

MINUTES

City of Duluth - Civil Service Board

October 4, 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: Theresa Severance (Board Secretary), Matt Christenson (Human Resources Generalist), Laura Dahl (Human Resources Generalist), Heather DuVal (Human Resources Generalist), Aimee Ott (Human Resources Technician)
Others Present: Carl Crawford (City of Duluth Human Rights Officer)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. August 2, 2016 – **Approved**
3. UNFINISHED BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Property & Evidence Specialist (revised) – **Approved (4-1 Marquardt)**
If standard language has been unintentionally excluded from a job description, a motion can be made to Approve the item with the change/addition of the omitted standard language (include stipulation in motion)
 - (2) Property & Evidence Technician (revised) – **Approved (unanimous)**
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Facility Maintenance Leadworker (new) – **Approved (4-1 Marquardt)**
 - (2) Gas Control Coordinator (new) – **Approved with amendment of adding "assist" in Essential Duty #11 to read "Assist in the hire..." (4-1 Marquardt)**
 - (3) Utility Operations Supervisor (revised) – **Approved (unanimous)**
 - (4) Library Technician (revised) – **Approved (unanimous)**
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. INTRODUCTION OF CARL CRAWFORD (HUMAN RIGHTS OFFICER)
 - D. MEMBER EDWARDS' LETTER OF RESIGNATION (*item added at meeting*)

NEXT REGULAR MEETING SCHEDULED

November 1, 2016

There being no further business to come before the board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Aimee Ott". The signature is written in a cursive, flowing style.

Aimee Ott
Human Resources Technician