

MINUTES

City of Duluth - Civil Service Board

April 2, 2019 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair)
Members Absent: Joaquim Harris
HR Staff Present: Heather DuVal (HR Generalist), Aimee Ott (HR Technician)

Regular meeting called to order by Chair Strongitharm at 4:44 p.m.

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. March 11, 2019 – **Approved**
3. UNFINISHED BUSINESS
 - A. REVIEW NEW AND REVISED JOB DESCRIPTIONS
 - (1) ISD 709 – Engineer I (revised) *no updates at this time* – **Remain on Table**
 - (2) ISD 709 – Engineer II (revised) *no updates at this time* – **Remain on Table**
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Pipeline Welder (revised) – **Approved**
 - (2) Business Developer (revised including title change to Economic Developer) – **Approved**
 - (3) Senior Business Developer (revised including title change to Senior Economic Developer) *Member Marquardt motioned to table item and refer it back to City Administration. The CSB will request a new determination of proper or improper classification (i.e., leadworker vs. supervisor) from new Chief Administrative Officer Noah Schuchman.* – **Tabled (2-1 Strongitharm)**
 - (4) Senior Planner (revised) *Refer to Item 4A(3)* – **Tabled (2-1 Strongitharm)**
 - (5) Housing Developer (new) *Refer to Item 4A(3)* – **Tabled (2-1 Strongitharm)**
 - (6) Construction Services Manager (revised) – **Approved**
 - (7) Construction Inspection Leadworker (revised including title change to Chief Building Inspector) *Refer to Item 4A(3)* – **Tabled (2-1 Strongitharm)**
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 – NOTICE OF EXTENSION OF PROBATION – **Received**

There being no further business to come before the board, the meeting was adjourned at 5:11 p.m.

Respectfully submitted,



Aimee Ott
Human Resources Technician