

MINUTES

City of Duluth - Civil Service Board

June 6, 2017 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Joaquim Harris, Shelly Marquardt, Beth Tamminen (Chairperson),
Renee Van Nett
Members Absent: John Strongitharm
HR Staff Present: Theresa Severance (Board Secretary), 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. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. May 2, 2017 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Vehicle Maintenance Technician (new) – **Approved as amended**
Amended Motion: Moved by Member Marquardt, that the motion be amended to insert words in order to clarify Essential Duty #6, and under License Requirement 2A insert the words "Class D" and strike the words "a clean driving record."
– **Approved**
 - (2) Equipment Maintenance Specialist (revised; title change to Vehicle Repair Specialist) – **Approved as amended**
Amended Motion: Moved by Member Marquardt, that the motion be amended to insert words in order to clarify Essential Duty #8, insert the words "system or form" under Ability Requirements 5C, insert the words "Class D" under License Requirement 2A, and insert the words "within probation period" under 2B.
– **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**

There being no further business to come before the board, the meeting was adjourned at 5:13 p.m.

Respectfully submitted,



Aimee Ott

Human Resources Technician