



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda Civil Service Board.

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Tuesday, October 1, 2019

4:45 PM

Council Chambers, Third Floor, City Hall

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### 1. ROLL CALL

### 2. APPROVAL OF MINUTES

A. September 3, 2019

Attachments: [2A Minutes 09-03-19](#)

### 3. UNFINISHED BUSINESS

### 4. NEW BUSINESS

#### A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

(1) Park Maintenance Operations Coordinator (new)

Attachments: [4A\(1\) Park Maintenance Operations Coordinator memo](#)  
[4A\(1\) Park Maintenance Operations Coordinator](#)

(2) Sustainability Officer (new)

Attachments: [4A\(2\) Sustainability Officer memo](#)  
[4A\(2\) Sustainability Officer](#)

(3) Water Plant Maintenance Coordinator (new)

Attachments: [4A\(3\) Water Plant Maintenance Coordinator memo](#)  
[4A\(3\) Water Plant Maintenance Coordinator](#)

(4) Budget & Grant Analyst (new)

Attachments: [4A\(4\) Budget & Grant Analyst memo](#)  
[4A\(4\) Budget & Grant Analyst](#)

### 5. APPEALS

### 6. INFORMATIONAL

**A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB 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.*

**B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS**

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

**C. ISD 709 - NOTICE OF SUSPENSION WITHOUT PAY**

*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.*

**D. NEXT REGULAR MEETING SCHEDULED**

*November 5, 2019*

**7. ADJOURNMENT**



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Unofficial Actions Civil Service Board.

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Tuesday, September 3, 2019

4:45 PM

Council Chambers, Third Floor, City Hall

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Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair)

Members Absent: Joaquim Harris

Legal Present: Steve Hanke (Deputy City Attorney)

HR Staff Present: Laura Dahl (HR Generalist), Aimee Ott (HR Technician), Theresa Severance (Board Secretary), Robyn Tuominen (HR Generalist)

Others Present: Gary Vezina (Firemen & Oilers, Local 956, Union President)

### 1. ROLL CALL

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. June 4, 2019

Indexes:

Attachments: [2A Minutes 06-04-19 \(DRAFT\)](#)

This Item was approved unanimously.

### 3. UNFINISHED BUSINESS

#### A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

(1) ISD 709 - Engineer I (revised)

**Motion made by Member Marquardt to remove Item from Table. Motion carried unanimously.**

(2) ISD 709 - Engineer II (revised)

**Motion made by Member Marquardt to remove Item from Table. Motion carried unanimously.**

**4. NEW BUSINESS**

**A. REVIEW NEW AND REVISED JOB DESCRIPTIONS**

(1) Signal Maintenance Worker (new)

Indexes:

Attachments: [4A1\(1\) Signal Maintenance Worker CSB Memo.pdf](#)  
[4A1\(2\) Signal Maintenance Worker job description.pdf](#)

This Item was approved unanimously.

(2) Workforce Development Technician I (new)

Indexes:

Attachments: [4A2\(1\) Workforce Development Technician I CSB memo.pdf](#)  
[4A2\(2\) Workforce Development Technician I job description.pdf](#)

This Item was approved unanimously.

(3) Workforce Development Technician II (new)

Indexes:

Attachments: [4A3\(1\) Workforce Development Technician II CSB memo.pdf](#)  
[4A3\(2\) Workforce Development Technician II job description.pdf](#)

This Item was approved unanimously.

(4) Fire Systems Plans Examiner (new)

Indexes:

Attachments: [4A4\(1\) Fire Systems Plans Examiner CSB Memo.pdf](#)  
[4A4\(2\) Fire Systems Plans Examiner job description.pdf](#)

This Item was approved unanimously.

**5. APPEALS**

**6. INFORMATIONAL**

**A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS**

Indexes:

Attachments: [6A Non-Public Data Notice \(for Union Packet\).pdf](#)

This Item was received.

**B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS**

**Indexes:**

**Attachments:** [6B Eligible List Notice.pdf](#)

This Item was reviewed.

**C. RESPONSE FROM MINNESOTA ATTORNEY GENERAL'S OFFICE REGARDING SUPERVISORY JOB DUTIES**

**Indexes:**

**Attachments:** [6C\(1\) August 6, 2019 Correspondence from MN Atty Generals Office to Civil Service Board.pdf](#)  
[6C\(2\) June 24 2019 CSB to MN Atty General's Office - Supervisory Functions in Non-Supervisory Employee Job Descriptions.pdf](#)

**Motion made by Member Marquardt to ask City Administration to submit a request to the Attorney General's Office on behalf of the Civil Service Board. Motion carried unanimously.**

**ADJOURNMENT**



## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

 218-730-5210  
 hrinformation@duluthmn.gov

DATE: October 1, 2019  
TO: Civil Service Board  
FROM: Laura Dahl  
Human Resources Generalist  
SUBJECT: New Job Classification of Park Maintenance Operations Coordinator

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

### **Background Information**

The Park Maintenance division would like to create this new classification to better align with their workload needs. The current classification assigned to this work is in a Volunteer Coordinator title and the job description does not describe the work that this position is required to do.

The content of this new job description has been discussed with the union, and they are agreeable to the new classification.

### **Outline of Duties**

Plan, support and coordinate Park Maintenance operations, personnel activities, volunteers, division administration and special projects to ensure satisfactory completion of parks maintenance activities through the City parks systems.

### **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 Operations Coordinator.

## **PARK MAINTENANCE OPERATIONS COORDINATOR**

### SUMMARY/PURPOSE

Plan, support, and coordinate Park Maintenance operations, personnel activities, volunteers, division administration, and special projects to ensure satisfactory completion of park maintenance activities throughout the City parks system.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform Park Maintenance administrative duties to support operations and increase communication and work production throughout the division.
2. Coordinate the work of division volunteers and interns and provide support to leadworkers.
3. Organize and direct the activities of volunteers and interns, including determining priorities, assigning work, coordinating schedules, and establishing work standards.
4. Assist Park Maintenance Supervisor with assigned division projects and be accountable for project implementation and closeout within the defined project scope, budget, and timeline.
5. Assist Park Maintenance Supervisor with coordinating the work of park maintenance, project vendors, and/or contractors and gather information required to analyze maintenance and project needs and requirements to support division operations.
6. Coordinate with various City departments, other government agencies, community groups, and others impacted and/or directly served by division activities.
7. Coordinate and maintain communications with the public to receive complaints and suggestions, to provide information and explanations regarding activities and projects, and to assist with dispute resolution.
8. Present division information to administrators, City Council, commissions, regulatory agencies, community groups, and others as requested.
9. Assist in planning, coordinating, and scheduling environmental, health, and safety education and training programs.
10. Assist with determining needs, requirements, timetables, and priorities to support the administration of the division.
11. Attend meetings as directed and work with others to develop office and reporting procedures to increase operational efficiency and effectiveness of the division.
12. Provide general administrative planning, coordination, and support to ensure the satisfactory completion of division priorities, maintenance activities, and projects.
13. 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.
14. Manage and facilitate the grant process; complete and submit all required reports.
15. Coordinate the development, updating and implementation of Park Maintenance Standards manual.
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 related 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. Bachelor's degree in Public Administration, Business Administration, Natural Resources, or closely-related field; plus one (1) year of experience coordinating maintenance and project

- activities within a parks system; OR a combination of education and experience equaling five (5) years with experience coordinating maintenance and project activities within a parks system.
- B. Grant experience preferred.
2. License Requirements
    - A. Possession of a valid Minnesota driver's license or equivalent.
  3. Knowledge Requirements
    - A. Knowledge of the principles and practices of program development and administration.
    - B. Knowledge of the grant application process and of grant writing and reporting principles and techniques.
    - C. Knowledge of local community resources and sources of volunteers.
    - D. Knowledge of laws and regulations applicable to volunteer services.
  4. Skill Requirements
    - A. Skill in organizing and coordinating projects and programs.
    - B. Skill in managing and tracking multiple projects concurrently.
    - C. Skill in the operation of personal computer and related software.
    - D. Public relations and marketing skills.
    - E. Skill in communicating effectively, both verbally and in writing.
    - F. Skill in preparing and analyzing statistical reports.
  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. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
    - C. Ability to elicit community and organizational support for volunteer services.
    - D. Ability to lead, inspire, and motivate volunteers and temporary staff.
    - E. Ability to exercise independent judgment and personal initiative in performing duties.
    - F. Ability to analyze program effectiveness and recommend improvements.
    - G. Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
    - H. Ability to establish and maintain various data collection, recordkeeping, tracking, and reporting systems.
    - I. Ability to operate a variety of office equipment, including personal computers and standard software applications.
  6. Physical Ability Requirements
    - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
    - B. Ability to occasionally lift and carry presentation materials weighing up to 25 pounds.
    - C. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No:
WC: 8810	Pay:	EEOF: Natural Resources	CC:	Resolution:





## Human Resources

Room 340  
411 West First Street  
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DATE: October 1, 2019  
TO: Civil Service Board  
FROM: Theresa Severance  
Manager, Human Resources, Healthcare and Safety  
SUBJECT: New Job Classification of Sustainability Officer

**RECOMMENDATION:  
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SUSTAINABILITY OFFICER.**

### **Background Information**

The City of Duluth has committed to its citizens to make Duluth a more sustainable and energy resilient community. In March of 2019, the City Council approved the creation of an Energy Plan Commission that will help develop the policies and drive the City's strategies for greater energy efficiency and reducing greenhouse gases. This position will build on and work with the Energy Plan Commission, which has been tasked with keeping the City on track with its goal of reducing the amount of carbon dioxide it generates by 80% by 2050. As a result, Mayor Larson believes it is essential to have a fully dedicated staff person focused on implementing the City's Energy Plan, engaging our utilities, our neighborhood groups, and our business community, on decreasing greenhouse gases, saving energy, and building climate resilience.

The content of the new job description was discussed with the union and the Chief Administrative Officer.

### **Outline of Duties**

The Sustainability Officer will provide leadership and coordination for the management, implementation, and further development of the City's sustainability program into all aspects of City operations and community life. This position will be the primary liaison to the business community on sustainability efforts.

### **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 Sustainability Officer.

## **SUSTAINABILITY OFFICER**

### **SUMMARY/PURPOSE**

To direct and coordinate the management, implementation and further development of the City's sustainability program into all aspects of City operations and community life. This position will develop ordinances, regulations, and associated programs while serving as the primary liaison to the business community on sustainability efforts. This position is also responsible for improvement of City policies, programs, and initiatives that promote local environmental, energy, economic, and social sustainability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Direct and coordinate the development, implementation, and monitoring of the City's sustainability initiatives and programs, including ordinances, regulations, and funding initiatives.
2. Act as the City's primary liaison on sustainability topics to private organizations and other government agencies.
3. Directly develop, manage, and promote sustainability initiatives and programs.
4. Conduct policy analysis, development, and advocacy.
5. Communicate sustainability goals and progress to the public, and prepare public information materials.
6. Develop and implement mechanisms to track and report progress in achieving environmental sustainable goals and objectives.
7. Provide expert-level support to department and division heads on sustainability efforts and in identifying ways department/divisions may be more sustainable.
8. Evaluate proposed sustainability measures to prioritize investment through life cycle costing, cost/benefit analysis, or other matrix prior to implementation.
9. Serve as an environmental liaison to elected officials, and interact with elected officials, government agencies, and other organizations regarding sustainability policies and projects.
10. Promote sustainability with employees in the City and as a part of the City's culture, and provide training and support for City staff as needed.
11. Serve as a technical resource on sustainability initiatives.
12. Write grant applications.
13. Make presentations to Council, boards and commissions, City departments, and applicable business and community organizations.
14. Manage employee performance, and provide training, coaching, and mentoring for employees.
15. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
16. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
17. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
18. Establish and maintain positive working relationship with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
19. Other related 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. Bachelor's degree in Environmental Science, Physical Science, Natural Science, Biological Science, Urban Planning, Public Administration, or equivalent; and five (5) years of professional program management experience in sustainability environmental or related field, including working in sustainability principles, environmental management and outreach, and/or climate change.
  - B. Master's degree is preferred
2. License Requirements
  - A. Possession of a valid Minnesota Class "D" driver's license or equivalent.
3. Knowledge Requirements
  - A. Considerable knowledge of current models and programs for urban sustainability, including federal and state policies and measurement/monitoring of sustainability.
  - B. Knowledge of climate change science, principles of energy and environmental management, social behavior change, and economic development.
  - C. Extensive familiarity with cutting-edge environmental and sustainability practices.
  - D. Knowledge of public administration and public policy development, including government financing mechanisms and intergovernmental relations.
  - E. Knowledge of project and program management principles.
  - F. Knowledge of techniques to educate employees, citizens, businesses, and stakeholders.
  - G. Knowledge of organizational change management strategies and methods.
  - H. Knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
  - I. Knowledge of the principles of budgeting and finance.
4. Skill Requirements
  - A. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
  - B. Strong presentation skills to a wide variety of audiences on environmental policy and issues.
  - C. Strong written and oral communication skills.
  - D. Strong negotiation skills and the ability to mediate differences, reach appropriate decisions, and drive processes and projects forward.
  - E. Strong organizational skills.
  - F. Skill in applying sound business judgment in decision-making.
  - G. Skill in maintaining compliance with applicable regulations and policies.
  - H. Strong supervisory and management skills.
  - I. Skill in grant writing and securing funds.
5. Ability Requirements
  - A. Ability to lead, organize, and manage multiple projects.
  - B. Ability to direct/support systems analysis, strategic planning processes, and organization development processes.
  - C. Ability to effectively analyze and develop programs, policies, and initiatives.
  - D. Ability to understand the management and policy implications involved in program issues and make recommendations.
  - E. Ability to collaborate across disciplines, public agencies, community stakeholders, and the private sector to meet development objectives.

- 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 develop performance measurement systems and initiate continuous improvement processes.
- H. Ability to use good judgment in decision-making.
- I. Ability to analyze and solve problems.
- J. Ability to design and prepare graphic presentations.
- K. Ability to read and understand technical and legal documents.
- L. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.

6. Physical Ability Requirements

- A. Ability to work independently to complete assignments from minimal information and general instructions.
- B. Ability to sit or stand for extended periods of time.
- C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator, and other office equipment.
- D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy.
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Professionals	CSB:	Class No:
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:



## Human Resources

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DATE: October 1, 2019  
TO: Civil Service Board  
FROM: Theresa Severance  
Manager, Human Resources, Healthcare and Safety  
SUBJECT: New Job Classification of Water Plant Maintenance Coordinator

**RECOMMENDATION:  
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF WATER PLANT MAINTENANCE COORDINATOR.**

### Background Information

The City of Duluth owns, operates, and maintains the Lakewood Water Treatment Plant, 15 water reservoirs, 11 water pumping stations, and over 400 miles of water distribution pipeline. The City treats, stores, and delivers about five billion gallons of potable water to over 30,000 customers per year, which includes the cities of Hermantown, Proctor, and Rice Lake. The water system can store approximately 68 million gallons of water in its reservoirs. Timely maintenance of the Water Plant and its pumping stations is essential to providing uninterrupted services to our community. This position was created to fill an ongoing need of having an on-site maintenance person that can attend to the day-to-day maintenance. This classification would also coordinate maintenance projects for the Water Plant and the pumping stations, and in doing so, would also provide oversight and instruction for other City staff assigned to the projects. The addition of this position will decrease other Water Plant staff demands specific to the maintenance of systems and allow them to focus on their primary work demands.

The content of the new job description was discussed with the union and the Utility Operations Division leaders.

### Outline of Duties

The Water Plant Maintenance Coordinator will coordinate, schedule, and oversee Water Plant and related facility maintenance projects and ensure satisfactory completion of maintenance activities, as well as perform maintenance and repair work on the Water Plant and pumping stations along with other City staff.

### 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 Water Plant Maintenance Coordinator.

## **WATER PLANT MAINTENANCE COORDINATOR**

### SUMMARY/PURPOSE

Coordinate, schedule, and perform maintenance and repair work on the City of Duluth Water Plant and pump stations with the Water Plant, Conveyance, and other related staff. Oversee Water Plant and related facility maintenance projects and ensure satisfactory completion of projects and maintenance activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead and coordinate assigned Water Plant and/or pump stations maintenance projects within the defined project scope.
2. Plan, schedule, and prioritize installation and maintenance projects through to completion.
3. Provide direction and assistance to others involved in operational and project problem solving.
4. Communicate project and maintenance information to applicable staff.
5. Organize, inspect, and perform maintenance, installation, repair, and modification of the Water Plant and pump stations.
6. Identify and predict maintenance projects before equipment failure occurs.
7. Perform evaluations on filters, motors, pumps, electrical equipment, ponds, basins, and other treatment equipment as directed.
8. Review installation and construction plans for compliance with existing work standards.
9. Review work of team members for completeness and quality. Provide information, feedback, and instruction on assignments.
10. Prioritize and process information pertaining to emergency maintenance needs by coordinating personnel and equipment to worksites.
11. Make initial assessments of an emergency and determine degree of danger, damage, urgency, and inconvenience involved.
12. Oversee work activities at worksites requiring emergency repairs to service.
13. Monitor worksites to ensure safety and compliance with established methods, guidelines, equipment, and procedures.
14. Train employees in safe and correct work procedures.
15. Review and/or develop preventive maintenance schedules for pumps and related equipment.
16. Document all work performed using appropriate work order system.
17. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
18. Prepare oral and written reports as necessary.
19. Prepare budget and financial information as necessary.
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
  - A. Combination of education and/or experience equivalent to six (6) years performing skilled facility maintenance, repair, and construction.
  - B. Experience in a skilled trade such as carpentry, electric, plumbing, etc. preferred.
  - C. Project management experience preferred.
2. License Requirements
  - A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

