



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, October 7, 2025

4:45 PM

Council Chambers

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. August 26, 2025

Attachments: [2A. August 26, 2025 Minutes \(draft\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Assistant City Clerk (revised)

Attachments: [4A\(1\) Assistant City Clerk \(revised\)](#)

4A(2) Property & Evidence Specialist (Revised)

Attachments: [4A\(2\) Property & Evidence Specialist \(revised\)](#)

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

November 4, 2025

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, August 26, 2025

4:45 PM

Lakeside Conference Room 430

1. ROLL CALL

Members Present: John Strongitharm, Cliff Tanner

Members Absent: Ryan Logan

HR Staff Present: Heather DuVal, Amber Royer Henderson,

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A(1) May 6, 2025

Indexes:

Attachments: [2A\(1\) May 6, 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) Graduate Engineer (new)

Indexes:

Attachments: [4A\(1\) Graduate Engineer \(new\)](#)

This Civil Service Board item was approved.

4A(2) Data Practices Compliance Specialist (revised)

Indexes:

Attachments: [4A\(2\) Data Practices Compliance Specialist](#)

This Civil Service Board item was approved.

4A(3) Water System Maintenance Foreperson (revised)

Indexes:

Attachments: [4A\(3\) Water System Maintenance Foreperson \(revised\)](#)

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.

7. NEXT REGULAR MEETING SCHEDULED

October 7, 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: September 26, 2025

TO: Civil Service Board

FROM: Heather DuVal
Human Resources Supervisor

SUBJECT: Revised Job Classification of Assistant City Clerk

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ASSISTANT CITY CLERK, INCLUDING A TITLE CHANGE TO DEPUTY CITY CLERK.

Background Information/Summary of Job

The Assistant City Clerk was last revised in May 2013. The purpose of this position is to assist in managing operations in the City Clerk's office and to provide support to assigned boards and commissions including the City Council, managing assigned elections, advising citywide on data retention and records management, managing the licensing system of the City, and providing support citywide for mail and copying services. The primary changes to the job description were made to reflect current duties of the position since they have evolved over time and also to incorporate standard language that is included in all job descriptions based on level of responsibility.

The proposed revisions to the job classification were discussed with the Supervisory union, and they are in agreement with 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 Assistant City Clerk, including a title change to Deputy City Clerk.

Deputy City Clerk

SUMMARY/PURPOSE

The Deputy City Clerk is a professional, management-level position that works directly with the City Clerk to perform and oversee the Charter and statutory duties of the City Clerk's Office, as well as direct public service functions. This position assumes full responsibility and signature authority in the absence of the City Clerk. Work is complex and varied and includes responsibility for overseeing the day-to-day operations of the City Clerk's Office, including the direct supervision of the office team. This classification is responsible for managing operations in the City Clerk's Office and providing support to assigned boards and commissions including the City Council, managing assigned elections, advising citywide on data retention and records management, managing the licensing system of the City, and providing support citywide for mail and copying services.

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

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. Assume full responsibility and signature authority in the absence of the City Clerk, including administering oaths of office.
2. Work in conjunction with the City Clerk to perform and oversee all charter, statutory, and constitutional duties of the City Clerk.
3. Assist the City Clerk in the oversight of City Council administrative support, including but not limited to, equipping the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.
4. Act as a liaison on issues relating to the Clerk's Office throughout the organization at all levels and externally to concerned customers, citizens, and external agencies.
5. In conjunction with the City Clerk, serve as liaison and staff support for the City Council, including recording, filing, indexing, preserving, and publishing resolutions and proceedings in accordance with applicable law and policy.
6. In conjunction with the City Clerk, manage all election processing, including preparing ballot, recruiting and training election judges, managing voter registration, and creating and enforcing voting procedures, ensuring compliance with state and federal laws related to municipal elections.
7. Assist in the development and administration of the budget for the City Clerk's office.
8. Assist in the development and implementation of records management policies/procedures to ensure the maintenance and custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, insurance documents, and minutes.
9. In conjunction with the City Clerk, serve as Secretary to the City Council; Alcohol, Gambling, & Tobacco Commission; and any other boards or commissions assigned.
10. Manage and oversee the City Mail Room and Copy Center.
11. Manage and oversee the Clerk's permitting and licensing processes and associated systems as assigned.
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.

