



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Meeting Agenda Civil Service Board.

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Tuesday, April 5, 2022

11:00 AM

Webex

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### 1. ROLL CALL

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

March 1, 2022

**Attachments:**     [2A Draft Minutes 03-01-2022](#)

### 3. UNFINISHED BUSINESS

### 4. NEW BUSINESS

#### 4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1)                      Data Release Coordinator (revised)

**Attachments:**     [4A1 Data Release Coordinator \(revised\)](#)

4A(2)                      Master Electrician - Property & Facilities (new)

**Attachments:**     [4A2 Master Electrician - Property & Facilities \(new\)](#)

4A(3)                      Park Maintenance Leadworker (new)

**Attachments:**     [4A3 Park Maintenance Leadworker \(new\)](#)

4A(4)                      Street Maintenance Leadworker (new)

**Attachments:**     [4A4 Street Maintenance Leadworker \(new\)](#)

4A(5)                      Buyer (revised)

**Attachments:**     [4A5 Buyer \(revised\)](#)

4A(6)                      Senior Buyer (revised)

**Attachments:**     [4A6 Senior Buyer \(revised\)](#)

4A(7)                      Police Project Coordinator (new)

**Attachments:**     [4A7 Police Project Coordinator \(new\)](#)

4A(8) Electrical Inspector (revised)

Attachments: [4A8 Electrical Inspector \(revised\)](#)

4A(9) Library Safety Specialist (new)

Attachments: [4A9 Library Safety Specialist \(new\)](#)

4A(10  
) Fire Marshal (revised)

Attachments: [4A10 Fire Marshal \(revised\)](#)

## 5. APPEALS

## 6. INFORMATIONAL

### 6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

*Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.*

### 6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

*Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.*

### 6C. ISD 709 - NOTICE OF PROBATION EXTENSION

*Notice: Item 6C contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.*

### 6D. RETURN TO IN-PERSON MEETINGS

*The City Clerk has issued a notice stating all Board & Committee meetings will return to in-person. Our current regular meeting date, time, and location are as follows: First Tuesday of the month at 4:45 p.m. in the Council Chambers.*

## 7. NEXT REGULAR MEETING SCHEDULED

*Tuesday, May 3, 2022, at 4:45 p.m. (Council Chambers)*

## 8. ADJOURNMENT