

## MINUTES

City of Duluth - Civil Service Board  
February 2, 2016 - 4:45 p.m.  
City Hall - Council Chambers

Members Present: Rick Edwards, Marshall Stenersen, Beth Tamminen (Chairperson),  
Renee Van Nett  
Members Absent: Shelly Marquardt  
HR Staff Present: Theresa Severance (Board Secretary), Matt Christenson (Human Resources  
Generalist), Heather DuVal (Human Resources Generalist), Aimee Ott  
(Human Resources Technician)  
Others Present: Bob Grytdahl (Equal Opportunity Representative)

### **Regular meeting called to order by Chairperson Tamminen at 4:50 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. January 5, 2016 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
    - (1) Seasonal Groundskeeper (revised) – **Approved**
    - (2) Permit Process Supervisor (revised) – **Approved**
    - (3) Workforce Development Operations Administrator (new)  
*Motion to Approve amended by Member Edwards: Refer back to Human Resources for discussion.* – **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**
  - C. ANNUAL EEO SUMMARY REPORT – **Reviewed**
  - D. CIVIL SERVICE CODE TRAINING EVALUATION – **Discussed**

There being no further business to come before the board, the meeting was adjourned at 5:38 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician