

CIVIL SERVICE COMMISSION MINUTES
Monday, March 19, 2007

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Monday, March 19, 2007 at 9:00 AM.
2. ROLL CALL:
Present were: Todd Tavis, Ron Lisko and Cal Kolling
Absent were: Ray Ann Kilen and Erv Bren
Also present was: Greg Sund, Skip Rapp, Ken Kussy, Chuck Rummel, Shawn Soehren and Bob Sivak
3. APPROVAL OF ORDER OF BUSINESS:
MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the order of business as presented.
DISPOSITION: Motion carried unanimously.
4. CONSENT AGENDA:
MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
A. Approve minutes of February 20, 2007 as presented
B. Approval of new job application with the removal of the social security number.
DISCUSSION: The commission discussed removing the social security number. It was decided to remove the social security number from the application and have those with interviews complete a form giving the City their social security number at that time for background checks.
DISPOSITION: Motion carried unanimously.
5. GENERAL ISSUES
A. HR Journal
Cianni stated the Public Works Technician position was offered and accepted by Neil Galster. Cianni stated Galster will begin employment with the City on March 26th. Cianni stated the City is currently accepting applications for seasonal employment. Cianni also stated with the approval of a the Head Water Utilities Specialist job description the position would be posted internally for one week and then externally as needed.

B. Approval to withdraw from the Law Enforcement Consortium and implement new testing process
Rummel stated he has reviewed the procedure currently being used and the Dickinson area is unsuccessful in passing the exam being offered by the Consortium. Rummel continued with the help of Cianni collecting other possible tests he would like to switch to the test provided by ErgoMetrics. Rummel stated he liked the test as it is more of a well rounded test than the one used by the Consortium. Rummel stated the applicant would pay \$30 to take the exam.

The Commission discussed and asked what the scoring would consist of. According to information presented there would be two scores, the actual test score and a dimensional test score that would give an idea of potential problem areas for each candidate. It was decided additional information was needed as to scoring with regards to where the

percentile number comes from. It was asked if this is a percentile for all applicants who have taken the exam or those currently taking the exam. The Commission also discussed if the exam would be a pass/fail exam or if the candidates would receive points relative to their exam score. Lisko questioned if the applicant receives anything from taking the test as with the Consortium exam the candidate receives an exam certificate with their score that is good for one year. It was stated the candidate would be eligible to keep their score for the purpose of applying with other agencies.

Tavis recommended current staff take the proposed exam. Kolling concurred stating it would assist in setting standards for the department. Rummel indicated he would consider having his newest officers take the exam as they were hired under the exam offered by the Consortium. Rummel stated the proposed exam is different from the Consortium exam. Rummel stated he feels the Consortium Exam is approximately 70% memory of definitions from the study guide portion. Cianni gave an example scenario of the proposed exam to assist with how the dimensional scoring comes into play.

The Commission discussed that the new testing process would slow down the hiring process. It was discussed to test quarterly or to test on an as needed basis. Rummel stated he felt there wasn't a need to test monthly, but offering it quarterly may work. Rummel also stated the test could be offered just before a position is advertised as well or instead of quarterly testing.

MOTION BY: Cal Kolling SECONDED BY: Ron Lisko
To approve withdrawing from the Law Enforcement Consortium and implement using the testing provided by ErgoMetrics.

DISCUSSION: Staff was directed by the Commission to research where the percentile comes from with the company and to decide how if the exam would be a pass/fail exam or if the score would be translated into points in the screening process. Tavis stated the item should be placed on the next agenda to finalize the use of the exam in the hiring process.

DISPOSITION: Motion carried unanimously.

C. Approval of Public Works Job Descriptions

The first job description addressed was the Senior Equipment Mechanic. Sund stated there are clear definitions of a Master Mechanic and the City will need to look at classifying the position to this in the future. Tavis questioned if a Master Mechanic would replace the Senior Equipment Mechanic in the future. Sund and Kussy indicated it will and anyone hired to assist will be under the Master Mechanic position. It was stated there is currently an Equipment Mechanic job description, but no one is currently in the position. Kussy stated it as we move in the direction of a Master Mechanic the City will need to use the industry language for mechanics to avoid problems when hiring. Several changes were made by the Commission and Management Staff present.

With the Public Works Technician position Tavis recommended adding the Class B license to the description. Staff however indicated employees in the position could then be paid at the Technician level while doing Specialist level work. Updates were documented in the draft to update the job description.

Cianni stated the Head Public Works Specialist title was changed to Head Water Utilities Specialist due to the technicality of the position and its focus on water utilities. Management staff concurred this was appropriate and specific job descriptions would need to be written for the other areas to utilize a "Head" position. Rapp stated the presented job description combines the current Head Public Works Specialist and Storm Water Specialist into one job description. Rapp stated both position have the same Fox and Lawson rating. Rapp stated the major change was to the education requirements. Minor changes were documented to the presented job description.

Other than minor documented changes there was no discussion for the City Forester, Assistant City Forester and Administrative Clerk positions.

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the Senior Equipment Mechanic, City Forester, Assistant City Forester, Public Works Technician, Head Water Utilities and Administrative Clerk job descriptions with the discussed changes.
DISPOSITION: Motion carried unanimously.

Tavis stated the Custodian job description is a new classification and needs to be approved separate as the band and sub-grade needs to be set. Sund recommended the Custodian position be placed at the bottom of the scale at an A11. Tavis asked where the position would be utilized. Sund stated currently an individual at the Library was using the Public Works Technician position. The individual would need to be reclassified to this position. Sund also stated an individual currently working for the City through CSEP program would use this job description should he move to a limited hour employee.

MOTION BY: Cal Kolling SECONDED BY: Ron Lisko
To approve the Custodian job description with an A11 Fox, Lawson and Associates rating as presented.
DISPOSITION: Motion carried unanimously.

D. Approval of Engineering Technician Job Description (Classification change and reclassification)

Sund opened discussion stating this is a job description on file but currently vacant. Sund stated with the change to the Public Works Technician position there is a need to utilize this position, but feels the position is currently rated too high at a B22. Rapp questioned with the performing of the ND One Call locates the way it's written it appears the person would do this state wide. Sund indicated this is a duty performed with in the City. Sund stated this position was not rated by Fox, Lawson and Associates as no one was in the position when the Fox Lawson study was completed. The Commission questioned the main duties of the employee are for the position. Soehren stated the majority of time is spent on ND One Call locates, but the individual also does file maintenance and limited inspection. Soehren stated the employee also addresses contractor complaints. Sund stated as written the locates are rated a B2, which he feels is not a B2 duty. Sund stated he proposes moving the employee to the position, but the position rating needs to be updated. Sund stated the position is entry level. Changes were made to the job description through discussion. Tavis questioned what Soehren needs as minimum knowledge, skills, and abilities requirements to do the job. Soehren stated the individual needs to have computer experience.

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the Engineering Technician with the discussed changes and to reclassify the position with a Fox, Lawson and Associates rating of A12.
DISPOSITION: Motion carried unanimously.

E. Approval of Fire Inspector Job Description (Classification change)

Sivak indicated with the restructuring of the department the Fire Inspector position needs to be downgraded to reflect more of an entry level role. Sivak stated he would like the position to reflect a possible career path by this position helping with the fire inspections. The job description was further updated through discussion. Tavis questioned the required number of years experience asking what the minimum amount of experience was needed to get certifications. Tavis felt four years may be too many. Through continued discussion it was decided to change the required years in fire service to three years.

Tavis instructed staff to update the job description with the discussed changes and place it on the next agenda for approval.

F. Approval of Non-Public Works Job Descriptions

Job descriptions were addressed in alphabetical order. Tavis questioned the need for a valid driver's license in the job descriptions. Sund stated employees in each category are driving, but for some the driving is very limited. Tavis questioned the requirement in the instance of a DUI. Rummel stated a work permit could be obtained in such a situation.

Tavis commented the duties of the two Assistant to City Administrator are significantly different. Sund stated for now the position works. Sund stated he is trying to capture the both positions without the need to add another job description. Sund stated, if needed in the future, the position could be split into two with both positions at the same grade.

Updates in addition to those presented were made to job descriptions through discussion. Both the City Assessor and the City Engineer positions will be addressed at a later meeting as Sund stated he would like to visit with the individuals currently in the positions.

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the Accountant, Accounting Manager, Accounting Technician, Administrative Assistant, Assistant to City Administrator, Animal Control Officer, Assistant Police Chief, Clerk of Court, Code Enforcement Officer, Communication Specialist, and Deputy Clerk of Court job descriptions as changed through discussion.
DISPOSITION: Motion carried unanimously.

Tavis asked that the remaining job descriptions be placed on the next agenda and that any other changes are made prior to the meeting. Tavis stated current City code states job descriptions are to be reviewed annually by the City Administrator and changes will then be reviewed and approved by Civil Service.

G. Other

Tavis stated the next scheduled meeting is Tuesday, April 17th at 9:00 am.

7. ADJOURNMENT:

MOTION BY: Cal Kolling
To adjourn the meeting at 12:12 PM.

SECONDED BY: Ron Lisko

OFFICAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator

Approved: