

CIVIL SERVICE COMMISSION MINUTES
Tuesday, August 21, 2007

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, August 21, 2007 at 9:00 AM.

2. ROLL CALL:
Present were: Todd Tavis, Cal Kolling and Ron Lisko
Absent was: Ray Ann Kilen and Erv Bren
Also present was: Greg Sund and Ken Kussy

3. APPROVAL OF ORDER OF BUSINESS:
MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the order of business with the addition of the minutes of August 13, 2007 to the consent agenda.
DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:
MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
A. Approve minutes of July 17, 2007 and August 13, 2007 as presented.
DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES
 - A. HR Journal

Cianni stated the City is currently accepting applications for a police officer as the City was unable to hire from the roster approved on July 17th. She stated the deadline to apply was August 24th, with the exam scheduled for August 29th. It was asked if anyone not hired from the previous roster had applied. Cianni indicated no.

 - B. Senior Equipment Mechanic and Public Works Specialist Reclassification Update

Tavis reminded the Commission both reclassifications had been approved by Civil Service at the July 17, 2007 meeting. Sund stated he placed both items on the City Commission Agenda for August 6, 2007 as a report and due to the mayor's absence at the August 20th meeting the items would be addressed by the City Commission on Tuesday, September 4, 2007. Tavis reiterated that Sund supports the reclassification of the Senior Equipment Mechanic, but does not support the reclassification of the Senior Public Works Specialist. Sund confirmed this is accurate. Sund stated he doesn't agree the crew lead responsibility is enough to justify the reclassification as it is a seasonal task. Tavis stated Civil Service felt the job was shown to have changed enough with regard to the supervision and that is not only seasonal. Kussy stated the change is not strictly supervision which is mostly seasonal, but it is also based on the added technical skills required to complete the job. Kussy stated the positions are highly skilled. Sund stated the positions are stratified appropriately in the current system. Discussion as to the supervision continued. Sund again stated he feels it is appropriately classified.

Tavis stated based on discussion at the last meeting, a restructure was not supported. Tavis continued, based on the information presented Civil Service approved the reclassification based on the supervisory role. Kolling stated the position would then go from a B23 to a B24 and as he understands the issue a few of individuals supervise and a few don't. Tavis stated ideally there needed to be a restructure. Sund stated attrition would need to take place in order to accomplish this. Sund also stated the Assistant

Public Works Managers are Foremen as compared to other cities. Kussy stated the foreman position was removed when the Fox Lawson system was approved so he's not sure where to classify the employees. Tavis stated he will present the Civil Service reasoning at the City Commission meeting on September 4..

C. Public Works Specialist Reclassification Request

Tavis opened the item indicating it was tabled at the last meeting with a request for further information and whether or not a reclassification request could be based on market. Lisko asked if there were problems keeping the positions filled. Kussy indicated there were problems in the solid waste division. Kussy stated wages were a factor for the most recent resignations. Kolling asked if the individuals went to comparable positions. Kussy stated one was to the oilfield and one was to an area business.

Tavis stated his thoughts were to forward the reclassification request with a recommendation to review the pay. Kolling questioned if market should be on the form. Tavis indicated this was questioned at the previous meeting as Civil Service does not address pay. Discussion continued as to the use of market for a reclassification and if the entire system would need to be reviewed for a market reclassification. Kussy stated other positions had been reclassified on the basis of market that did not require reviewing the entire system. Tavis indicated the form was current and Civil Service needed to decide to approve or deny the current request. Kolling questioned what had changed. Sund indicated the request was market driven. Cianni indicated the request at the last meeting was to have additional information provided as to the changes in the position or provide current market data. Cianni indicated no information was provided. Civil Service agreed to leave the item on the table and again requested the additional information be provided at the next meeting to allow for a decision to be made.

D. Discussion of Classification name Change for Public Works Technician, Public Works Specialist and Senior Public Works Specialist

Sund stated he would like to see the titles changed for the Public Works positions. Sund stated the current titles were brought about with the use of the Fox Lawson and Associates system, but it appears most in the region still using the system have changed their titles back to equipment operators. Sund indicated the current title hampers the City's use of the wage surveys conducted by other cities as the positions don't appear to match. Kussy stated employees don't care for the current titles and it makes sense to change them. Lisko agreed the change would give a more descriptive title to the positions, possibly making them easier to fill. Civil Service directed staff to make the changes and bring them back for approval.

E. Accounting Manager Reclassification Request

Sund stated he is currently looking to utilize the Finance Director position. Sund indicated the Tina Fisher, Accounting Manager has grown in her position and felt she could be moved into the Finance Director position. When hired Fisher was responsible for strictly the accounting function, but she has picked up utility billing through the recent software conversions. Sund indicated the responsibility over the Assessor's office had been removed with the proposed changes. Sund also stated the position would be responsible for coordinating the IT aspects, but not directing IT. Through discussion it was decided Civil Service is responsible to reclassify the position, but not the person as the City Commission responsible to approve moving the person from one position to the other.

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the Finance Director Position description as amended.
DISPOSITION: Motion carried unanimously.

F. Other

Cianni stated a meeting would need to be scheduled either September 6th or 7th to approve the police officer roster.

6. ADJOURNMENT:

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To adjourn the meeting at 10:20 AM.

OFFICAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator