

**CIVIL SERVICE COMMISSION
MINUTES
January 24, 2005**

Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at the Law Enforcement Center, Monday, January 24, 2005 at 1:15 PM.

ROLL CALL:

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

APPROVAL OF MINUTES:

MOTION BY: Bob Jenkins SECONDED BY: Ray Ann Kilen
To approve the minutes from December 13, 2004 and January 5, 2005.
DISPOSITION: Motion declared duly passed.

POLICE OFFICER INTERVIEWS:

Civil Service Commission interviewed applicants for the Police Officer position.

The individuals that tested and interviewed were forwarded to the department head.

Name	Length of Experience in Field (11 points)	Quality of Experience (11 points)	Education (11 points)	Veteran's Preference (5/10 points)	Police Testing (33points)	Civil Service Interview (34 points)	Total
Kastrow, Jason	9	8	9	0	28	20	74
Dullum, Darren	9	4	0	0	21	26	60
Holding Eagle, Travis	2	6	5	0	30	15	58
Leintz, Travis	10	2	0	0	22	24	58
Ladwig, Donald	5	7	0	5	19	19	55
Weber, John	11	10	7	0	Declined		28
Sanden, Michael	4	0	11	0	No Show		15

POLICE DEPARTMENT RECLASSIFICATION REQUESTS:

Todd Tavis opened the meeting for discussion regarding the job descriptions for the Communication Specialist and Public Safety Support Supervisor. Civil Service began with the description for Communication Specialist. Ray Ann Kilen questioned if the description should be sent in with or without the band/grade. Tavis stated it is sent without the band/grade. Kilen asked if the percentages needed to equal 100%. It was stated yes the percentages must equal 100%. In review of essential duties Tavis stated

number seven is a duplicate of number 1. Tavis stated number six should be stated to include controls the main entrance.

Kilen questioned if there was enough in the description for the minimum requirements regarding hiring. Dana Becker responded nothing else could be added other than a statement regarding multi-tasking and there is no way to measure this item. Discussion followed as to where multi-tasking should be in the description. It was decided to keep it in the knowledge, skills and abilities section.

MOTION BY: Bob Jenkins SECONDED BY: Ray Ann Kilen
To approve the job description for Communication Specialist with the discussed changes.
DISPOSITION: Motion declared duly passed.

Ed Krank questioned why the Street Department job descriptions have not been reviewed. Krank stated they have been reviewed by the employees and the department head, but are just sitting out there to be approved. Civil Service indicated to Ed Krank and Daryl Wehner the direction they needed to take to move forward with the approval of the job descriptions. Bob Jenkins indicated this one is currently being reviewed and can't wait because of the reclassification request.

MOTION BY: Bob Jenkins SECONDED BY: Ray Ann Kilen
To approve forwarding the job description for review and classification to Fox Lawson and Associates. The Administrative Assistant, Fire Firefighter, Police Officer, Code Enforcement Officer and the Senior Public Works Specialist positions should also be sent for comparison purposes.
DISPOSITION: Motion declared duly passed.

Discussion of who would type the letter to accompany the descriptions took place. It was decided the letter would come from Tim Kessel rather than Todd Tavis.

Civil Service reviewed the job description for the Public Safety Support Supervisor. Gary Banyai stated the position is a stand alone one, but is similar to the Lieutenant. As instructed at a prior meeting. The items that needed to be added were. Todd Tavis stated the description does not include anything regarding the recruitment or termination of employees. Minor word changes were made to the description per the discussion.

MOTION BY: Bob Jenkins SECONDED BY: Ray Ann Kilen
To approve the job description for the Public Safety Support Supervisor with the discussed changes.
DISPOSITION: Motion declared duly passed.

MOTION BY: Bob Jenkins SECONDED BY: Ray Ann Kilen
To approve forwarding the job description for review and classification to Fox Lawson and Associates. The Assistant Public Works Manager, Police Sergeant, Assistant Fire Chief, and Police Lieutenant positions should also be sent for comparison purposes.
DISPOSITION: Motion declared duly passed.

FOX LAWSON AND ASSOCIATES:

Tim Kessel reported an invitation has not been sent to Bruce Lawson, but it was approved by the City Commission to spend the money to bring Mr. Lawson to Dickinson.

TRANSITION PLAN:

Tim Kessel distributed a working document as to what he would like to see as done in terms of the City's hiring process. The document listed several ideas as to make it more efficient. Kessel spoke of setting a point system for each position that would not change unless there was a change to the job description. Todd Tavis stated this was the way Bismarck and Burleigh County address the point system.

Ray Ann Kilen questioned why job descriptions would not be reviewed prior to a point system being implemented for each position, as there are many job descriptions that have not been reviewed. Kessel referenced the document stating he wants to have all of the job descriptions reviewed by year end. Descriptions as needed for hiring would be reviewed, but Kessel would like to start reviewing the descriptions as time permits in the near future. Kessel stated he intends to update the job descriptions with as much uniformity and consistency as possible; once reviewed he intends to review the job descriptions annually. If the need arises for an update it would have to be put in writing and show just cause for the change(s).

OTHER:

It was mentioned in the future a larger room should be utilized for reclassifications. The room used for today's meeting was quite small.

Kessel stated he would like to put together a policy and procedures page for how to go about a reclassification so everyone is doing it in a uniform manor.

MOTION BY: Bob Jenkins SECONDED BY: Ray Ann Kilen
To adjourn the meeting at 4:20 PM.

OFFICAL MINUTES PREPARED BY:

Kristi Broer, Administrative Assistant

Approved: February 28, 2005