

CIVIL SERVICE COMMISSION MINUTES

Tuesday, July 17, 2007

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, July 17, 2007 at 9:00 AM.
2. ROLL CALL:
Present were: Todd Tavis, Ray Ann Kilen and Erv Bren
Absent was: Ron Lisko and Cal Kolling
Also present was: Greg Sund, Skip Rapp, Ken Kussy, Chuck Rummel and Jim Jablonsky
3. APPROVAL OF ORDER OF BUSINESS:
MOTION BY: Ray Ann Kilen SECONDED BY: Erv Bren
To approve the order of business as presented.
DISPOSITION: Motion carried unanimously.
4. CONSENT AGENDA:
MOTION BY: Erv Bren SECONDED BY: Ray Ann Kilen
A. Approve minutes of June 15, 2007 with a correction to page 2, paragraph 3, line 4 changing haves to has.
DISPOSITION: Motion carried unanimously.
5. GENERAL ISSUES
A. HR Journal
Cianni gave an update indicating Michelle Prouty was hired as a police officer and that the City is hoping to fill the two remaining positions with the approval of the roster in item 5B. Cianni reminded the Commission one of the positions to be filled is from a resignation back in April and the other is a temporary position at the patrol level. The temporary position is the result of Lt. Leach being placed on active military duty.

Cianni stated Cathy Polanchek was hired to fill the head water utilities specialist position. Both Polanchek and Prouty began employment on July 9th. Cianni stated there are still a couple of seasonal positions available at the Baler Building.

B. Approval of Police Officer Roster
Cianni stated prior to the roster being approved, Civil Service was asked to consider if the minimum exam score can be modified. Cianni stated it is currently set at 70 and to have a larger pool of applicants, the Police Department requested lowering the minimum acceptable score to 65.

Rummel stated he had four current officers take the exam as a test. The officers ranged from just over a year to 20 plus years of service. The officers taking the exam indicated it was difficult, but a good exam. Rummel stated he's not sure how to proceed as he doesn't wish to lower the score, but in order to have a decent pool of applicants it is justified. Rummel stated it's going to be necessary in the future to train applicants versus getting experienced applicants. Discussion continued about possibly dropping the exam score. Candidates are required to pass both the reading portion and the video portion of the exam and earn at least the minimum score on each. Sund stated in the future we may need to split the scores. Sund also stated the field training program assists with weeding out individuals that are unable to handle the functions of the position. Sund reiterated

Rummel statement about the realization that we will need to train officers rather than hiring experienced officers.

MOTION BY: Ray Ann Kilen SECONDED BY: Erv Bren

To approve the passing score at 65 for a trial period of this hire and two additional hires and then re-evaluate the minimum score following the trial period.

DISCUSSION: Rummel stated both of the scores are important. Tavis questioned what types of candidates are attracted to the position. Rummel indicated it varies from those with experience to those with none, but have the desire to do the job. Rummel continued across the country departments are now actively recruiting as there aren't as many military people applying. Rummel stated departments are stealing from each other in order to fill positions.

DISPOSITION: Motion carried unanimously.

Cianni distributed the list of possible candidates with the top six to be considered for the roster. Tavis indicated Civil Service is to determine all candidates received fair treatment. Kilen questioned the .25 point difference between Robert Olson and Wyatt Klabunde. Cianni stated the point scoring committee had noticed the difference and noted they were as close as they were as Klabunde was given some law enforcement experience for working with a correctional facility. After reviewing the two applications and how the committee scored them Civil Service was comfortable with the scores. Tavis called for a motion to approve stating he supports the roster as presented.

MOTION BY: Ray Ann Kilen SECONDED BY: Erv Bren

To approve the roster of six (Raymond Becker, Gerald Belile, Alynn Beyer, Robert Olson, Eli Paluga and Willie Wallenberg) for the position of Police Officer.

DISPOSITION: Motion carried unanimously.

Tavis commented about Raymond Becker being placed on the roster and the City's policy with regard to hiring relatives. Sund stated ordinance currently states relatives are okay to work in the same department unless one is a direct supervisor over the other. Sund stated in this case, the working relationship would be no different than when Becker was a deputy for the sheriff's office. Sund referred to a handout he gave to Civil Service regarding ethics. Sund stated this section of the City's code may need to be fine tuned in the future, adding ethical conduct language.

C. Approval of Senior Equipment Mechanic Job Description/Reclassification

Tavis asked why going with a master mechanic was dropped. Sund explained there was difficulty in finding a job description so the current description was updated. Sund also stated there is currently only one mechanic and adding another job description would lead to bureaucracy in the future.

