUTIES: — Senior Buyer

SUMMARY/PURPOSE

Purchase supplies, equipment and services of all types for the City of Duluth.

FUNCTIONAL AREAS:

1. — Perform necessary purchasing procedures for the acquisition of supplies and services such as heavy equipment, large tools, motor vehicles, automated office equipment and supplies, fuels, chemicals, consulting services, industrial equipment, and service and construction contracts.

* — A. — SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. — Review and prioritize requisitions and proposed specifications.

~~1. — * B. — Research existing needs in order to match current market availability.~~

~~* — C. — Prepare bid requests and specifications.~~

2. — * D. — Schedule schedule, receive and analyze bids.

* — E. — Recommend proposals regarding the awarding of bids.

3. — * F. — Research procurement requirements mandated by various funding sources

4. — Monitor vendor compliance with all terms and conditions of the purchase order.

* — G. — Provide necessary documentation to clerical staff, departments, divisions, City officials, and vendors.

2. — Coordinate purchasing procedures among departments and divisions.

5. — * A. — Compile department and division requests for similar products and services.

6. — * B. — Serve as liaison between the Purchasing Division and other City departments and divisions, including providing training on procurement rules, processes, and systems.

3. — Perform related duties as required.

7. — * A. — Research existing needs in order to match current market availability.

8. — Recommend contracts for and monitor the disposal of surplus equipment, materials, and supplies.

9. — * B. — Resolve complaints from users, vendors, and the public.

10. — * C. — Interview new vendors.

* — D. — Provide input for the maintenance of vendor and commodity files.

11. — * E. — Maintain current knowledge base of current developments in the purchasing field affecting divisional operations and concerns.

12. — * F. — Review new marketplace products and services.

13. — * G. — Participate in planning and improving Purchasing Division operations.

* — H. — Supervise and train Division personnel as necessary.

14. — * I. — Assume the responsibilities of Purchasing Agent upon request.

J. — Perform work in order to determine source of products, goods, and services.

15. — K. — Evaluate suppliers, goods, services, bids, and proposals.

16. — Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute

to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

17. Other duties may be assigned.

JOB REQUIREMENTS

4. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements

** A. A degree Bachelor's Degree in Accounting, Public Administration, Business Administration, or a related professional field from an accredited college or university; plus a minimum of, and two (2) years of related professional experience; OR a minimum of five (5) years of related verifiable education/professional experience in a professional purchasing position; or

A. ** B. Verifiable experience equivalent to five (5) years in a position with duties closely related to those of the Senior Buyer; or,

** C. Five (5) years of verifiable training and/or experience combining the responsibilities and education listed above.

2. _____

2. License Requirement Requirements

A. Ability to obtain a National Institute of Government Purchasing certification as a Certified Professional Public Buyer within two (2) years of appointment; or

A. B. Ability, OR ability to obtain within two (2) years of appointment certification from the Institute for Supply Management as a Certified Purchasing Manager.

3. Knowledge Requirements

A. A. Extensive Thorough knowledge of current principals principles, practices, and methods of public sector purchasing.

B. ** B. Knowledge Thorough knowledge of the principles and practices of marketing.

C. C. Knowledge Working knowledge of equipment, materials, and services required by a municipal government.

D. ** D. Knowledge Working knowledge of electronic procurement data processing systems.

E. ** E. Knowledge General knowledge of management operations and quantitative analysis techniques applicable to procurement functions.

F. F. Knowledge Thorough knowledge and understanding of current purchasing statutes, regulations, policies, procedures, and programs.

G. ** G. Knowledge General knowledge of commonly used business software for personal computers.

H. 4. Knowledge of problem-solving and conflict-resolution techniques.

I. Knowledge of applicable safety requirements.

J. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

A. ** A. Skill in cost reduction techniques.

B. ** B. Skill in pricing and cost analysis.

C. ** C. Skill in contract negotiation.

D. ** D. Skill in operating and evaluating a public purchasing system.

E. ** E. Skill in evaluating and comparing the product specifications contract details, and cost elements of a bid proposal.

** F. Skill in the operation of a personal computer and related software.

- F. ** G. Skill in managing and tracking multiple projects concurrently.
- G. ** H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- H. Skill in communicating logically and managing one's own time.
- I. Skill in completing assignments accurately in oral and written forms with attention to detail.

5. _____

5. Ability Requirements

- A. ** A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
- ** B. Ability to establish and maintain harmonious and cooperative relationships with supervisors, co-workers, vendors, and the general public.
- B. ** C. Ability to exercise good judgment and accept personal responsibility.
- C. ** D. Ability to communicate on a one-to-one basis or before groups to provide or obtain information.
- ** E. Ability to prioritize, schedule, and undertake concurrent work assignments.
- D. ** F. Ability to evaluate and apply pertinent trade information.
- E. ** G. Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.
- ** H. Ability to perform SEDENTARY WORK, defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools.
- I. Ability to occasionally lift and/or carry objects weighing up to 50 pounds (for example, boxes of paper and various office supplies).
- F. ** J. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to transport oneself to, from, communicate effectively both orally and in writing.
- I. Ability to understand and around sites follow instructions.
- J. Ability to problem-solve a variety of public meetings, projects, situations.
- K. Ability to set priorities and customer contacts complete assignments on time.
- L. ** K. Ability to attend work on a regular as scheduled and reliable basis/or required.

* _____ Essential functions of the job

** _____ Job requirements necessary on the first day of employment. Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Professional	CSB: _____	Class No: 3316
WC: 8810	Pay: _____	EEOF: Admin/Finance	CC: _____	Resolution: _____



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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@duluthmn.gov

DATE: April 5, 2022
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Manager
SUBJECT: New Job Classification of Police Project Coordinator

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF POLICE PROJECT COORDINATOR.**

Background Information

The new job classification of Police Project Coordinator is being created as a result of grant funding received by the Police Department. This position will be housed at DPD, and will work closely with the IT Division as well as other law enforcement and partner agencies.

Human Resources has shared the new job description with the Union, and they are supportive.

Outline of Duties

The Police Project Coordinator will serve as the Subject Matter Expert (SME) and deliver support to department end users in the organization about how to use various types of department utilized software applications efficiently and effectively in fulfilling business objectives. With technical direction from IT, this includes performing the following on behalf of the Police Department business unit; coordinating and implementing special projects on behalf of the department, reviewing operational procedures and evaluating the effectiveness of existing and proposed programs and operations, and connecting with staff, vendors, and partner agencies.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Police Project Coordinator.

Police Project Coordinator

SUMMARY/PURPOSE

To serve as the Subject Matter Expert (SME) and deliver support to department end users in the organization about how to use various types of department utilized software applications efficiently and effectively in fulfilling business objectives. With technical direction from IT, this includes performing the following on behalf of the Police Department business unit; coordinating and implementing special projects on behalf of the department, reviewing operational procedures and evaluating the effectiveness of existing and proposed programs and operations, and connecting with staff, vendors, and partner agencies.

DISTINGUISHING FEATURES OF THE CLASS

This is a non-sworn position within the Police Department which receives general direction from the Administrative Division. Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of administrative, police, information technology services, records management operations and technology, to have knowledge of City policies and procedures, good problem-solving and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and design valid research methods to effectively accomplish desired results.
2. Assist department personnel in determining the scope of a particular project as well as establishing goals and timetables, in conjunction with IT for all technical projects.
3. Provide department personnel with relevant information to assist them in the decision making process.
4. Assist department personnel in preparing and presenting recommendations.
5. Research necessary data and systems to develop new and more efficient procedures.
6. Provide agency-wide support for system configuration, settings, and reporting.
7. Coordinate with vendors to place, track and resolve open tickets, conduct testing prior to RMS/Mobile upgrades, conduct interface testing and validation, and work with IT to onboard additional agencies.
8. Prepare training documents, provide, and coordinate training on new or modified systems to all agencies.
9. In conjunction with IT, determine needs, requirements, timetables, and priorities of assigned work projects such as automation and computerization of existing manual procedures.
10. Perform work with staff as assigned to carry out job assignments.
11. Provide direction and assistance to others involved in operational problem solving.
12. Develop office and reporting procedures and other administrative functions.
13. Prepare and/or present reports and proposals.
14. Attend meetings as directed.
15. Assist partner police agencies with documenting and reporting application issues/features/bugs to the support team either internally or externally depending on the situation.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute

to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in business administration or a related professional field, and three (3) years of related professional experience; OR a minimum of five (5) years of related education and/or full-time, verifiable related professional experience.
2. License Requirements
 - A. Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.
3. Knowledge Requirements
 - A. Knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
 - B. Knowledge of principles, practices, and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments.
 - C. Knowledge of applicable laws, codes, and regulations governing the retention and dissemination of police reports and records.
 - D. Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.
 - E. Knowledge of the ways in which computer technology has been applied in the maintenance of police information systems and records.
 - F. Knowledge of computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining software.
 - G. Knowledge of data gathering techniques using public and law enforcement databases to identify evidence in crime investigations and crime trends.
 - H. Knowledge of advanced techniques in computer applications and software to enter, access, process and merge a variety of data.
 - I. In-depth, hands-on knowledge of and experience with enterprise and desktop applications, including Police Records Management Systems.
 - J. Working knowledge with troubleshooting principles, methodologies, and issue resolution techniques.
 - K. Working knowledge in the configuration and implementation of software application solutions for the Police Department.
 - L. Knowledge of problem-solving and conflict-resolution techniques.
 - M. Knowledge of applicable safety requirements.
 - N. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in analyzing complex technical and administrative problems, evaluating alternative solutions, recommending and implementing effective courses of action.
 - B. Skill in project management.
 - C. Skill at working in a team-oriented, collaborative environment.
 - D. Skill in business process and reengineering workflow, demonstrating an understanding of the relationship between processes and policies.
 - E. Analytical and problem-solving skills.
 - F. Skill in documenting and maintaining configuration and process information.

- G. Skill in reading, writing, and interpreting technical documentation and procedure manuals.
- H. Excellent written, oral, interpersonal, and presentational skills.
- I. Excellent listening and interpersonal skills.
- J. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- K. Skill in managing one's own time.
- L. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to develop and interpret technical documentation for training and end user procedures.
- B. Ability to absorb new ideas and concepts quickly.
- C. Good analytical and problem-solving abilities.
- D. Ability to conduct research in to applications development and delivery concepts.
- E. Ability to present ideas in business-friendly and user-friendly language.
- F. Very strong customer service orientation and ability.
- G. Ability to transport oneself to, from, and around various work sites.
- H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- I. Ability to communicate and interact effectively with members of the public and outside agencies.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to understand and follow instructions.
- L. Ability to problem-solve a variety of situations.
- M. Ability to set priorities and complete assignments on time.
- N. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC:	CSB:	Class No:
WC: 8810	Pay:	EEOF: Police Protection	CC:	Resolution:



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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DATE: April 5, 2022
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Manager
SUBJECT: Revised Job Classification of Electrical Inspector

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ELECTRICAL INSPECTOR.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Electrical Inspector classification was last revised in 1998. This revision includes updates to language and formatting to align with the new template; no significant changes have been made to the job description at this time.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The Electrical Inspector is responsible for conducting inspections, reviewing permits, and providing technical assistance for commercial, industrial, and residential construction and building projects.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Electrical Inspector.

Electrical Inspector

SUMMARY/PURPOSE

Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect interior and exterior electrical light and power wiring, luminaires, appliances, equipment and materials used for compliance with codes and ordinances governing electrical work, ensuring all work is performed in a safe manner using approved methods, including testing all newly installed 15 and 20 amp receptacles with appropriate tools.
2. Review diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.
3. Determine conformance problems, issue notices regarding correction of defective work, advise on code compliant installation, and perform re-inspection.
4. Issue stop work orders when needed and conduct other enforcement action for code violations.
5. Ensure that all work is performed in a safe manner using approved methods.
6. Approve certification of final inspection when required.
7. Consult with Department of Labor and Industry and municipal building official as needed.
8. Operate City vehicle to, from, and around inspection sites.
9. Maintain computerized and written records of inspections made and actions taken, and produce written forms and reports as required.
10. Review permit applications and stated valuations for accurate permit fee determinations.
11. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep informed about developing technology, methods, and requirements.
12. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects, and the public regarding codes, ordinances, and proper methods governing electrical work.
13. Attend and participate in division meetings and serve as a member of the Construction Services team.
14. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
16. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Successful completion of a certified electrical apprentice program plus three (3) years of experience as a journeyman in the electrical trades. This experience as a journeyman

must include three (3) years in residential wiring and in commercial wiring, or equivalent training and experience.

2. License Requirements
 - A. Possession of a valid Minnesota Master Electrician license or valid Class A Journeyman license by the date of appointment and thereafter.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Extensive knowledge of Minnesota Building Code, including the electrical code, and other related codes, ordinances, laws, regulations, and manuals governing electrical work.
 - B. Extensive knowledge of safe and proper methods of electrical construction, installation, and repair.
 - C. Knowledge of proper inspection methods and procedures
 - D. Knowledge of legal procedures involved in the enforcement of electrical codes and ordinances.
 - E. Knowledge of math for the purpose of measuring, reviewing estimated valuations, and electrical equations.
 - F. Knowledge of traffic rules and regulations.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting electrical work for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting electrical plans, specifications, blueprints, diagrams, and technical codes and ordinances.
 - C. Skill in reviewing construction costs, including materials and labor.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and write reports regarding inspections and permits.
 - B. Ability to maintain accurate and complete records.
 - C. Ability to transport oneself to, from, and around various worksites.
 - D. Ability to participate in training to update electrical knowledge and expertise.
 - E. Ability to interpret safety rules and apply them to various hazardous situations.
 - F. Ability to use a computer to maintain inspection records and write reports.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - H. Ability to communicate and interact effectively with members of the public.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to understand and follow instructions.
 - K. Ability to problem-solve a variety of situations.
 - L. Ability to set priorities and complete assignments on time.
 - M. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar

activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5104
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

Electrical Inspector

SUMMARY/PURPOSE:

Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

FUNCTIONAL AREAS:

1. Inspect electrical construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes and ordinances governing electrical work.

* A. INSPECT SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspect interior and exterior electrical light and power wiring, fixtures, luminaires, appliances, equipment and apparatus inside or running to buildings or structures, materials used for compliance with codes and ordinances governing electrical work.

1. * B. Inspect the quality of materials for, ensuring all work is performed in a safe manner using approved electrical installation methods, including testing all newly installed 15 and 20 amp receptacles with appropriate tools.

2. * C. Review diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.

* D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.

3. * E. Determine conformance problems, issue notices regarding correction of defective work, advise on methods of correction, code compliant installation, and perform re-inspection.

4. * F. Issue citations or orders to stop work that is in violation of the proper codes, orders when needed and conduct other enforcement action for code violations.

5. * G. Ensure that all work is performed in a safe manner using approved methods.

6. * H. Approve certification of final inspection when required.

7. * I. Consult with Building Official, Department of Labor and State Electrical Board when necessary, industry and municipal building official as needed.

8. * J. Operate City vehicle to, from, and around inspection sites.

2. Do related work as required.

* A. Maintain computerized and written records of inspections made and actions taken.

9. * B. Write, and prepare, produce written forms and reports as required.

10. * C. Review permit applications and estimate building costs, stated valuations for accurate permit fee estimates, determinations.

11. * D. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments, informed about developing technology, methods, and requirements.

12. * E. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing electrical work.

- 13. * F. Attend and participate in division meetings, and serve as a member of the Building Inspection Construction Services team on related projects.
- 14. * G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
- * H. Perform other related duties as assigned.

15. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

16. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience: Requirements

A. Successful completion of a certified electrical apprentice program plus three (3) years of experience as a journeyman in the electrical trades. This experience as a journeyman must include three (3) years in residential wiring and three (3) years in commercial wiring, or equivalent training and experience.

2. License Requirement: Requirements

A. Possession of a valid Minnesota Master Electrician license or valid Class A Journeyman license by the date of appointment and thereafter.

B. 3. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge: Requirements

A. Extensive knowledge of Minnesota Building Code, including the electrical code, and other related codes, ordinances, laws, regulations, and manuals governing electrical work.

B. H B. Extensive knowledge of safe and proper methods of electrical construction, installation, and repair.

C. H C. Knowledge of proper inspection methods and procedures

D. D. Knowledge of legal procedures involved involved in the enforcement of electrical codes and ordinances.

E. H E. Knowledge of math for the purpose of measuring, reviewing estimated valuations, and computing construction costs electrical equations.

F. H F. Knowledge of traffic rules and regulations.

G. H G. Knowledge of precautionary, safety, problem-solving and fire prevention methods involved in electrical work conflict-resolution techniques.

H. H. Knowledge of code applicable safety requirements.

I. Knowledge of, or the ability to learn, City policies and inspection methods in other trade areas procedures.

4. Skill: Requirements

A. Skill in inspecting electrical work for adherence to regulations, requirements, ordinances, and procedures.

B. H B. Skill in reading and interpreting electrical plans, specifications, blueprints, diagrams, and technical codes and ordinances.

C. H C. Skill in estimating reviewing construction costs, including materials and labor, and completion schedules.

- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time.
- F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and write reports regarding inspections and permits.
- B. H C. Ability to maintain accurate and complete records.
- H D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- C. H E. Ability to transport oneself to, from, and around various work sites worksites.
- D. H F. Ability to participate in training to update electrical knowledge and expertise.
- E. H G. Ability to interpret safety rules and apply them to various hazardous situations.
- F. H. Ability to use a computer to maintain inspection records and write reports.
- H I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
- H J. Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.
- G. H K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the public.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to work outside in inclement weather understand and follow instructions.
- K. H L. Ability to problem-solve a variety of situations.
- L. Ability to set priorities and complete assignments on time.
- M. Ability to attend work on a regular basis as scheduled and/or required.

* Essential job functions

H Job requirements necessary on the first day of employment. Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Skilled Craft Workers	CSB: _____	Class No: _____
WC: 9410	Pay: _____	EEOF: Housing	CC: _____	Resolution: _____



Human Resources

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Duluth, Minnesota 55802

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hrinformation@duluthmn.gov

DATE: March 28, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: Revised Job Classification of Fire Marshal

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF FIRE MARSHAL.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent. The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Fire Marshal was last revised in April of 2009. Only minor changes were made to this description including condensing job duties to align with the new template and modifying the minimum qualifications to give members more opportunities to be qualified to apply for this promotional opportunity. By changing the requirements to five years as a career firefighter and three years of verifiable professional experience to include leadership as a primary responsibility, we can include members who come from other departments or career fields or those that have skills outside of DFD.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The Fire Marshal will continue to manage, direct, and coordinate the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Fire Marshal.

Fire Marshal

SUMMARY/PURPOSE

To manage, direct, and coordinate the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect and coordinate the inspection of sites and structures to determine and/or enforce compliance with Minnesota Fire and Building codes, safety laws, and related ordinances.
2. Assist with planning, implementation, and identification of solutions for complex problems associated with fire inspection work.
3. Use advanced understanding of the policies and procedures related to fire inspection and life safety activities, and those of related departments and service agencies to assist in developing and administering programs of public education regarding fire prevention, housing, and other health and safety programs.
4. Investigate and manage the fire investigation team in determining the origin and cause of major fires or those of undetermined or suspected incendiary origin.
5. Collaborate with Duluth Police Department and other partner agencies to organize and lead an Arson Task Force when required.
6. Coordinate and communicate with City staff and departments to manage difficult or sensitive issues related to fire and life safety.
7. Conduct, manage, and collaborate on the plan review process for assigned projects.
8. Participate as part of the Duluth Fire Department Command Staff.
9. Manage employee performance, and provide training, coaching, and mentoring for employees. Make recommendations about hire, termination, pay, and performance.
10. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
12. Assist with organizing and directing the work activities of assigned team, determine work priorities, assignments, and work schedules.
13. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
14. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
15. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of five (5) years as a career firefighter to include three (3) years verifiable professional experience in a leadership capacity.

