

**CIVIL SERVICE COMMISSION  
MINUTES  
April 15, 2005**

Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, April 15, 2005 at 8:30 AM.

**ROLL CALL:**

Members present were: Todd Tavis, Cal Kolling and Bryan Personne

Absent were: Ray Ann Kilen and Bob Jenkins

**APPROVAL OF MINUTES:**

Tim Kessel commented the minutes will be available on the server for employees to read following their approval. Todd Tavis stated this was a good idea.

MOTION BY: Cal Kolling                      SECONDED BY: Bryan Personne  
To approve the minutes of February 28, March 4, March 18, March 23 and March 29, 2005 with the addition of the word usually to the February 28 minutes on page three, paragraph two, line five in front of the word doesn't.

DISPOSITION: Motion declared duly passed.

**APPROVE INTERNAL APPLICATIONS FOR POLICE LIEUTENANT:**

It was stated six applications were received for the police lieutenant position. Todd Tavis asked Police Chief Chuck Rummel if he would be using an assessment center. Rummel stated the interviews would be done by himself, Stewart Stenberg and Tim Kessel. Tavis questioned what the most important duty of the position would be; Rummel stated the individual hired would be in charge of the investigative unit and needs extensive knowledge of criminal investigations. Civil Service reviewed the applications. In review it was decided Joseph Cianni and Dustin Dassinger did not meet the minimum qualification of three years as a senior police officer or higher.

MOTION BY: Bryan Personne                      SECONDED BY: Cal Kolling  
to approve and forward four internal applications submitted by Richard Bartz, Daniel Brown, Christopher Coates and Gregory Shirey to the Police Chief for interviews.

DISPOSITION: Motion declared duly passed.

Todd Tavis thanked all applicants for applying for the position.

**APPROVAL OF POSITION DESCRIPTIONS AND LANGUAGE FOR ALL**

**POSITION DESCRIPTIONS:** (Position descriptions: Animal Control Officer, Assistant Police Chief, Communication Specialist, Police Officer, Police Sergeant and Senior Police Officer)

Tim Kessel stated he would like to have *the summary of job responsibilities and requirements listed below includes only key responsibilities and essential requirements. Other responsibilities and requirements may exist* added to all of the City's job descriptions. Kessel also stated this is the only change to several of the position descriptions presented.

Todd Tavis questioned the training experience for the Assistant Police Chief. Tavis questioned if upcoming officers going to have the required experience. Tavis stated the Assistant Police Chief position description will be removed from the approval, so the training section could be reviewed. It was stated tenants needs to be changed to tenets in all job descriptions.

Bryan Personne commented on the length of the distinguishing characteristics on the Communication Specialist position versus the others. Personne stated for fairness purposes the section may need to be re-visited.

Cal Kolling asked if the proficiency test was still required for the Communication Specialist position. It was stated this was still a test requirement.

MOTION BY: Bryan Personne           SECONDED BY: Cal Kolling  
to amend the Animal Control Officer, Communication Specialist, Police Officer, Police Sergeant and Senior Police Officer position descriptions as presented.  
DISPOSITION: Motion declared duly passed.

MOTION BY: Cal Kolling               SECONDED BY: Bryan Personne  
to insert *the summary of job responsibilities and requirements listed below includes only key responsibilities and essential requirements. Other responsibilities and requirements may exist* following the essential duties title on all job descriptions.  
DISPOSITION: Motion declared duly passed.

**APPROVE POSITION DESCRIPTION FOR STORM WATER POSITION:**

Cal Kolling questioned why the difference between Storm Water Inspector and Storm Water Coordinator. Skip Rapp stated by EPA laws we are required to have a coordinator. Rapp stated Shawn Soehren and himself share this title. The incumbent would not be the coordinator. Kolling stated a broader title may appeal to more applicants. Rapp indicated the incumbent will be inspecting, but a large portion of the job will be to do educational outreach. The commission discussed potential position titles.

MOTION BY: Cal Kolling               SECONDED BY: Bryan Personne  
to approve the position description as presented with City staff deciding the title for the position and to approve submitting the position description to Fox Lawson and Associates for grading and essential duty band/grade.  
DISPOSITION: Motion declared duly passed.

Todd Tavis questioned where Skip Rapp would like to see this position graded. Rapp stated a minimum of grade 4, but prefers a grade 5. Tavis asked that the Public Works positions in grades 4, 5 and 6 be sent along with the position description.

**APPROVE POSITION DESCRIPTION FOR ENGINEERING POSITION:**

Shawn Soehren stated the title for the position will be Engineering/GIS Specialist. It was stated there is a change in the number of required years experience, it should read 1

instead of 5. Todd Tavis asked if Soehren was looking to have the position graded at a 6, which Soehren stated yes.

Tavis commented that maybe Senior should be added to the title. In discussion it was decided the position is not "senior" over the other areas and that the addition may lead to title wars. Cal Kolling stated Engineering/GIS Specialist should be used. Tim Kessel stated if there is a problem it will be brought back to Civil Service.

**MOTION BY:** Cal Kolling                      **SECONDED BY:** Bryan Personne  
to approve the position description with the discussed changes and submit to Fox Lawson and Associates for grading and essential duty band/grade.

**DISCUSSION:** Bryan Personne stated he's not sure the position will come back from Fox Lawson and Associates with a grade 6. Bryan stated the essential duties need to include supervising requirement. Discussion of the supervision duty took place. It was decided to add an essential duty to include the supervising and directing Engineering staff. The essential duty was to be placed as number one.

Personne questioned why manager couldn't be in the title for the position description. Tim Kessel stated it implies assistant city engineer and the need for an engineering degree. Personne stated it may draw a better selection of candidates. Kessel stated the thought is the person will assist, but the current title does not imply the need for an engineering degree.

**DISPOSITION:** Motion declared duly passed.

**OTHER:**

Tim Kessel stated the Human Resource policy does not agree with the time in grade scale in terms of raises upon being promoted.

Kessel distributed a draft copy of the current organizational chart.

Kessel stated there are questions about Veteran's Preference and if it should be used with internal hires. Kessel stated Human Resource code says the City will follow State and Federal laws. Tavis stated the Commission would use as external only. Bryan Personne asked to have City Attorney Tim Priebe clarify.

**FOX LAWSON AND ASSOCIATES:**

Tim Kessel reminded Civil Service of the meeting schedule on May 17, 2005 with Bruce Lawson.

**TRANSITION PLAN:**

It was discussed that Civil Service liked the memo from Human Resources included with the meeting packet.

Kessel stated the Human Resource Committee is now full as an election was just held within Public Safety. Kessel stated there are two words in the Human Resource policy he

would like removed in regards to the Human Resource Committee – and approve. Kessel commented with those words in code there is a potential for a stalemate for changes. Kessel stated he would like to see code read review and recommend. Kessel questioned the need for specific area representatives versus three at large members. Kessel stated he wants the most qualified people on the committee.

Todd Tavis stated his concern with changing current language is the credibility with employees down the road with the Human Resource department. Tavis stated he is hesitant of stripping power from the committee as, if a majority vote rejects changes, the changes should be a dead issue. Bryan Personne stated he tended to agreed with Kessel, the employees should not have the power to dictate policy. Personne also agreed with Tavis it will be an issue taking this from the employees

MOTION BY: Cal Kolling      SECONDED BY: Bryan Personne  
To adjourn the meeting at 10:12 am.

OFFICAL MINUTES PREPARED BY:

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Kristi Broer, Administrative Assistant

Approved: May 20, 2005