16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationships with 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.
19. 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 Public Administration, Business Administration, Management, or related professional field, and four (4) years of related professional experience serving in a similar public capacity or serving a board of directors; OR a minimum of seven (7) years of related education and/or full-time, verifiable professional experience serving in a similar public capacity, or serving a board of directors.
 - B. One year of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Knowledge of the principles and practices of public administration, structure and functions of municipal government, and legislative political processes.
 - B. Knowledge of all ordinances and statutes regarding public meetings, elections, and records retention.
 - C. Knowledge of problem-solving and conflict-resolution techniques.
 - D. Knowledge of applicable safety requirements.
 - E. Knowledge of, or the ability to learn, City policies and procedures.
 - F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - G. Knowledge of effective leadership and personnel practices.
 - H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - I. Knowledge of budgetary and management principles, practices, and procedures.
 - J. 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 accurate communication throughout the organization and externally using various media.
 - B. Skill in maintaining and enhancing professional relationships and providing effective customer service.
 - C. Skill in making accurate computations.
 - 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.
- I. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to understand and apply the full range of modern principles and best practices specific to City government codification, archival recordkeeping, Minnesota Data Practices Statutes, City policies, and Open Meeting laws.
- B. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
- C. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
- D. Ability to develop policies, procedures, and operating standards governing the activities of division employees and demonstrate an ability to ensure that employees follow such policies, procedures, and standards.
- E. Ability to plan, organize, and maintain records.
- F. Ability to demonstrate a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
- 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:	Union: Supervisory	EEOC: Paraprofessional	CSB:	Class No: 1354
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

ASSISTANT Deputy City Clerk

SUMMARY/PURPOSE

The Deputy City Clerk is a professional, management-level position that works directly with the City Clerk to perform and oversee the Charter and statutory duties of the City Clerk's Office, as well as direct public service functions. This position assumes full responsibility and signature authority in the absence of the City Clerk. Work is complex and varied and includes responsibility for overseeing the day-to-day operations of the City Clerk's Office, including the direct supervision of the office team. This classification is responsible for managing operations in the City Clerk's Office ~~including~~ and providing support to assigned boards and commissions including the City Council, managing assigned elections, advising ~~City-wide~~ citywide on data retention and records management, managing the licensing system of the City, and providing support ~~City-wide~~ citywide for mail and copying services. ~~The classification also serves as the City Clerk in his/her absence~~

SUPERVISION RECEIVED

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

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. Assume full responsibility and signature authority in the absence of the City Clerk, including administering oaths of office.
2. Work in conjunction with the City Clerk to perform and oversee all charter, statutory, and constitutional duties of the City Clerk.
3. Assist the City Clerk in the oversight of City Council administrative support, including but not limited to, equipping the City Council with the resources, systems, and support necessary to properly and effectively discharge their official duties.
- 4.4. Act as a liaison on issues relating to the Clerk's Office throughout the organization at all levels and externally to concerned customers, citizens, and external agencies.
5. In conjunction with the City Clerk, serve as liaison and staff support for the City Council, including ~~prepare~~ recording, filing, indexing, preserving, and ~~distribute agendas publishing resolutions~~ and proceedings and maintain in accordance with applicable law and policy.
2. In conjunction with the City Clerk, manage all records.
- 3.6. Manage all election ~~election~~ processing, including ~~prepare~~ preparing ballot, ~~recruit~~ recruiting and ~~train~~ training election judges, ~~manage~~ managing voter registration, and ~~create~~ creating and ~~enforce~~ enforcing voting procedures. ~~ensuring compliance with state and federal laws related to municipal elections.~~
7. ~~Retain~~ Assist in the development and ~~manage~~ administration of the budget for the City Clerk's office.
- 4.8. Assist in the development and implementation of records and information, including management policies/procedures to ensure the maintenance and custody of official ~~copies of records such as~~ and archives of the City, including ordinances and resolutions, contracts, agreements, deeds, insurance documents, and minutes.
- 5.9. In conjunction with the City Clerk, serve as Secretary to the City Council, Alcohol, Gambling, & Tobacco Commission, Charter Commission, Mayor's Appointment Committee, and any other boards or commissions assigned.
- 6.10. Manage and oversee the City Mail Room and Copy Center.
- 7.11. Manage and oversee the ~~City Licensing system~~ Clerk's permitting and licensing processes and associated systems as assigned.
8. ~~Serve as City Clerk in his/her absence or as assigned, including administering oaths of office.~~