- B. Obtain a State of Minnesota Special Engineer Boiler Operator's License within one (1) year of hire date and maintain thereafter.
3. Knowledge Requirements
- A. Operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
  - B. Basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
  - C. Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
  - D. Methods, techniques, tools, and equipment used to repair, rebuild, and fabricate parts.
  - E. Operational characteristics of maintenance and construction equipment and tools used in work activities.
  - F. Proper procedures used in the maintenance and repair of hand and power tools.
  - G. Project management fundamentals.
  - H. Basic mathematical skills.
  - I. Basic computer skills.
  - J. Basic principles and practices of recordkeeping.
  - K. Occupational hazards and standard safety practices.
  - L. Pertinent federal, state, and local codes, laws, and regulations.
4. Skill Requirements
- A. Operation and maintenance of tools and equipment used at the Water Plant and pump stations.
  - B. Directing and leading others in project work.
  - C. Communicating logically and accurately in oral and written forms.
  - D. Evaluating and analyzing operational methods and procedures.
  - E. Managing and tracking projects.
5. Ability Requirements
- A. Perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
  - B. Direct and lead work and delegate work assignments.
  - C. Evaluate and analyze operations and procedures.
  - D. Read, interpret, analyze, and explain technical manuals that may involve information with which the individual is unfamiliar.
  - E. Ability to work with consultants, outside vendors, and engineers.
  - F. Ability to work independently while functioning as a team member.
  - G. Set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
  - H. 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. Use good judgment in decision-making.
  - J. Exhibit leadership qualities of dependability and accountability.
  - K. Work independently under limited supervision.
  - L. Plan and perform maintenance and emergency work.
  - M. Develop work crews and equipment schedules.
  - N. Interpret safety rules and apply them to hazardous situations.
  - O. Establish and maintain effective working relationships with supervisors, coworkers, and the public.

6. Physical Ability Requirements

- A. Transport oneself to, from, and around sites of projects, tests, and other assignments.
- B. Lift and carry supplies and equipment.
- C. Walk, crawl, push, balance, climb using ladders and stairs, and maintain equipment located at some height above the ground.
- D. Lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently.
- E. Stoop, bend, reach, handle, and feel while maintaining equipment.
- F. Work in confined spaces for an extended period.
- G. Speak, hear, and feel while communicating and diagnosing equipment malfunctions.
- H. See at near, mid, and far ranges and to perceive depth and distinguish colors.
- I. Work outside during inclement weather.
- J. Attend work on a regular basis.

HR: TS	Union: Basic	EEOC: Technicians	CSB:	Class No:
WC: 7520	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:





## Human Resources

Room 340  
411 West First Street  
Duluth, Minnesota 55802

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DATE: October 1, 2019  
TO: Civil Service Board  
FROM: Heather DuVal  
Human Resources Supervisor  
SUBJECT: New Job Classification of Budget & Grant Analyst

**RECOMMENDATION:  
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF BUDGET & GRANT ANALYST.**

### **Background Information**

This new job description was created in an effort to combine responsibilities of the Budget & Operations Analyst and the Grant Coordinator. Both positions are interrelated in that one position is researching, compiling, and writing grants, while the other position is monitoring, requesting reimbursement, and reporting on grants requiring collaboration between to ensure grant requirements. Due to this and the fact that both positions are currently vacant, it is more efficient and effective to now combine these roles so that the person responsible for the monitoring and fiscal analysis of the grants will have the background of the grant and be familiar with the requirements. This person will be better equipped to be proactive financially in situations where grants are not renewed and may leave a gap in the budget.

The content of the new job description has been discussed with the union and they are agreeable to the new classification.

### **Outline of Duties**

This classification will maintain the department specific knowledge as well as expertise in the Finance Department functions to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the assigned department. This classification will also analyze departmental operations to evaluate, report on, and suggest efficiency and effectiveness.

### **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 Budget & Grant Analyst.

## **BUDGET & GRANT ANALYST**

### SUMMARY/PURPOSE

This classification will maintain the department-specific knowledge as well as expertise in the Finance Department functions to assist with the overall administration, monitoring, and improvement of the financial, budget, and grant performance of the assigned department. This classification will also analyze departmental operations to evaluate, report on, and suggest efficiency and effectiveness.

### DISTINGUISHING FEATURES OF THE CLASS

This classification serves in and functions as the liaison between the assigned department and the Finance Department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborate with department directors and managers and Finance Department personnel to develop departmental strategic plans, capital improvement plans, budgets, and financial forecasts.
2. Analyze and interpret financial and quantitative data, build consensus through the presentation and review of data and through solicitation of feedback and input.
3. Survey and continuously monitor needs relative to available funding sources.
4. Compile departmental data to fulfill reporting requirements for the City or external agencies and groups, ensuring the accuracy of information provided; monitor department financial reporting and planning systems to ensure data integrity.
5. Assist in the analysis of month-end and year-end close figures; collaborate and assist Finance personnel and key managers to research and correct any errors.
6. Analyze departmental operations and compare appropriate metrics to benchmarks to evaluate and report on efficiency and effectiveness.
7. Assist and guide departmental personnel to successfully accomplish their finance-related responsibilities to the City and external agencies and groups.
8. Research, compile, write, and submit grant applications.
9. Review and monitor department grants, requisitions, expenditures, and encumbrances for conformance with budget and grant specifications; analyze monthly financial results to determine and report underlying causes for variances between current periods and budget, forecast, and prior periods.
10. Prepare and submit quarterly or annual reports as required by granting agencies.
11. Prepare and submit resolutions as required.
12. Review project status and revenues and expenditures to ensure proper expenditures are made for grant projects.
13. Resolve issues and conflicts with funding agencies.
14. 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.
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 below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A four-year bachelor's degree in accounting, finance, business administration, or a related field; OR

- B. A four-year bachelor's degree plus at least two (2) years of full-time experience in financial planning, budgeting, reporting, or business analysis; OR
  - C. An associate's degree in accounting plus at least five (5) years of full-time experience as stated above; OR
  - D. A combination of related education and experience equaling seven (7) years.
  - E. Grant management experience preferred.
2. Knowledge Requirements
- A. Knowledge of the operation of automated accounting and budgetary recordkeeping systems.
  - B. Knowledge of budgetary and financial recordkeeping methods and practices.
  - C. Knowledge of general accounting principles and procedures.
  - D. Knowledge of the methods and techniques used in statistical and fiscal analysis.
  - E. Knowledge of pertinent local, state, and federal laws and City policies, rules, and regulations.
  - F. Knowledge of the principles of process improvement.
  - G. Knowledge of effective research principles and methods.
  - H. Knowledge of grant application process.
  - I. Knowledge of grant writing and reporting principles and techniques.
3. Skill Requirements
- A. Skill in operating a personal computer and software applications, including word processing, database analytical tools, spreadsheet, and presentation software to effectively produce complex, professional reports, charts, presentations, documents, and other products.
  - B. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
  - C. Skill in understanding the implications of new information for both current and future problem-solving and decision-making.
  - D. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - E. Skill in communicating effectively, both orally and in writing.
  - F. Strong analytical and critical thinking skills, with ability to challenge and research factors behind the financials.
4. Ability Requirements
- A. Ability to work independently, meet deadlines, work under pressure, and handle changing priorities.
  - B. Ability to make calculations and data entries with a high degree of accuracy and to be detail-oriented.
  - C. 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.
  - D. Ability to establish and maintain effective working relationships with administrators, staff, funding organizations and community groups.
  - E. Ability to provide customer service in a collaborative, consultative, and positive manner.
  - F. Ability to evaluate operations and make budget and operational recommendations based on findings.
  - G. Ability to develop recordkeeping systems and to maintain records.
  - H. Ability to read, apply and explain rules, regulations, policies, and procedures.
  - I. Ability to take initiative and to utilize innovative techniques in preparing grant applications.
  - J. Ability to plan, prioritize, and coordinate multiple projects.

5. Physical Ability Requirements

- A. Ability to sit for extended periods of time.
- B. Ability to occasionally lift and carry items weighing up to 10 pounds.
- C. Visual acuity to prepare and analyze data and figures.
- D. Manual dexterity to use keyboard and calculator.
- E. Ability to talk and hear to obtain and provide information.
- F. Ability to attend work on a regular basis.

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