



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes

Civil Service Board.

Tuesday, September 3, 2019

4:45 PM

Council Chambers, Third Floor, City Hall

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