- ~~9. 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.~~
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationships with 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.
19. 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

- A. ~~A Bachelor's degree in business administration, office~~Public Administration, Business Administration, Management, or ~~any research-based~~related professional field, ~~plus and~~ four (4) years of ~~verifiable-related professional~~ experience serving in a similar public capacity, or serving a board of directors; OR ~~a minimum of~~ seven (7) years of ~~related education and/or full-time, verifiable professional~~ experience serving in a similar public capacity, or serving a board of directors; ~~or~~.
- B. ~~A combination~~One year of ~~verifiable experience must be in a supervisory/lead position of similar complexity and/or education accepted as equivalent.~~ level of responsibility.

2. License Requirements

- A. ~~Must possess a~~Possess and maintain a valid Minnesota Class D driver's license ~~valid in Minnesota.~~ or privilege.

3. Knowledge Requirements

- A. ~~Knowledge of the principles and practices of public administration, structure and functions of municipal government, and legislative political processes.~~
- ~~A-B.~~ Knowledge of all ordinances and statutes regarding public meetings, elections, and records retention.
- ~~B-C.~~ Knowledge of ~~the principles~~ problem-solving and ~~practices of project management.~~ conflict-resolution techniques.
- D. Knowledge of applicable safety requirements.
- E. Knowledge of, or the ability to learn, City policies and procedures.
- F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- G. Knowledge of effective ~~supervisory~~leadership and personnel practices.
- ~~C-H.~~ Knowledge of business and management principles involved in strategic planning, resource allocation, human resources ~~practices and procedures.~~ leadership technique, and coordination of people and resources.
- I. Knowledge of budgetary and management principles, practices, and procedures.

J. 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 the use of computers and other electronic devices along with their application software.~~
- ~~B.~~ A. Skill in accurate communication throughout the organization and externally using various media.
- ~~C.~~ B. Skill in maintaining and enhancing professional relationships and providing effective customer service.
- ~~D.~~ C. Skill in making accurate computations.
- 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.
- I. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to understand and apply the full range of modern principles and best practices specific to City government codification, archival recordkeeping, Minnesota Data Practices Statutes, City policies, and Open Meeting laws.
- B. Ability to provide effective leadership of the division, galvanizing employees around a shared vision and mission.
- C. Ability to facilitate group problem-solving, manage conflict, and negotiate positive outcomes.
- D. Ability to develop policies, procedures, and operating standards governing the activities of division employees and demonstrate an ability to ensure that employees follow such policies, procedures, and standards.
- ~~A.~~ E. Ability to plan, organize, and maintain records.
- ~~B.~~ Ability to maintain confidentiality
- ~~F.~~ Ability to demonstrate a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service.
- 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.
- ~~C.~~ H. Ability to communicate and interact effectively ~~supervise others~~ with members of the public.
- I. Ability to communicate effectively ~~with 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 at various organizational levels both,~~ 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.
- ~~D.~~ P. Ability to manage a budget and work ~~within~~ and without the organization using various ~~media~~ the constraints of that budget.
- ~~E.~~ Q. Ability to ~~read~~ enforce safety rules and ~~comprehend complex documents including legal documents~~ regulations.
- ~~F.~~ R. Ability to ~~provide effective customer service, often under trying conditions~~ maintain confidential information.

- S. Ability to ~~prepare clear, concise~~ demonstrate dependability, responsibility, and complete consistency in job performance.
- T. Ability to exercise sound judgment in making critical decisions.
- U. Ability to analyze, organize, and prioritize work while meeting documentation and other written correspondence multiple deadlines.
- G.V. Exhibits leadership qualities of dependability and reports accountability.
- H.W. Ability to attend work on a regular basis. as scheduled and/or required.

