

## MINUTES

City of Duluth - Civil Service Board  
February 7, 2018 - 4:45 p.m.  
City Hall – Conference Room 303

Members Present: Joaquim Harris, Shelly Marquardt, John Strongitharm  
Members Absent: Beth Tamminen (Chair)  
Legal Present: Steve Hanke (Assistant City Attorney)  
HR Staff Present: Theresa Severance (Board Secretary), Heather DuVal (Human Resources Generalist),  
Aimee Ott (Human Resources Technician)  
Others Present: Linda Kinnear (Human Resources Manager for ISD 709)

### Regular meeting called to order by Vice Chair Marquardt at 4:46 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. November 7, 2017 – **Approved (unanimous)**
3. UNFINISHED BUSINESS
  - A. DISCUSSION – JOB DESCRIPTION TEMPLATE LANGUAGE
    - (1) Ability to attend work on a regular basis – **Information received from Secretary Severance; item removed from the table**
  - B. DISCUSSION – CLARIFICATION OF "SUPERVISOR" AND "LEADWORKER" – *Motion per Member Strongitharm: The Board requests a legal opinion from Steve Hanke regarding what a "supervisor" is and the difference between a "supervisor" and "leadworker" – Approved (2-1 Harris)*
  - C. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Customer Service Leadworker (revised including title change to Customer Service Coordinator) – **Approved (2-1 Marquardt)**
4. NEW BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) Human Resources Supervisor (new) – **Approved (unanimous)**
    - (2) Organizational Development Specialist (new) – **Approved (unanimous)**
    - (3) Fireperson II – ISD709 (revised) – **Approved (unanimous)**
  - B. ELECTION OF OFFICERS
    - (1) Chairperson – **John Strongitharm elected**
    - (2) Vice Chairperson – **Shelly Marquardt elected**
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. ISD 709 EMPLOYEE NOTICES – **Received**

There being no further business to come before the board, the meeting was adjourned.

Respectfully submitted,



Aimee Ott  
Human Resources Technician