

MINUTES

City of Duluth - Civil Service Board

June 7, 2016 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Rick Edwards, Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson), Renee Van Nett
HR Staff Present: Matt Christenson (Human Resources Generalist), Laura Dahl (Human Resources Generalist), Aimee Ott (Human Resources Technician)

Regular meeting called to order by Chairperson Tamminen at 4:46 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. May 3, 2016 – **Approved**
3. UNFINISHED BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Systems Administrator (new) – **Approved**
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Network Administrator (new; original job description approved by CSB at 05/03/2016 meeting) – **Approved**
 - (2) Construction Project Supervisor – **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. ISD 709 – TIME OFF WITHOUT PAY NOTICE (CUSTODIAN 2) – **Received**

There being no further business to come before the board, the meeting was adjourned at 5:02 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician