

## MINUTES

City of Duluth - Civil Service Board

March 11, 2019 - 4:45 p.m.

City Hall – Conference Room 303

Members Present: Joaquim Harris, Shelly Marquardt, Laura Perttula, John Strongitharm (Chair),  
Members Absent: Beth Tamminen  
HR Staff Present: Laura Dahl (Human Resources Generalist), Aimee Ott (Human Resources Technician)

**Regular meeting called to order by Chair Strongitharm at 4:45 p.m.**

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
  - A. January 8, 2019 – **Approved**
  - B. January 22, 2019 – **Approved**
3. UNFINISHED BUSINESS
  - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
    - (1) ISD 709 – Engineer I (revised) – **Remain on Table**
    - (2) ISD 709 – Engineer II (revised) – **Remain on Table**
4. NEW BUSINESS
  - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
    - (1) Manager, Workforce Development (revised including title change to Operations Manager, Workforce Development) – **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 4:53 p.m.

Respectfully submitted,



Aimee Ott  
Human Resources Technician