



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, May 6, 2025

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

April 1, 2025

Attachments: [2A April 1, 2025 Minutes \(draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

(1) Budget Manager (revised)

Attachments: [4A\(1\) Budget Manager \(revised\)](#)

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.

7. NEXT REGULAR MEETING SCHEDULED

June 3, 2025

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, April 1, 2025

4:45 PM

Council Chambers

1. ROLL CALL

Members Present: Ryan Logan, Cliff Tanner

Members Absent: John Strongitharm

HR Staff Present: Amber Royer Henderson, Matt Silverness

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 4, 2025

Indexes:

Attachments: [2A March 4, 2025 Minutes \(draft\)](#)

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Network Architect (new)

Indexes:

Attachments: [4A1 Network Architect \(new\)](#)

This Civil Service Board item was approved.

4A(2) Sustainability Officer (revised)

Indexes:

Attachments: [4A2 Sustainability Officer](#)

This Civil Service Board item was approved.

5. APPEALS

6. INFORMATIONAL

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

This Civil Service Board item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This Civil Service Board item was received.

6C. ISD 709 Notice of Termination (February 28, 2025)

This Civil Service Board item was received.

6D. ISD 709 Notice of Termination (March 4, 2025)

This Civil Service Board item was received.

7. NEXT REGULAR MEETING SCHEDULED

May 6, 2025

8. ADJOURNMENT

4:46 p.m.



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: April 25, 2025

TO: Civil Service Board

FROM: Matt Silverness
Human Resources Manager

SUBJECT: Revised Job Classification of Budget Manager

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF BUDGET MANAGER.

Background Information/Summary of Job

The Budget Manager job classification was created in 2013. The job description is being updated to reflect necessary changes that have evolved over time. The purpose of this position is to analyze, recommend, and report on budgetary and financial activities in conformity with generally accepted budget principles and legal requirements as prescribed by state statute and City policies and procedures. The position provides advice and technical assistance with cost analysis, fiscal allocation, financial forecasting and budget preparation. The position evaluates program effectiveness in operations and procedures to recommend improvements. The position coordinates the annual citywide budget process, creates and implements budget procedures and policy, and presents the annual budget to City Council and all interested parties in a variety of formats.

The proposed revisions to this job description were discussed with the Supervisory Union and they are supportive of these changes.

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 Budget Manager.

Budget Manager

SUMMARY/PURPOSE

To analyze, recommend, and report on budgetary and financial activities in conformity with generally accepted budget principles and legal requirements as prescribed by state statute and City policies and procedures. The position provides advice and technical assistance with cost analysis, fiscal allocation, financial forecasting and budget preparation. The position evaluates program effectiveness in operations and procedures to recommend improvements. The position coordinates the annual citywide budget process, creates and implements budget procedures and policy, and presents the annual budget to City Council and all interested parties in a variety of formats.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate the annual budget process. Provide data, information, and expertise to City Administration and to departments for use in decision making and budget formulation. Examine financial information for accuracy and completeness. Create a process for budget requests and funding approval.
2. Collaborate with Mayor and City Administration to set budget priorities and allocate funds appropriately for all City budgets.
3. Regularly review the financial performance of the City to ensure spending aligns with the budget. Forecast revenues and expenses. Perform ongoing variance analysis and provide explanations and recommendations for corrective action. Analyze financial data and market trends to predict future impacts.
4. Prepare reports for City leadership such as the Mayor, City Council, and departments to keep them informed about the budget's status and performance. Ensure the budget is presented clearly to the public, adhering to legal requirements for transparency and providing understandable summaries of complex financial data. Present City budgets and levies at City Council meetings.
5. Ensure legal compliance by making sure the budget adheres to local, state, and federal laws and regulations.
6. Manage payroll staff, maintain the accuracy of payroll data including wages, benefits, deductions, and tax withholdings and ensure the effective implementation and operation of payroll and timekeeping systems.
7. Oversee payroll processes to ensure timely and accurate payments in compliance with various collective bargaining agreements, regulatory requirements, and organizational policies.
8. Ensure accurate budgeting of all salaries and benefits for the entire City, while maintaining effective position control to align staffing levels with budgeted financial resources.
9. Manage and oversee financial systems and financial systems staff. Ensure the effective implementation, integration, and operation of financial management systems including the enterprise resource planning (ERP) system; permitting, licensing, and inspections system; special assessments and tourism tax applications; timekeeping systems; and other financial systems.

10. Offer insights and advice to departments on financial matters and resource allocation. Identify and analyze new or revised methods, policies, or programs that will increase productivity, lower costs or increase revenues.
11. Work closely with departments to ensure that each department's financial activities align with the overall municipal budget.
12. Recognize and evaluate financial risks that could affect the City's budget, such as economic downturns or unexpected costs. Develop strategies for mitigating financial risks and ensure the City can maintain operations during unexpected circumstances.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the 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.
20. 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 Finance, Business Administration, Accounting, or a related professional field, and four (4) years of related professional experience.
 - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
 - C. Experience in governmental budgeting preferred.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. Thorough knowledge of budgeting principles, methods, practices and terminology.
 - B. Thorough knowledge of fiscal and management analysis methods.
 - C. Knowledge of governmental accounting.
 - 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.
 - J. Knowledge of budgetary, and management principles, practices, and procedures.

K. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Skill in analyzing financial data to provide information and knowledge in support of decision making.
- B. Skill in analyzing operations and procedures.
- D. Skill in accurately presenting large quantities of financial data and information in a meaningful and understandable format.
- E. Excellent computer skills with Microsoft Excel, Word, PowerPoint, and ERP system.
- F. 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.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in mediation and dispute resolution.
- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- K. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to effectively communicate complex financial information to different audiences.
- B. Ability to establish and maintain good working relationships with both internal customers such as administrators, management and employees as well as external customers such as outside agencies and organizations.
- C. Ability to supervise assigned personnel and effectively motivate their performance.
- D. Ability to investigate and resolve disciplinary and grievance issues.
- E. Ability to systematically perform detailed work often under stringent deadlines.
- F. Ability to assess and encourage appropriate development opportunities for assigned staff.
- 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 problem-solve a variety of situations.
- 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 establish goals and objectives.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to manage a budget and work within the constraints of that budget.
- Q. Ability to enforce safety rules and regulations.
- R. Ability to maintain confidential information.
- S. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- T. Ability to exercise sound judgment in making critical decisions.
- U. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- V. Exhibits leadership qualities of dependability and accountability.
- W. 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: Supervisory	EEOC: Officials/Admin	CSB:	Class No: 1315
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

Budget Manager

SUMMARY/PURPOSE

~~The objective of the Budget Manager is~~ To analyze, recommend, and report on budgetary and financial activities in conformity with generally accepted budget principles and legal requirements as prescribed by state statute and City policies and procedures. The position provides advice and technical assistance with cost analysis, fiscal allocation, financial forecasting and budget preparation. The position evaluates program effectiveness in operations and procedures to recommend improvements. The position coordinates the annual citywide budget process, creates and implements budget procedures and policy, and presents the annual budget to City Council and all interested parties in a variety of formats.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. ~~Coordinate the annual budget process by providing.~~ Provide data, information, and expertise to City Administration and to departments for use in decision making and budget formulation.
2. ~~Summarize budgets and submit recommendations for the approval or disapproval of funds requests.~~
- 3.1. ~~Examine budget estimates for financial information for accuracy and completeness, accuracy, and conformance with procedures and regulations. Create a process for budget requests and funding approval.~~
2. ~~Prepare final~~ Collaborate with Mayor and City Administration to set budget for adoption by priorities and allocate funds appropriately for all City budgets.
3. ~~Regularly review the financial performance of the City to ensure spending aligns with the budget. Forecast revenues and expenses. Perform ongoing variance analysis and provide explanations and recommendations for corrective action. Analyze financial data and market trends to predict future impacts.~~
4. ~~Prepare reports for City leadership such as the Mayor, City Council, and departments to keep them informed about the budget's status and performance. Ensure the budget is presented clearly to the public, adhering to legal requirements for transparency and providing understandable summaries of complex financial data. Present City budgets and levies at City Council meetings.~~
5. ~~Ensure legal compliance by making sure the budget adheres to local, state, and federal laws and regulations.~~
6. ~~Manage payroll staff, maintain the accuracy of payroll data including wages, benefits, deductions, and tax withholdings and ensure the effective implementation and operation of payroll and timekeeping systems.~~
7. ~~Oversee payroll processes to ensure timely and accurate payments in compliance with various collective bargaining agreements, regulatory requirements, and organizational policies.~~
8. ~~Ensure accurate budgeting of all salaries and benefits for the entire City, while maintaining effective position control to align staffing levels with budgeted financial resources.~~
9. ~~Manage and oversee financial systems and financial systems staff. Ensure the effective implementation, integration, and operation of financial management systems including the~~

- enterprise resource planning (ERP) system; permitting, licensing, and inspections system; special assessments and tourism tax applications; timekeeping systems; and other financial systems.
- ~~5.~~10. Offer insights and advice to departments on financial matters and resource allocation. Identify and analyze new or revised methods, policies, or programs that will increase productivity, lower costs or increase revenues.
- ~~6.~~ ~~Perform cost-benefit analyses to compare operating programs, review financial requests, and explore alternative financing methods.~~
- ~~7.~~ ~~Coordinate and conduct research to gather and analyze data developed internally or derived from external sources.~~
- ~~8.~~ ~~Provide assistance to City Departments in making management improvements and in evaluating program effectiveness.~~
- ~~9.~~ ~~Maintain and operate the City's budget system. Using the system, create or prepare budget reports to present data as necessary.~~
- ~~10.~~ ~~Work closely with departments to ensure that budget adjustments are made in accordance with legal and programmatic requirements.~~
- ~~11.~~ ~~Review operating expense and revenue budgets to analyze trends affecting budget needs.~~
- ~~12.~~11. Match appropriations for specific programs each department's financial activities align with appropriations for broader programs, including items for emergency funds the overall municipal budget.
- ~~13.~~ ~~Calculate the financial impact of multiple fiscal scenarios.~~
- ~~14.~~ ~~Prioritize, assign, and direct the work of assigned staff, including establishing work standards, effectively recommend employment action, hire, discharge, etc., provide performance evaluations, delegate authority and responsibility, train and communicate instructions and information.~~
- ~~15.~~ ~~Recognize and evaluate financial risks that could affect the City's budget, such as economic downturns or unexpected costs. Develop strategies for mitigating financial risks and ensure the City can maintain operations during unexpected circumstances.~~
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the 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.
20. 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 ~~below~~ are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ~~1.~~ ~~Bachelor's~~Bachelor's Degree in Finance, Business Administration, Accounting, or a ~~field determined by HR to be equivalent.~~

- A. ~~Four~~related professional field, and four (4) years of ~~full-time~~related professional experience in budgeting, auditing or finance.
- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
- ~~B-C.~~ Experience in governmental budgeting preferred.

2. License Requirements

- A. No specific licenses required.

~~2.3.~~ Knowledge Requirements

- A. Thorough knowledge of budgeting principles, methods, practices and terminology.
- B. Thorough knowledge of fiscal and management analysis methods.
- C. Knowledge of governmental accounting.
- 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.
- J. Knowledge of budgetary, and management principles, practices, and procedures.
- K. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

~~3.4.~~ Skill Requirements

- A. Skill in analyzing financial data to provide information and knowledge in support of ~~good~~ decision making.
- B. Skill in analyzing operations and procedures.
- ~~C-D.~~ Skill in accurately presenting large quantities of financial data and information in a meaningful and understandable format.
- E. Excellent computer skills with Microsoft Excel, Word, PowerPoint, and ERP system.
- F. 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.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in mediation and dispute resolution.
- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- K. Skill in motivating, developing, and leading people.

~~4.5.~~ Ability Requirements

- A. Ability to effectively communicate complex financial information to different audiences.
- ~~A-B.~~ Ability to establish and maintain good working relationships with both internal customers such as administrators, management and employees as well as external customers such as outside agencies and organizations.
- ~~B-C.~~ Ability to supervise assigned personnel and effectively motivate their performance.
- ~~C-D.~~ Ability to investigate and resolve disciplinary and grievance issues.
- ~~1. Ability to efficiently use computer applications such as Word, Excel, Power Point and dedicated financial and budget systems.~~
- D-E. Ability to systematically perform detailed work often under stringent deadlines.
- E-F. Ability to assess and encourage appropriate development opportunities for assigned staff.

Physical Ability Requirements

- 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.
- ~~F.H.~~ Ability to ~~work for long periods while seated at a desk~~ communicate and interact effectively with members of the public.
- I. Ability to ~~talk~~ communicate effectively both orally and ~~hear~~ in writing.
- J. Ability to ~~exchange~~ recognize, analyze, and problem-solve a variety of situations.
- 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 establish goals and objectives.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to manage a budget and work within the constraints of that budget.
- Q. Ability to enforce safety rules and regulations.
- ~~G.R.~~ Ability to maintain confidential information.
- ~~H.S.~~ Ability to ~~occasionally stoop, kneel, crouch~~ demonstrate dependability, responsibility, and ~~reach to file information~~ consistency in job performance.
- T. Ability to ~~occasionally lift~~ exercise sound judgment in making critical decisions.
- U. Ability to analyze, organize, and ~~carry~~ prioritize work while meeting multiple deadlines.
- V. Exhibits leadership qualities of dependability and accountability.
- W. 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 reports and paperwork weighing up to 25 pounds; 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: GTMS	Union: Supervisory	EEOC: Officials/Admin	CSB: 30212 204	Class No: 1315
WC: 8810	Pay: **1105-1115	EEOF: Admin/Finance	CC: 30225 204	Resolution: 13-0102R