

**CIVIL SERVICE COMMISSION
MINUTES
January 19, 2005**

Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Wednesday, January 19, 2005 at 8:30 AM.

ROLL CALL:

Members present for interviews were: Todd Tavis, Bryan Personne, Cal Kolling and Ray Ann Kilen

Member present for reclassifications were: Todd Tavis, Bryan Personne, Cal Kolling, Ray Ann Kilen and Bob Jenkins

PUBLIC WORKS TECHNICIAN INTERVIEWS:

Civil Service Commission interviewed applicants for two Public Works Technician position.

Individuals with a score of 57 or above were forward to the department head.

Name	Length of Experience (20 points)	Quality of Experience (20 points)	Education (10 points)	Veteran's Preference (5/10 points)	Presentation of Application (10 points)	Interview (30 points)	Discretionary (10 points)	Total
Fischer, Roger	20	18	0	0	7	16	10	71
Olheiser, Joshua	3	20	5	0	10	20	10	68
Smith, David	20	20	5	0	10	10	0	65
Grantier, Jay	3	20	5	0	10	14	10	62
Gartner, Craig	20	15	0	0	7	18	0	60
Hibl, Donald	20	5	10	0	10	12	0	57
Martin, David	20	12	0	0	9	16	0	57
Gaab, James	20	12	0	5	7	10	0	54
Lawhead, Guy	14	10	5	0	10	15	0	54
Kolling, Kurt	16	10	5	0	10	11	0	52
Ell, David	20	10	0	0	10	10	0	50

POLICE DEPARTMENT RECLASSIFICATION REQUESTS:

Todd Tavis opened the meeting for the reclassifications of the Communication Specialists and the Public Safety Support Supervisor positions. Tavis asked Gary Banyai to give any comments.

Banyai gave the Commission a background on the reclassifications giving dates he spoke with Administration concerning the reclassifications. Banyai stated in May of 2004 he sent a memo to City Administrator, Greg Sund address the concerns of the turnover for the Communication Specialist and asked for support. In June of 2004 a request for how to proceed was submitted. July 27, 2004 a request of support was submitted. July 29/30, 2005 the reclassification requests were submitted. Banyai stated he is full support of both reclassifications. Banyai then turned the floor over to Dana Becker, Public Safety Support Supervisor for information regarding the need to reclassify the Communication Specialist (dispatcher).

Becker gave a description of what a dispatcher does by reading a document from APCO. Becker stated there are nine dispatchers and with the large turnover the dispatch center is a very young one, which does raise concerns with liability. Becker went on to tell Civil Service additional information as to the need for reclassification stating the advancement of technology, additional training that is provided and also the structured training program now in place. Becker feels an increase in pay would help keep qualified candidates. Becker stated cell phones have also changed the dispatch position with more and more emergency calls being taken from a cell phone.

Tavis questioned why the request was from a grade 2 to a grade 4 when the standard request was only to move one grade. Becker stated originally the request was going to be from a grade 2 to a grade 3, but in review the decisions a dispatcher makes versus that of an officer she feels the position should move to a grade 4.

Ray Ann Kilen questioned if exit interviews are being done as to why individuals are leaving. Becker stated there is not a structured exit interview, but she does meet with everyone. Becker stated the reasons from individuals having left in the last several years are that of going back to school, retirement, lateral transfers within the City and moves out of state.

Kilen questioned if there were wage perks for holidays or shift differentials. Banyai stated there is overtime for all holidays and the City is currently looking at putting shift differential pay into effect.

Banyai stated in the police department's interviews they ask specifically about how the candidate handles stress and if they are able to work the 24 hour rotating shift. Becker stated as to wages that in 1993 prior to the Fox Lawson system Dickinson was 3rd in the state for pay in the dispatch center. Dickinson is now close to the bottom with regards to wages.

Bryan Personne asked if the job description were forwarded to Fox Lawson and Associates, under the essential duties, are we asking for the classifications to change. Becker stated the system is rated under a decision based method and believes the dispatchers to be making critical decisions.

Tavis asked if the current job classification reflects the position. Kilen stated she sees nothing in the description indicating the need to make decisions. Bob Jenkins asked if the position could be sent in for a market evaluation. Tavis stated not without affecting the entire scale. Becker stated this is a profession and money is more of an issue than a person would think.

Banyai stated the job description is not clear enough to show how the dispatchers make decisions. Banyai stated the area's the dispatch center covers has also greatly increased. Tavis questioned the area changes. Becker stated the center dispatches for 28 agencies and doesn't believe Dunn County was included when Fox Lawson and Associates were initially here. Tavis stated the factors that have changed need to be documented. Personne stated an increase in the area, i.e. covering a larger area, doesn't change the job. The position needs to be reworded to reflect the critical nature of decision making. The position needs to be looked at as it was not classified correctly.

Personne stated market alone is not enough for a reclassification of the position; it needs to be fixed by a pay adjustment, but not necessarily a reclassification. Personne stated he supports having Fox Lawson and Associates review the position description as the position may have been missed when initially reviewed.

MOTION BY: Cal Kolling **SECONDED BY:** Bryan Personne
To have staff update the position description and return to Civil Service for approval before sending it to Fox Lawson and Associates for review.

DISCUSSION: Gary Banyai was asked how they measure items in the position. Banyai stated they don't have an exact way to measure; it's mostly perception or gut reaction. Banyai stated the new testing system put in place for the police officer also offers an exam for dispatchers. Banyai stated he's not sure at this time what the test entails, but it is a tool that will be looked into.

Personne questioned the decision making of other positions of a grade 4 and how they relate to the dispatch position. Banyai stated with the other positions they have a direct supervisor to turn to, where as dispatchers aren't always working when the supervisor is available to give direction.

Cal Kolling suggested staff check with Bismarck and their position description when rewriting Dickinson's. Personne questioned the timeframe for getting this done and sent to Fox and Lawson. Due to schedule conflicts for the month of February, it was decided to add this item to agenda for the meeting scheduled for Monday, January 24, 2005.

DISPOSITION: Motion declared duly passed.

Todd Tavis opened the meeting for comments regarding the Public Safety Support Supervisor. Stewart Stenberg stated the position is a stand alone position and is recommending the position be reclassified from a grade 6 to a grade 7, the same as that of a Lieutenant.

Stenberg described how the Public Safety Support Supervisor position fits each of the essential duties listed for a Lieutenant. Stenberg stated the two positions have many of the same duties. Stenberg stated one difference between the two is the schedule. The Public Safety Support Supervisor is responsible for developing the Communication Specialist schedule. Stenberg also compared each of the knowledge, skills and abilities of a Lieutenant, to that of what the Public Safety Support Supervisor does, indicating the position is equivalent to the Lieutenant. Stenberg stated the position should be classified a grade 7. Stenberg stated the position was a new one when originally classified.

Stenberg stated the Public Safety Support Supervisor is required to attend the monthly command meetings for the management at the Police Department. Stenberg feels the reclassification would balance any inequity at the command meetings, as all other participants are Lieutenants. Gary Banyai stated if the command structure of the Police Department was reviewed, it shows the Public Safety Support Supervisor on the same line as a Lieutenant. Ray Ann Kilen stated that doesn't work City wide as an argument.

Todd Tavis questioned if the Police Department was aware that a move from a grade 6 to a grade 7 changed the status from non-exempt to exempt and that it crosses the position into management.

Bryan Personne stated if the job description is sent to Fox Lawson and Associates it needs to reflect the changes to the essential duties and the percentages need to be adjusted. Personne stated he believes there is enough argument in comparing the two positions.

MOTION BY: Cal Kolling SECONDED BY: Ray Ann Kilen
To have staff update the position description and return to Civil Service for approval before sending it to Fox Lawson and Associates for review.

DISCUSSION: Bob Jenkins questioned who would have more authority if the Public Safety Support Supervisor was working and the officer in charge was a Senior Police Officer at the time of major incident. Gary Banyai stated the Senior Police Officer would be coached by the Public Safety Support Supervisor if needed.

Ray Ann Kilen stated an on-call expectation needs to be listed under the knowledge, skills and abilities section. Personne asked if the department or Civil Service could determine the band/grade for each essential duty. It was stated that Fox Lawson does that task.

Tim Kessel stated truly there are three job descriptions needed for each position; one to satisfy Fox Lawson and Associates, the employee and Civil Service for the hiring process.

Bob Jenkins questioned the gap between the Public Safety Support Supervisor and the Communications Specialists and if it creates an issue. Banyai stated the Minot Police Department has a Lieutenant in charge of the Dispatch Center.

DISPOSITION: Motion declared duly passed.

OTHER:

Tim Kessel mentioned the nepotism policy stating members of Civil Service should have received a copy in their packet.

Tim Kessel asked for opinion regarding the point system ranking of candidates and his office taking over this task. Kessel stated he would get the department head involved to initially set the points as to what they feel is most important. Ray Ann Kilen stated developing the point system is hard to do. Bob Jenkins suggested the clerical part be taken over such as removal of incomplete applications. Bryan Personne state there may be issues if Civil Service is not setting the rosters.

Todd Tavis informed the Commission, Tim Kessel and himself were working on a plan for transitioning duties from Civil Service to Tim Kessel. Tavis stated once a more complete document is in place it will be put on an agenda for the Civil Service Commission input and approval.

Ray Ann Kilen compared the duties of Dickinson's Civil Service to that of Fargo, Bismarck and Mandan. Kilen stated the other Cities' Civil Service Commissions are for filing complaints and grievances.

It was asked that the Transition Plan be added to all the agendas as item 5b.

Ray Ann Kilen stated Civil Service needs to be careful of breaking the trust they have with the employees.

MOTION BY: Cal Kolling SECONDED BY: Ray Ann Kilen
To adjourn the meeting at 12:11 PM.

OFFICAL MINUTES PREPARED BY:

Kristi Broer, Administrative Assistant

Approved: February 28, 2005