2. Minimum License Requirements

- A. Obtain and maintain Minnesota Fire Service Certification Board certifications in the following disciplines within two (2) years of promotion to the position:
 - 1) Fire Investigator
 - 2) Fire Inspector I
 - 3) Fire Inspector II
 - 4) Public Fire Educator I
- B. Possess and maintain a valid driver's license.

3. Preferred Requirements

- A. Bachelor's degree in management, administration, fire science, fire protection engineering, mechanical engineering, or a related field.
- B. International Association of Arson Investigators Certified Fire Investigator.
- C. International Code Council Fire Plans Examiner.

4. Knowledge Requirements

- A. Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
- B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
- C. Knowledge of the City of Duluth Fire Department's policies and procedures.
- D. Knowledge of problem-solving and conflict-resolution techniques.
- E. Knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.
- G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- H. Knowledge of effective leadership, management, and personnel practices.
- I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

5. Skill Requirements

- A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
- B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.
- C. Skill in investigating and analyzing the findings of an investigation.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing ones own time and the time of assigned personnel.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

6. Ability Requirements

- A. Ability to recognize fire, construction, and building hazards.
- B. Ability to assist in planning and directing a program of public education concerning fire prevention or building safety.
- C. Ability to investigate fires for origin, cause, and circumstance.
- D. Ability to analyze investigative findings and prepare reports and recommendations.
- E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
- F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
- G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the public.

- I. Ability to communicate effectively both orally and in writing.
- J. Ability to recognize, analyze, and solve a variety of problems.
- K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Fire	EEOC: Technicians	CSB:	Class No: 1333
WC: 7706	Pay:	EEOF: Fire Protection	CC:	Resolution:

Fire Marshal

SUMMARY/PURPOSE:

To manage, ~~direct, and coordinate~~ the ~~Fire Inspection and Building Inspection functions~~ fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department.

FUNCTIONAL AREAS:

4. SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect and supervise~~coordinate~~ the inspection of sites and structures to determine and/or enforce compliance with Minnesota Fire and Building ~~and Fire Codes~~codes, safety laws, and related ordinances.
2. ρ A. Inspect~~Assist with planning, implementation, and supervise the~~ identification of solutions for complex problems associated with fire inspection of building sites~~work.~~
3. Use advanced understanding of the policies and structures ~~according~~procedures related to applicable Local, State and Federal regulations fire inspection and life safety activities, and those of related departments and service agencies to assist in developing and administering programs of public education regarding fire prevention, housing, and other health and safety programs.
 - ~~ρ B. Inspect and supervise the inspection of areas or places where there are large public gatherings, or have high values or hazardous conditions.~~
 - ~~ρ C. Inspect sprinkler and fire alarm installations to assure applicable code compliance and verify installation according to approved plans.~~
 - ~~ρ D. Investigate and supervise the investigation of complaints and respond to questions regarding hazards and violations of fire code and housing code regulations.~~
 - ~~ρ E. Ensure the state designated Building Official maintains required statutory authority over all code enforcement activities related to the State Building Code.~~
 - ~~ρ F. Collaborate with the state designated Building Official to review plans and make recommendations for new construction and remodeling of all commercial and public assembly buildings.~~
 - ~~ρ G. Supervise the inspection of establishments for approval of all liquor and beer licenses.~~
 - ~~ρ H. Assume responsibility for enforcement of codes and ordinances as delegated by the Fire Chief.~~
 - ~~ρ I. Inspect and supervise the inspection of occupancies prior to issuance of a certificate of occupancy.~~
4. 2. Investigate and supervise the ~~manage the fire~~ investigation of the cause~~team in determining the origin and cause~~ of major fires and fires~~or those~~ of undetermined or suspected incendiary origin.
 - ~~ρ A. Develop and maintain a fire investigation program~~
 - ~~ρ B. Assist in the prosecution of cases of arson.~~
 - ~~ρ C. Respond to emergency calls when off duty.~~
 - ~~D. Collaborate with the~~Duluth ~~Police Department in the investigation of suspicious fires and prosecution of arson.~~

~~5. 3. — Develop and administer programs of public education and information regarding fire prevention, housing, and other health and safety programs. partner agencies to organize and lead an Arson Task Force when required.~~

~~ρ — A. Advise the Fire Chief on fire prevention. Coordinate and building safety. communicate with City staff and departments to manage difficult or sensitive issues.~~

~~ρ — B. Provide information to the media and the general public.~~

~~4. — Perform other related tasks as assigned, including but not limited to:~~

~~6. ρ A. Supervise the maintenance of complete fire and accurate records and files of safety codes, regulations, ordinances, inspections made and violations and penalties cited. life safety.~~

~~ρ — B. Inspect and identify unauthorized objects for removal.~~

~~7. ρ C. Supervise the instruction of. Conduct, manage, and collaborate on the plan review process for assigned projects.~~

~~8. Participate as part of the Duluth Fire Department personnel in fire prevention. Command Staff.~~

~~9. Manage employee performance, and provide training, coaching, and mentoring for employees. Make recommendations about hire, termination, pay, and performance.~~

~~10. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.~~

~~11. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.~~

~~Assist with organizing and building safety related topics.~~

~~12. 5. Organize and direct. directing the work activities of assigned personnel. team, determine work priorities, assignments, and work schedules.~~

~~13. ρ A. Determine priorities, assign work. Provide input on decisions regarding the hiring processes, onboarding procedures, and projects, and coordinate schedules. discipline of assigned personnel.~~

~~ρ — B. Effectively recommend the hire, transfer, suspension, or discharge of assigned personnel.~~

~~ρ — C. Establish work standards and complete employee evaluations.~~

~~ρ — D. Discipline assigned personnel as necessary.~~

~~ρ — E. Monitor work sites and ensure compliance. maintain positive working relationship with established methods, guidelines, standards, and procedures.~~

~~ρ — F. Recommend adjustments or other actions in employee grievances.~~

~~ρ — G. Provide assigned personnel with access to all information necessary. the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the performance of their job duties.~~

~~ρ — H. Provide for the education and training of subordinates in correct and safe operating procedures.~~

~~14. ρ I. Determine and administer. team when appropriate rewards including letters of commendation or other forms of recognition, and offering expertise to improve processes, systems, and the organization.~~

~~ρ — J. Develop, implement, review and ensure compliance with Department standard operating procedures, policies, and guidelines.~~

~~ρ — K. Recommend subordinates for promotion and participate in the promotional process.~~

~~6. Participate as an active member of the management team.~~

~~ρ — A. Participate in the management decision making process.~~

~~ρ — B. Disseminate information to subordinates and administrators.~~

~~ρ — C. Conduct administrative assignments in accordance with Department procedures.~~

~~ρ — D. Coordinate long-range planning and goal setting on behalf of the Department.~~

~~ρ — E. Conduct team meetings.~~

15. Other duties may be assigned.

JOB REQUIREMENTS

License Requirements:

~~A. Possession of a Minnesota driver's license or privilege at the time of appointment and thereafter.~~

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements:

A. ~~A. Three (3) years as a classified City of Duluth Fire Captain or two (2) years as a classified City of Duluth Deputy Fire Marshal; or career firefighter to include three (3) years verifiable professional experience in combination of ranks of a leadership capacity.~~

2. Minimum License Requirements

A. Obtain and maintain Minnesota Fire Service Certification Board certifications in the following disciplines within two (2) years of promotion to the position:

- 1) Fire Investigator
- 2) Fire Captain and Deputy Inspector I
- 3) Fire Marshal/Inspector II
- 4) Public Fire Educator I

B. Possess and maintain a valid driver's license.

3. Preferred Requirements

A. Bachelor's degree in management, administration, fire science, fire protection engineering, mechanical engineering, or a related field.

B. International Association of Arson Investigators Certified Fire Investigator.

C. International Code Council Fire Plans Examiner.

4. Knowledge Requirements:

A. ~~A. Thorough knowledge~~ Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.

B. ~~B. Thorough knowledge~~ Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.

C. ~~C. Thorough knowledge~~ Knowledge of the City of Duluth Fire Department's policies and procedures.

D. ~~D. Thorough knowledge~~ Knowledge of the properties, problem-solving and reactions, conflict-resolution techniques.

E. Knowledge of common applicable safety requirements.

F. Knowledge of, or the ability to learn, City policies and uncommon chemicals procedures.

G. Knowledge of federal, state, and products local laws, statutes, regulations, codes, and standards related to the area of responsibility.

H. ~~E.~~ Knowledge of effective leadership, management, and supervisory personnel practices.

I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

5. Skill Requirements:

- ~~A. A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.~~
- ~~B. B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.~~
- ~~C. C. Skill in investigating and analyzing the findings of an investigation.~~
- ~~D. D. Skill in supervising the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.~~
- ~~E. Skill in managing ones own time and the time of assigned personnel.~~
- ~~F. Skill in completing assignments accurately and with attention to detail.~~
- ~~G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.~~

6. Ability Requirements:

- ~~A. A. Ability to recognize fire, construction, and building hazards.~~
- ~~B. B. Ability to assist in planning and directing a program of public education concerning fire prevention or building safety.~~
- ~~C. C. Ability to investigate fires for origin, cause, and circumstance.~~
- ~~D. Ability to analyze investigative findings, and prepare reports and recommendations.~~
- ~~D. Ability to work effectively with co-workers, administrators, employees, media representatives and the general public.~~
- ~~E. E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.~~
- ~~F. F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.~~
- ~~G. Ability to perform MEDIUM WORK (defined as lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds).~~

Other Requirements:

- ~~G. A. Must pass periodic medical examinations to verify Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~H. Ability to communicate and interact effectively with members of the ability public.~~
- ~~I. Ability to communicate effectively both orally and in writing.~~
- ~~J. Ability to physically perform all duties which may be assigned during emergencies recognize, analyze, and solve a variety of problems.~~
- ~~K. Ability to consistently and independently prioritize one's own work and the work of others, including task scheduling, assigning staff, and securing resources.~~
- ~~L. Ability to handle difficult and stressful situations with professional composure.~~
- ~~M. Ability to work successfully as a member of a team and independently with minimal supervision.~~
- ~~N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.~~
- ~~O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.~~
- ~~P. Ability to enforce safety rules and regulations.~~
- ~~Q. Ability to maintain confidential information.~~
- ~~R. Ability to demonstrate dependability, responsibility, and consistency in job performance.~~
- ~~S. Ability to exercise sound judgment in making critical decisions.~~
- ~~T. Ability to attend work as scheduled and/or required.~~

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring the special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use of a self-contained breathing apparatus, protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

- ~~B. Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in the other.~~
- ~~C. Must possess normal hearing when tested according to ANSI 1969 Standards.~~
- ~~D. Must not use, by smoking, ingestion, or otherwise, any tobacco products.~~
- ~~E. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarters Fire Hall within 30 minutes of being notified, given normal driving conditions.~~

~~Essential functions of the job~~

~~Job requirements necessary on the first day of employment~~

HR: <u>CTHD</u>	Union: Fire	EEOC: Technicians	CSB: <u>-20090407</u> _____	Class No: <u>1333</u>
WC: 7706	Pay: <u>233</u> _____	EEOF: Fire Protection	CC: <u>20090615</u> _____	Resolution: <u>09-0343R</u>

Notice:

Item 6A contains
Private Data.

The information is non-public and disclosure of this material is prohibited; therefore it has been excluded from this packet.

Notice:

Item 6B

Non-Public Review of New Eligible Lists

will be distributed to
members at the Civil Service
Board meeting.

Notice:

Item 6C contains
Private Data.

The information is non-public and disclosure of this material is prohibited; therefore it has been excluded from this packet.