## **MINUTES**

City of Duluth - Civil Service Board December 6, 2016 - 4:45 p.m. City Hall - Council Chambers

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

Renee Van Nett

Legal Present: Steve Hanke (Assistant City Attorney)

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)

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

1. ROLL CALL

- 2. <u>APPROVAL OF MINUTES FROM PREVIOUS MEETING</u>
  - A. November 1, 2016 **Approved (unanimous)**
- 3. UNFINISHED BUSINESS
- 4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Street Maintenance Manager (new) **Approved (unanimous)**
    - (2) Property & Evidence Technician SAKI (new) **Approved (unanimous)**
    - (3) Customer Relations Supervisor (revised) **Approved (unanimous)**
    - (4) Manager, Customer Service (revised) **Approved (unanimous)**
    - (5) Measurement Services Supervisor (revised) **Approved (unanimous)**
    - (6) Manager, Utility Operations (revised) **Approved (unanimous)**
  - B. ELECTION OF 2017 CIVIL SERVICE BOARD OFFICERS
    - (1) Chair Beth Tamminen nominated by Member Marquardt Elected by Acclamation
    - (2) Vice-Chair Renee Van Nett nominated by Member Strongitharm Elected by Acclamation
- 5. <u>APPEALS</u>
- 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 NOTICE OF TERMINATION AND CHARGES FOR REMOVAL (CUSTODIAN II) **Received**
  - D. 2017 CSB MEETING DATES

## NEXT REGULAR MEETING SCHEDULED

January 3, 2017

There being no further business to come before the board, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Aimee Ato

Aimee Ott

Human Resources Technician