Physical Ability Requirements Demands

- A. ~~Ability to work for long periods while seated at a desk.~~
- B. ~~Ability to talk and hear to exchange information.~~
- C. ~~Ability to occasionally stoop, kneel, crouch, and reach to file information.~~
- D. ~~Ability to occasionally lift and carry items such as reports and paperwork weighing up to 25 pounds.~~

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: CT	Union: Supervisory	EEOC: Paraprofessional	CSB: 05/07/2013	Class No: 1354
WC: 8810	Pay: 4055	EEOF: Admin/Finance	CC: 05/13/2013	Resolution: 13-0254R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: October 7, 2025
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Property & Evidence Specialist

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PROPERTY AND EVIDENCE SPECIALIST.

Background Information/Summary of Job

The Property & Evidence Specialist job classification was most recently revised in 2015. The purpose of this position is to secure intake, documentation, storage, tracking, and disposal of property and evidence collected by law enforcement personnel. This position ensures the integrity and chain of custody for all items is in accordance with legal standards, departmental policies and state and federal regulations. The major/primary changes to the job description were expanding the duties as the position has evolved overtime.

The proposed revisions to this job description were discussed with the Basic Union and incumbent, and they are supportive of these updates.

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 Property & Evidence Specialist.

Property & Evidence Specialist

SUMMARY/PURPOSE

Responsible for the secure intake, documentation, storage, tracking, and disposal of property and evidence collected by law enforcement personnel. This position ensures the integrity and chain of custody for all items is in accordance with legal standards, departmental policies and state and federal regulations.

DISTINGUISHING FEATURES OF THE CLASS

The Property & Evidence Specialist is distinguished from the Digital Evidence Specialist by the amount of guidance and instruction needed to perform duties as assigned in the evidence room. Positions at this level exercise more independent discretion and judgment in matters related to work procedures and methods regarding physical evidence and may be required to provide support to higher-level situations.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as the department subject matter expert in the management of property and evidence; maintain security and protection of property and evidence according to federal guidelines, state statutes, City ordinances, department policies, and best practices related to the storage and preservation of evidence.
2. Responsible for the management of over 10,000 pieces of property; prepare for property and evidence audits; participate in State Task Force and Federal audits; maintain accurate chain of custody including but not limited to intake, transfer, release, disposal, and auction manifest.
3. Work closely with officers, detectives, legal personnel, and the public to facilitate the proper handling of evidence for criminal investigations and court proceedings.
4. Respond to subpoenas; testify in state and federal court as a witness of evidence management, regarding the integrity of proper storage, preservation, transportation and processing of evidence; arrange, prepare and coordinate delivery of evidence for court.
5. Responsible for disposal of hazardous materials including legal and illegal narcotics and hazardous materials.
6. Participate in search warrant operations by attending pre-execution briefings and assisting on-site with the identification, collection, and documentation of property and evidence.
7. Ensure firearms are safe, secured and properly stored; verify NCIC on all firearms and items with serial numbers; complete ATF E-Traces; ensure test-firing and submission for National Integrated Ballistic Information Network (NIBIN) testing prior to release or destruction; facilitate and manage the release, transfer, or destruction of firearms; process and interpret criminal histories to determine firearm eligibility.
8. Conduct audits and reconciliations of seized and recovered currency; coordinate deposits with designated financial institutions; send abandoned currency and documentation to the Minnesota Department of Commerce; monitor, track and submit counterfeit money to the United States Secret Service.
9. Handle and ensure the secure disposition of sensitive digital evidence in compliance with legal and procedural standards.

10. Develop, administer and conduct training programs in property and evidence keeping, office procedures, and forms-processing for Police Department personnel and partner agencies; responsible for the configuration, testing, training and ongoing maintenance of property and evidence management system modules.
11. Establish schedules and methods for providing property and evidence management services by identifying resource needs, reviewing needs, and allocating resources accordingly.
12. Maintain security and protection of police property and evidence according to mandated requirements and department policies.
13. Compile statistical data, or lead such activities and prepare routine reports, annual inventory of property and evidence rooms, and bi-annual property and evidence audits with assigned Lieutenant or Manager.
14. Review and keep in compliance with law and best practices all policies and procedures applicable to Property and Evidence.
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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
19. Establish and maintain positive working relationships 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.
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. Associate's degree in law enforcement/criminal justice, or a related professional field, and three (3) years of related professional experience working in a police department with responsibility for the preservation and custody of evidence, property records keeping, and inventory maintenance; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Acquire and maintain Criminal Justice Information Systems (CJIS) certification within six (6) months of hire.
 - C. Acquire and maintain Property and Evidence Specialist certification through IAPE within six (6) months of hire.
 - D. Acquire and maintain Portal/NCIC certification within 30 days of hire.
3. Knowledge Requirements
 - A. Knowledge of principles of public and police administration, organization, budgeting, and personnel management.
 - B. Knowledge of principles and practices of management, training, personnel administration, and evaluation.

