

CIVIL SERVICE COMMISSION MINUTES
May 20, 2005

Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, May 20, 2005 at 8:30 AM.

ROLL CALL:

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

APPROVAL OF ORDER OF BUSINESS:

Todd Tavis requested item 5c: Fox, Lawson and Associates be moved to item 5a.

MOTION BY: Ray Ann Kilen SECONDED BY: Cal Kolling

To approve the order of business moving item 5c to 5a.

DISPOSITION: Motion declared duly passed.

APPROVAL OF MINUTES:

MOTION BY: Cal Kolling SECONDED BY: Bryan Personne

To approve the minutes of April 15, 2005.

DISPOSITION: Motion declared duly passed.

FOX, LAWSON AND ASSOCIATES:

Todd Tavis opened the floor for discussion among commissioners regarding the recent visit and presentation by Bruce Lawson of Fox, Lawson and Associates. Tavis began stating there was a strong message that Civil Service was too involved with the day to day functions. Tavis also stated the City Commission is in favor of moving the Civil Service Commission back to a grievance/fairness board, but keeping them as an overseer to the Human Resource Department. Bryan Personne questioned if City Attorney Tim Priebe had any reservations with this. Tavis stated Priebe wanted to confirm the language was written appropriately to allow for the delegation of the duties as written in city code, but didn't feel there would be a problem with the delegation of duties.

Ray Ann Kilen stated City staff could provide score sheets to Civil Service regarding the hiring of new staff. Tavis agreed stating the Commission would judge that staff is being fair and if the process is working the Commission would then approve the processes put in place.

Cal Kolling questioned if code says Civil Service is supposed to do the human resources duties. Tim Kessel responded that as stated above Tim Priebe thought it wouldn't be a problem to delegate the duties. The responsibility would still on the Civil Service Commission as they would have to approve the process to be used by staff.

Kolling stated he would like to see the every day functions done internally. Tavis stated this could be done initially as a pilot program. Tavis also stated this could be done in short intervals to gain employee trust, with either quarterly or monthly reports to Civil Service.

The Commission reviewed duties they are currently responsible for, they are as follows: advertising, scoring of applicants, preliminary interviews, creating a certified roster, reclassification requests, review of job descriptions as needed for advertisement and annually, approval of the human resource manual, and grievances.

The commission briefly discussed the role of the human resource committee. Kessel stated he would now not recommend removing the words “and approve” from city code regarding the HR Committee. Kessel suggested that Civil Service may be the ones who don’t need to approve the changes, but could have an employee forum type session for employees to give input regarding the proposed changes.

Kessel spoke of how he would like to see a section similar to that of the City Commission’s consent agenda. With a section such as this it would list for approval what’s already been done or what’s intended to be done. Kilen commented when the code was written it was to gain or build the trust of the employees. Kilen stated that trust has been built and doesn’t feel code needs to read word for word the duties what the commission should do regarding the daily issues of running an organization. Kolling stated the commission could make a recommendation to the HR Committee regarding this. Kessel suggested a letter of direction to the HR Committee. Kilen again stated Civil Service does not need to not be directly involved in the day to day HR management of the City but we do have a responsibility to ensure that the system we use has integrity and serves the purposes.

Personne questioned if Tim agreed with the list of duties regarding hiring that could be turned over to him. Kolling stated he prefers that staff take over these duties. Kolling also stated if it doesn’t work Civil Service will go back to doing it the way it was done. Personne stated it just isn’t logical to do things the way they were.

Tim Kessel stated for the two current open positions he has a point system put together and would like to see a specific point system for each of the positions within City. Kilen suggested a six month trial period for a pilot program turning the day to day functions over to City staff. Kilen questioned Chief of Police Chuck Rummel on his thoughts regarding staff doing hiring internally. Rummel stated he felt the commission was taking the right approach with trying it first before rewriting code. Rummel stated abrupt change gives the employees a reason for distrust, where as if you show it works the employees will be comfortable with the process prior to changes in code.

Tavis recapped the discussion stating Civil Service would like to try a six month pilot program for the recruitment process to the certified roster, moving these tasks to the HR staff.

Personne stated the importance of making sure the “good ole boy system” doesn’t happen. Kilen suggested a scoring system be pre-approved for each position to assist with avoiding the “good ole boy system”. Personne stated he could approve this as long as there is a point system to put forward the most qualified candidates.

MOTION BY: Bryan Personne SECONDED BY: Ray Ann Kilen
To approve delegating the steps of roster establishment (review of job description, advertising, scoring of applicants, preliminary interviews and certified list) to the human resources staff for a period of six months, but is subject to review within the six month timeframe and is effective immediately.

DISCUSSION: Kolling commented if there's a grievance employees should come see the Civil Service Commission. Personne agreed stating the commission will get involved if there's an issue for the employee.

Tavis questioned Chief Rummel as to if he felt there would be ramifications. Rummel stated he sees this as a good move by the commission.

DISPOSITION: Motion declared duly passed.

Tavis asked that department heads be notified as soon as possible of the pilot program. Tavis also asked that the City Commission and Human Resource Committee be notified. In making notifications Tavis asked it be made very clear that the Civil Service Commission is not abandoning the employees.

The Commission continued with discussion as to if the Fox, Lawson and Associates was a viable system and whether or not the Commission should endorse it. Personne stated he felt the system was viable.

Ray Ann Kilen stated she wished something regarding additional pay or pay incentives and pay differential could be included in the classification. It was stated as a reminder the classification system and the compensation are two separate items. Kessel stated the City will have to look at the possibility of using market premiums.

Kessel told the Commission the job description for the Communication Specialist has already been reviewed and revised. Kessel stated the description now has three essential duties. Personne stated the classification is good, but the issue with this position is the compensation. Kilen agreed.

Personne again stated the Fox, Lawson and Associates system is workable. Kolling, Kilen and Tavis agreed.

MOTION BY: Ray Ann Kilen SECONDED BY: Cal Kolling
To recommend to the City Commission to continue use and support of the Fox, Lawson and Associates Classification System.

DISCUSSION: Chief Rummel stated he feels there may be confusion by some employees as they didn't understand the focus of the meeting was not about the specific job descriptions, but rather the system as a whole. Tavis stated it is the department head's duty to confirm the understanding of the system or to give further explanation.

Kilen stated she liked the set up of the employee meetings as more of an employee forum where the employees could ask questions.

Kilen suggested a letter come from Civil Service to the employees stating how and why things are being changed at that it will be on a trial basis, to keep the employees informed. Tavis agreed.

DISPOSITION: Motion carried unanimously.

Personne stated if market has nothing to do with reclassifications it should be removed from the reclassification request form and City code should be updated if needed.

Kilen stated there needs to be communication with the employees. Kessel stated he would notify the department heads and the human resource committee of the change and also notify them a letter would be coming from the Civil Service Commission to the employees. Tavis stated the role of the Commission is to be a fairness board, not a pay board.

REVIEW COMMUNICATION SPECIALIST APPLICATIONS:

The duties of reviewing applications and preliminary interviews were turned over to the HR staff effective immediately by motion in the preceding section.

REVIEW PUBLIC WORKS SPECIALIST APPLICATIONS:

The duties of reviewing applications and preliminary interviews were turned over to the HR staff effective immediately by motion in the preceding section.

OPEN CIVIL SERVICE POSITION:

Tim Kessel stated the open position had been announced to the SAHRA group and had also been announced at the City Commission Meeting. Kessel asked current members to contact him if they had anyone they would like to recommend. Ray Ann Kilen questioned if an article or advertisement could be placed in the Dickinson Press. Kessel stated the feeling may be why this position but not other vacancy to City boards or committees, but an article could be written to encompass all of the City boards.

Kilen questioned if there would be any recognition for the work Bob Jenkins did for the City. Bryan Personne stated possibly doing a coffee/cookie gathering to honor Bob.

OTHER:

Bryan Personne stated there should be a stated direction for an employee to take if they fell there is a pay grievance. Kilen questioned where does the employee go now. Kessel stated pay grievances should be brought to him. Kessel stated review of the code would need to be done to confirm the pay grievance is addressed.

Cal Kolling recommended staff send the final roster to a or all members of Civil Service. Kolling stated this may be helpful if there are any inquiries made to Civil Service regarding the roster.

TRANSITION PLAN:

N/A

MOTION BY: Cal Kolling SECONDED BY: Bryan Personne
To adjourn the meeting at 10:19 am.

OFFICAL MINUTES PREPARED BY:

Kristi Broer, Administrative Assistant

Approved: July 26, 2005