

## MINUTES

City of Duluth - Civil Service Board  
September 4, 2018 - 4:45 p.m.  
City Hall - Council Chambers

Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair), Beth Tamminen  
Members Absent: Joaquim Harris  
HR Staff Present: Theresa Severance (Board Secretary), Laura Dahl (Human Resources Generalist)

### Regular meeting called to order by Chair Strongitharm at 4:52 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. June 5, 2018 – **Approved**
3. UNFINISHED BUSINESS
4. NEW BUSINESS
  - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
    - (1) Water Conveyance Technician (revised) – **Approved**
    - (2) Police Officer (revised) – **Removed from Agenda**
    - (3) Lateral Police Officer (new) – **Removed from Agenda**
    - (4) Information Technician (revised) – **Approved**
    - (5) Administrative Information Specialist (revised) – **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 5:04 p.m.

Respectfully submitted,



Theresa Severance  
Board Secretary