- C. Extensive knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
 - D. Extensive knowledge of business computer application software, office methods, and other technical programs to monitor and maintain the security of police property and evidence.
 - E. Extensive knowledge of principles and practices of customer service.
 - F. Knowledge of basic principles and practices of municipal budget preparation and administration.
 - G. Extensive knowledge of proper methods and procedures for receiving and storing evidence and property.
 - H. Extensive knowledge of proper handling of weapons and biohazard materials.
 - I. Extensive knowledge of law enforcement record keeping procedures and requirements as related to evidence and property management.
 - 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 analyzing complex technical and administrative problems, evaluating alternative solutions, recommending, and implementing effective courses of action.
 - B. Skill in planning, assigning, supervising, and evaluating the work of assigned support personnel.
 - 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 and the time of others.
 - E. Skill in completing assignments accurately and with attention to detail.
 - F. 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 prepare succinct, coherent, and technically accurate reports and analyses.
 - B. Ability to assist in the development of innovative municipal law enforcement practices.
 - C. Ability to apply applicable codes and regulations to property and evidence management.
 - D. Ability to work cooperatively with other departments, City officials, and outside agencies.
 - E. 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. Ability to communicate and interact effectively with members of the public.
 - G. Ability to communicate effectively both orally and in writing.
 - H. Ability to recognize, analyze, and solve a variety of problems.
 - I. Ability to organize and prioritize work while meeting multiple deadlines.
 - J. Ability to handle difficult and stressful situations with professional composure.
 - K. Ability to work successfully as a member of a team and independently with minimal supervision.
 - L. Ability to train and lead others.
 - M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - N. Ability to enforce safety rules and regulations.
 - O. Ability to maintain confidential information.
 - P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - Q. 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:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution:

Property & Evidence Specialist

SUMMARY/PURPOSE

~~Under general direction, plan, direct, organize~~ Responsible for the secure intake, documentation, storage, tracking, and ~~lead the day-to-day activities and personnel disposal~~ of the property and evidence unit, ~~collected by law enforcement personnel. This includes related digital technology areas~~ position ensures the integrity and chain of custody for all items is in support of the Police Department's priorities accordance with legal standards, departmental policies and directives state and federal regulations.

DISTINGUISHING FEATURES OF THE CLASS

~~This is a non-sworn leadworker classification within the Police Department, which receives general direction from the Major Crimes Lieutenant, Administrative Lieutenant, or Police Records & Technology Manager. Incumbents exercise direct supervision over non-sworn professional technical staff.~~

The Property & Evidence Specialist is distinguished from the Digital Evidence Specialist by the amount of guidance and instruction needed to perform duties as assigned in the evidence room. Positions at this level exercise more independent discretion and judgment in matters related to work procedures and methods regarding physical evidence and may be required to provide support to higher-level situations.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

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

ESSENTIAL DUTIES AND RESPONSIBILITIES ~~(other duties may be assigned)~~

- ~~0. Determine priorities, assign work to personnel, and coordinate schedules to ensure completion of work.~~
- ~~0. Assist in the hire, transfer, suspension, or discharge of assigned personnel.~~
- ~~0. Establish work standards and evaluate the work of employees.~~
- ~~0. Train personnel in correct and safe operating procedures.~~
- ~~0. Monitor worksite to ensure compliance with established methods, guidelines, standards, and procedures related to law enforcement. Serve as the department subject matter expert in the management of property and evidence management.~~
- 7.1. Lead, plan, prioritize, assign, review, and coordinate the day-to-day activities including managing the maintenance, retrieval, maintain security and protection, retention, and destruction of all police of property and evidence. according to federal guidelines, state statutes, City ordinances, department policies, and best practices related to the storage and preservation of evidence.
2. Responsible for the management of over 10,000 pieces of property; prepare for property and evidence audits; participate in State Task Force and Federal audits; maintain accurate chain of custody including but not limited to intake, transfer, release, disposal, and auction manifest.
3. Work closely with officers, detectives, legal personnel, and the public to facilitate the proper handling of evidence for criminal investigations and court proceedings.
4. Respond to subpoenas; testify in state and federal court as a witness of evidence management, regarding the integrity of proper storage, preservation, transportation and processing of evidence; arrange, prepare and coordinate delivery of evidence for court.

5. Responsible for disposal of hazardous materials including legal and illegal narcotics and hazardous materials.
6. Participate in search warrant operations by attending pre-execution briefings and assisting on-site with the identification, collection, and documentation of property and evidence.
7. Ensure firearms are safe, secured and properly stored; verify NCIC on all firearms and items with serial numbers; complete ATF E-Traces; ensure test-firing and submission for National Integrated Ballistic Information Network (NIBIN) testing prior to release or destruction; facilitate and manage the release, transfer, or destruction of firearms; process and interpret criminal histories to determine firearm eligibility.
8. Conduct audits and reconciliations of seized and recovered currency; coordinate deposits with designated financial institutions; send abandoned currency and documentation to the Minnesota Department of Commerce; monitor, track and submit counterfeit money to the United States Secret Service.
9. Handle and ensure the secure disposition of sensitive digital evidence in compliance with legal and procedural standards.
10. Develop, administer and conduct training programs in property and evidence keeping, office procedures, and forms-processing for Police Department personnel and partner agencies; responsible for the configuration, testing, training and ongoing maintenance of property and evidence management system modules.
- ~~8-11.~~ Establish schedules and methods for providing property and evidence management services by identifying resource needs, reviewing needs, and allocating resources accordingly.
- ~~0.~~ ~~Lead police property and evidence preparation, processing and file management activities.~~
- ~~10-12.~~ Maintain security and protection of police property and evidence according to mandated requirements and department policies.
- ~~0.~~ ~~Participate in the development of property and evidence related goals, objectives, policies, and procedures.~~
- ~~0.~~ ~~Participate in the implementation of approved policies and procedures, and monitor work activities to ensure compliance with established policies and procedures.~~
- ~~0.~~ ~~Develop, administer, and conduct training programs in property and evidence keeping, office procedures, and forms-processing for Police Department personnel.~~
- ~~0.~~ ~~Serve as a liaison to other law enforcement agencies with regard to property and evidence related inquiries.~~
- ~~15-13.~~ Compile statistical data, or lead such activities and prepare routine reports, annual inventory of property and evidence rooms, and bi-annual property and evidence audits with assigned Lieutenant or Manager.
- ~~0.~~ ~~Participate in the preparation and administration of the assigned program budget as well as submit budget recommendations and monitor expenditures.~~
- ~~17-14.~~ Review and keep in compliance with law and best practices all policies and procedures applicable to Property and Evidence.
- ~~0.~~ ~~Handle all department related forfeitures in accordance with department policy, procedure, local, state, and federal laws.~~
- ~~0.~~ ~~Conduct semi-annual audits and an annual inventory of all evidence and property.~~
15. Perform related 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. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.

19. Establish and maintain positive working relationships 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.
20. Other duties as requested 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 law enforcement/criminal justice, or a related professional field, and three (3) years of verifiable related professional experience working in a police department with responsibility for the preservation and custody of evidence, property record records keeping, and inventory maintenance; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience.
- ~~A. Four (4) years of verifiable warehouse management and supervisory experience to include shipping, receiving, inventory and audits, and direct supervision of personnel.~~

2. License Requirements

- A. Possession of Possess and maintain a valid Minnesota Driver's License Class D driver's license or privilege.
- B. Acquire and maintain Criminal Justice Information Systems (CJIS) certification within six (6) months of hire.
- ~~B-C. Acquire and maintain Property and Evidence Specialist certification through IAPE preferred within six (6) months of hire.~~
- ~~C-D. Acquire and maintain Portal/NCIC certification within 30 days of hire.~~