Kilen asked what Civil Service role was with the item and if the position had changed 25%. Sund stated the 25% is used to signify a significant change and is not measurable. Sund stated the significant change over the current senior equipment mechanic is the recognition of additional training and daily oversight of helpers. Tavis stated the position had changed then to more of running the shop and is based on experience. Kilen asked for additional explanation as to the change. Tavis stated the position was originally classified as an equipment mechanic and was reclassified several years ago to senior equipment mechanic. Kilen questioned if the position had changed enough to warrant another reclassification. Tavis indicated it has as the position is no longer doing just

repair, but also running the shop and overseeing employees assisting the current senior equipment mechanic. Kilen agreed the position had changed following the explanation. Kilen questioned if Kussy and Rapp were in favor of the reclassification, both stated they favored the reclassification. Sund stated he supported the reclassification. Sund stated he would like to make an additional change to the job description combining the proposed number three and four essential duties, with the daily percentage at 35% and the rating to a B2. Sund also requested the duties be reordered according to the daily percentages.

Kilen asked Jablonsky for his thoughts. Jablonsky stated it looks okay, but the essential duties only equal 90%. Sund stated this was normal as the last 10% is for other duties as assigned.

Sund stated by adding the sub-grade to the ratings causes a dilemma as none of the other job descriptions use the sub-grade. Sund continued the use of the sub-grade could be used to show the technical expertise needed, but Fox, Lawson and Associates does not use the sub-grades on job descriptions. Sund stated the other option would be to do away with the ratings altogether as they are not understood by employees.

Kilen asked Jablonsky how the position has changed since the first reclassification of the position. Jablonsky indicated technology is a major factor of how the position has changed. Jablonsky stated he is experienced to work on the vehicles and heavy equipment the City has, but most individuals would specialize in one specific area and work strictly on that area. Kilen requested what other positions were currently in a grade five and six currently.

Sund recommended changing essential duty to a B3 as the position organizes the shop and oversees other employees assisting in the shop. Bren questioned the training and experience section, which was corrected missed punctuation.

MOTION BY: Erv Bren SECONDED BY: Ray Ann Kilen
To approve the job description for Senior Equipment Mechanic as amended through discussion and approve the reclassification of the position from a B23 – grade 5 to a B24/B31 – grade 6.

DISPOSITION: Motion carried unanimously.

Tavis reminded the Commission the City Commission would need to approve the reclassification.

D. Public Works Reclassification Update

Sund explained at the previous meeting a motion was crafted to request the City Commission look at having a compensation study completed prior to approving or denying the reclassification requests by the Public Works Specialists and Senior Public Works Specialist in the Street Department. At the time of the meeting it was decided Sund, Kolling and Mayor Johnson meet to discuss doing a compensation study. Sund stated Kolling and Johnson met, but he was unsure of the discussion other than the Johnson did not seem to support a study. Kilen stated the Civil Service attempted to be proactive in having several more reclassifications come before the Commission, but stated if the answer is no we'll work with the current system. Sund stated Civil Service is tasked with maintaining the integrity of the classification system. Tavis stated the reclassification requests are then back on the table and decisions need to be made as to approving or denying the requests.

opportunities because of the longevity of employees with the City and relatively small employment base.

Rapp stated when Public Works asks for reclassification based on market it is denied, but the Communication Specialist was reclassified strictly on market. Tavis stated the change to the position came about after the meetings with Bruce Lawson. Rapp questioned what significantly changed. Kilen agreed the change was market driven. After reviewing the reclassification request form Kilen stated it is an option according to the form for requesting a reclassification.

Tavis questioned Rapp as to whether or not he supported the Public Works Specialist reclassification. Rapp stated he would prefer to handle pay issues with the add pay as he indicated earlier. Discussion continued about using market as a component of the reclassification. Tavis stated the market component should not be a factor. Tavis stated he doesn't believe the position has changed and supports the motion to deny the reclassification request. Tavis stated there may be outside factors such as market, but it is the elected officials' decision to decide the pay.

Kilen stated she needs to know if the form used for the reclassifications is the most current before she can make a decision as the form states market can be a factor to justify a reclassification. Kilen requested staff research the form and when it was approved. Kilen also requested staff to provide market information to support the request. Kilen requested the information be brought to the next meeting at which time the request will be considered. Bren agreed with Kilen as to staff researching the form and the market data.

MOTION BY: Ray Ann Kilen SECONDED BY: Erv Bren
To table the motion to deny the Public Works Specialist reclassification requests.
DISPOSITION: Motion carried unanimously.

E. Discussion of Classification name Change for Public Works Technician, Public Works Specialist and Senior Public Works Specialist
Item tabled until next meeting.

F. Other
n/a

6. ADJOURNMENT:
MOTION BY: Erv Bren SECONDED BY: Ray Ann Kilen
To adjourn the meeting at 11:51 AM.

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator