

MINUTES
City of Duluth - Civil Service Board
July 1, 2014 - 4:45 p.m.
City Hall - Council Chambers

Members Present: Rick Edwards (Chairperson), Michelle Hooey, Portia Johnson,
Marshall Stenersen, Beth Tamminen
Legal Present: Steve Hanke (Assistant City Attorney)
Others Present: Theresa Severance (Acting Board Secretary)
Aimee Ott (Human Resources Technician)
Kathleen Bergen (Manager, Parks & Recreation)

Regular meeting called to order by Chairperson Edwards at 4:49 p.m.

1. ROLL CALL – **Quorum Present**
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. June 3, 2014 – **Approved (Hooey absent)**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) Assistant Manager, Parks & Recreation (new) – **Approved**
 - (2) Property Services Supervisor (new) – **Approved**
 - (3) Property Services Specialist (new) – **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**

NEXT REGULAR MEETING SCHEDULED

August 5, 2014

There being no further business to come before the board, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician