MINUTES

City of Duluth - Civil Service Board August 2, 2016 - 4:45 p.m. City Hall - Council Chambers

Members Present: Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson),

Renee Van Nett

Members Absent: Rick Edwards

Legal Present: Steve Hanke (Assistant City Attorney)

HR Staff Present: Matt Christenson (Human Resources Generalist), Laura Dahl (Human

Resources Generalist), Heather DuVal (Human Resources Generalist),

Aimee Ott (Human Resources Technician)

Others Present: Kerry Leider (ISD 709 - Property & Risk Manager); Sam Michelizzi (Firemen

& Oilers, Chapter 956 President); Cindy Voigt (City Engineer)

Regular meeting called to order by Chairperson Tamminen at 4:50 p.m.

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

A. June 7, 2016 – **Approved**

3. UNFINISHED BUSINESS

4. NEW BUSINESS

- A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Engineer (new) **Approved**
 - (2) Project Engineer (revised) **Approved**
 - (3) City Engineer (revised) **Approved**
 - (4) Chief Engineer, Transportation (revised) **Approved**
 - (5) Chief Engineer, Utilities (revised) **Approved**
 - (6) Paralegal (revised) **Approved**
 - (7) Property & Evidence Specialist (revised) **Tabled (Not Approved or Denied)**
 - (8) Property & Evidence Technician (revised) **Tabled (Not Approved or Denied)**
 - (9) Geographic Information Systems Technician (new) **Approved**
 - (10) ISD 709 Maintenance Custodian (new) **Approved**

5. APPEALS

6. INFORMATIONAL

- A. STATUS OF ALL NEW, PENDING, AND COMPLETED JOB AUDITS Received Discussion the Board requested that results of completed job audits be included in the report (e.g., job description revised; new job description created; etc.)
- B. NON-PUBLIC REVIEW OF NEW ELIGIBLE LISTS Reviewed
- C. ISD 709 NOTICE OF INVOLUNTARY DEMOTION (RECEIVING & DISTRIBUTION CLERK) **Received**

- D. ISD 709 WRITTEN WARNING (SUPERVISOR OF BUILDING OPERATIONS) **Received**
- E. INFORMATIONAL NOTICE OF APPEALS Received
- F. Informational per Steve Hanke Carl Crawford has been hired as the City's new Human Rights Officer and will hopefully be able to attend the September CSB meeting.

There being no further business to come before the board, the meeting was adjourned at 5:36 p.m.

Respectfully submitted,

Aimee At

Aimee Ott

Human Resources Technician