

## MINUTES

City of Duluth - Civil Service Board

May 2, 2017 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Joaquim Harris, Shelly Marquardt, John Strongitharm, Beth Tamminen (Chairperson), Renee Van Nett  
HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl (HR Generalist), Matt Christenson (HR Generalist), Aimee Ott (HR Technician)  
Others Present: Carl Crawford (Human Rights Officer)

**Regular meeting called to order by Chairperson Tamminen at 4:45 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. February 7, 2017 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Opioid Program Technician (new) – **Approved as amended**  
*Amended Motion: Moved by Member Marquardt, seconded by Member Van Nett, that the motion be amended to strike the words, "The duration of the assignment will be three years, from October 1, 2017, through September 30, 2020," from the job description per Secretary Severance's request. – Approved*
    - (2) Instrument Specialist (new; original job description approved by CSB at 02/07/2017 meeting) – **Approved**
    - (3) Fleet Assistant (revised; title change to Fleet Services Coordinator) – **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**  
*Request from Member Marquardt that the Utility Operations Supervisor eligible list be converted to a 100-point scale and redistributed to the Board for review*
  - C. ISD 709 – NOTICE OF REJECTION ON PROBATION (MAINTENANCE CUSTODIAN) – **Received**
  - D. ANNUAL EEO SUMMARY REPORT – **Received**  
*Secretary Severance and Carl Crawford spoke regarding the agenda item*

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

Respectfully submitted,



Aimee Ott

Human Resources Technician