

## MINUTES

City of Duluth - Civil Service Board  
January 6, 2015 - 4:45 p.m.  
City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Portia Johnson, Marshall Stenersen,  
Beth Tamminen  
Members Absent: Michelle Hooey  
Legal Present: Steve Hanke (Assistant City Attorney)  
Others Present: Jim Filby Williams (Director, Public Administration)  
Audra Flanagan (Board Secretary)  
Heather DuVal (Human Resources Generalist)

### Regular meeting called to order by Chairperson Edwards at 4:49 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. December 9, 2014 – **Approved (Johnson absent)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Animal Services Technician (new) – **Approved**
    - (2) Animal Control Officer (revised) – **Approved**
    - (3) Animal Shelter Leadworker (revised) – **Approved**
    - (4) Property and Evidence Specialist (new) – **Approved**
    - (5) Property and Evidence Technician (revised) – **Approved**
    - (6) Appliance Mechanic Apprentice (revised) – **Approved**
    - (7) Appliance Mechanic Journeyman (revised) – **Approved**
    - (8) Construction Services Combination Inspector (new) – **Approved**
5. APPEALS
6. INFORMATIONAL
  - A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS – **Received**
  - B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS – **Reviewed**
  - C. DEPARTMENT OF PUBLIC ADMINISTRATION BRIEFING BY JIM FILBY WILLIAMS

### NEXT REGULAR MEETING SCHEDULED

February 3, 2015

There being no further business to come before the board, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,



Aimee Ott for Audra Flanagan  
Human Resources Technician