3. Knowledge Requirements

- ~~C. Knowledge of effective supervisory practices.~~
- ~~B-A. Knowledge of principles of public and police administration, organization, budgeting, and personnel management.~~
- ~~C-B. Knowledge of principles and practices of management, training, personnel administration, and evaluation.~~
- ~~D-C. Extensive knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.~~
- ~~E-D. Extensive knowledge of business computer application software, office methods, and other technical programs to monitor and maintain the security of police property and evidence.~~
- ~~F-E. Extensive knowledge of principles and practices of customer service.~~
- ~~G-F. Knowledge of basic principles and practices of municipal budget preparation and administration.~~
- ~~H-G. Extensive knowledge of proper methods and procedures for receiving and storing evidence and property.~~
- ~~I-H. Extensive knowledge of proper handling of weapons and biohazard materials.~~
- ~~J-I. Extensive knowledge of law enforcement record keeping procedures and requirements as related to evidence and property management.~~
- 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 planning, assigning, supervising, and evaluating the work of assigned support personnel.~~
- ~~B-A. Skill in analyzing complex technical and administrative problems, evaluating alternative solutions, recommending, and implementing effective courses of action.~~
- ~~C. Skill with interpersonal relations and customer service.~~
- ~~D. Skill in communicating effectively and clearly, both orally and in writing.~~
- ~~B. Skill in planning, assigning, supervising, and evaluating the work of assigned support personnel.~~
- ~~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 interpreting/managing one's own time and the time of others.~~
- ~~E. Skill in completing assignments accurately and applying federal, state, with attention to detail.~~
- ~~E-F. Skill in using logic and local policies, procedures, laws, reasoning to identify the strengths and regulations weaknesses of alternative solutions, conclusions, or approaches to problems.~~
- ~~F. Skill in the use of computers and application software.~~
- ~~F. Skill in utilizing discretion in the handling and disclosure of confidential information.~~
- ~~F. Skill in organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines.~~

5. Ability Requirements

- ~~A. Ability to effectively lead, develop, and supervise professional and technical staff.~~
- ~~B-A. Ability to prepare succinct, coherent, and technically accurate reports and analyses.~~
- ~~C. Ability to deal effectively and tactfully with other professionals, elected officials, other agencies, and the general public.~~
- ~~D. Ability to exercise sound independent judgment within established guidelines.~~
- ~~E-B. Ability to assist in the development of innovative municipal law enforcement practices.~~
- ~~F. Ability to lead other workers, assign work, give instructions, and evaluate the quality of work completed.~~
- ~~G. Ability to understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.~~
- ~~H-C. Ability to apply applicable codes and regulations to property and evidence management.~~
- ~~I-D. Ability to work cooperatively with other departments, City officials, and outside agencies.~~
- ~~J-E. 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.~~

20. Physical Ability Requirements

- ~~F. Ability to walk, stand, stoop, stretch, reach overhead, communicate and under confined spaces to retrieve evidence, interact effectively with members of the public.~~
- ~~M-G. Ability to communicate effectively both orally and properly in writing.~~
- ~~H. Ability to lift, recognize, analyze, and carry, solve a variety of items weighing up to 50 pounds, including supplies, equipment, problems.~~
- ~~N-I. Ability to organize and packaged evidence that can include large and bulky items, prioritize work while meeting multiple deadlines.~~
- ~~. Ability to lift, handle difficult and carry other items weighing up to 100 pounds.~~
- ~~. Ability to climb ladders.~~
- ~~. Ability to talk and hear to exchange information.~~
- ~~. Ability to work overtime on occasion.~~
- ~~. Fine dexterity to operate computers and other office equipment.~~

- ~~T.J.~~ Exposure to hazardous waste, chemicals, narcotics, dangerous drugs, and blood borne pathogens are likely stressful situations with professional composure.
- K. Ability to work indoors successfully as a member of a team and independently with minimal supervision.
- L. Ability to train and lead others.
- M. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- ~~U.N.~~ Ability to enforce safety rules and outside in varying environmental conditions regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- ~~V.Q.~~ Ability to attend work on a regular basis 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.

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WC: 20	Pay: 29	EEOF: Police Protection	CC: 10/10/2016	Resolution: 16-0738R