

MINUTES

Civil Service Board
Tuesday, October 20, 2009
4:47 p.m. - 6:48 p.m.

Members present: Portia Johnson, Robert Zallar, Michelle Hooley, John Schwetman

Others present: Kim Hall, Cliff Tanner, Nick Petrangelo, Barb Kolodge, John Strongitharm,
Marnie Grondahl, Clinton Reff, Erik Simonson, Duane Lasley

1. APPROVAL OF MINUTES

A. September 1, 2009 - **approved**

2. APPROVAL OF ELIGIBLE LISTS

- A. Customer Relations Supervisor (Open) - **approved**
- B. Customer Service Leadworker (Promo) - **approved**
- C. Heavy Equipment Operator (Open & Promo) - **approved**
- D. Maintenance Worker (Open and Promo) - **approved**
- E. Police Officer (Open) - **approved**

Note: It was decided that approval of eligible lists will be placed at the end of the agenda so that other agenda items that require input from meeting attendees can be addressed first. Also it was asked that the approval of eligible lists be reviewed and either approved or denied as a single unit as opposed to individual lists being approved.

3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

- A. Administrative Legal Assistant (New) - **approved**
- B. Building & Grounds Supervisor (New) - **approved**
- C. Manager, Parks & Recreation (New) - **approved**
- D. Mobile Data Specialist (New) - **approved**
- E. Property & Evidence Technician (New) - **approved**
- F. Payroll Coordinator (Revised) - **approved**

Note: The Civil Service Board requested that job description cover letters include the following information as appropriate: job title being replaced, job title being abolished. They also requested Organization charts as changes are made in the organizational structure.

4. APPROVAL OF ADVERTISING

- A. Budget & Operations Analyst (Open) - **approved**
- B. Human Resources Generalist (Open) - **pulled from agenda**
- C. Fire Equipment Operator (Promo) - **approved**
- D. Water Plant Operator "B" (Open) - **approved**

5. OLD BUSINESS

- A. Response to question from Civil Service Board - **remains tabled**

6. NEW BUSINESS

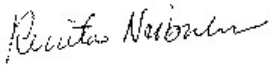
- A. Audit of Information Technician Position - **approved**
B. Demotion of employee from Fire Equipment Operator to Firefighter - **approved**
C. Information - Notice of layoff to one employee - **approved**
D. Demotion of Meter Reader to Parking Ramp Attendant - **pulled from agenda**
E. **Former City of Duluth employee, Duane Lasley attended the meeting to ask if there was any recourse left to him under the Civil Service Rules. The answer was "no".**

7. APPEALS

None

There being no further business to come before the Board, the meeting was adjourned at 6:48 p.m.

Respectfully submitted,



Renita Neibuhr
Clerical Support Technician