

MINUTES

City of Duluth - Civil Service Board

May 7, 2019 - 4:45 p.m.

City Hall - Council Chambers

Members Present: Shelly Marquardt, Laura Perttula, John Strongitharm (Chair)
Members Absent: Joaquim Harris
Legal Present: Steve Hanke (Deputy City Attorney)
HR Staff Present: Theresa Severance (Board Secretary), Heather DuVal (HR Supervisor),
Aimee Ott (HR Technician), Robyn Tuominen (HR Generalist)
Others Present: Noah Schuchman (Chief Administrative Officer); Pete Johnson (Fire Captain);
Shawn Krizaj (Fire Chief)

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

1. ROLL CALL
2. APPROVAL OF MINUTES FROM PREVIOUS MEETING
 - A. April 2, 2019 – **Approved (unanimous)**
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**
 - (3) Senior Business Developer (revised including title change to Senior Economic Developer) – **Approved (2-1 Marquardt)**
 - (4) Senior Planner (revised) – **Approved (2-1 Marquardt)**
 - (5) Housing Developer (new) – **Item Withdrawn**
 - (6) Construction Inspection Leadworker (revised including title change to Chief Building Inspector) – **Approved (2-1 Marquardt)**
4. NEW BUSINESS
 - A. REVIEW OF NEW AND REVISED JOB DESCRIPTIONS
 - (1) Senior Housing Developer (new) – **Approved (2-1 Marquardt)**
 - (2) Police Records Technician II (revised) – **Approved (unanimous)**
5. APPEALS
 - A. ASSISTANT FIRE CHIEF APPLICANT
Motion by Chair Strongitharm that Assistant Fire Chief test be converted to raw scores – Approved (unanimous)
 - B. ASSISTANT FIRE CHIEF JOB DESCRIPTION
Motion by Member Marquardt that a restricted driver's license with a signed waiver from the State is sufficient to meet the qualification of "possession of a valid driver's license or privilege" – Approved (unanimous)
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 6:06 p.m.

Respectfully submitted,



Aimee Ott

Human Resources Technician