





position would be a curator of artifacts. Kilen questioned what Stuckle was looking for with the position and specifically if the data entry type duties were more primary or secondary. Stuckle indicated the data entry requirements for the position would be limited. Stuckle indicated she would expect the individual to perform exhibit planning and setup. Discussion continued as to how the responsibilities were similar to the Librarian duties. Kilen stated there is a strong argument to place the position at a grade four with the duties and responsibilities being similar to the Librarian with the difference being taking care of artifacts rather than books.

Kilen questioned if the position was more independent in nature. Stuckle indicated the position would be independent with directions about a project given with the individual carrying out the tasks or directions as the individual sees appropriate to complete the project.

Kilen stated the position could start at a grade three and move up at a later time. Tavis indicated the position is tasked with independent decision making which could place it at a grade four. Tavis stated being a new position, the person in the position makes the position what it will be. Sund stated the City needs to be careful to grade the position according to requirements and not the person in it.

Kilen stated she felt the position was similar to the Librarian after listening to the essential duties of the Librarian. Lisko stated this is not a clerk type position. The Commission was reminded the title would be changed to Museum Assistant. Tavis stated the question to be answered is should the position be placed in the A13 level or the B22 level with regards to the Fox, Lawson system.

Sund agreed the position is not a clerk position. Sund stated after listening to discussion regarding the similarity of the Museum Assistant and the Librarian positions he believes it is probably accurate to place it at the same level.

Kolling questioned at what grade a four year degree becomes more of a requirement for a position. Sund indicated most likely at a grade four. Lisko stated he feels the position is more of a grade four than a three with the duties and education requirements. Kilen commented the position could come back to Civil Service for reclassification if not properly graded to begin with. Sund agreed stating in this case the argument at a later time would be it was misclassified when created. Kolling agreed the classification needs to be correct now.

The Commission questioned the difference of B level duties versus A level duties. Sund explained the A level duties are defined decision making duties, whereas B level duties are operational decision making in nature. Kilen went back to Tavis's comment about the Librarian being the curator of books where the Museum Assistant will be the curator of artifacts stating the positions are similar in type. Tavis stated with the discussion he is comfortable placing the position at a B21/B22.

MOTION BY: Cal Kolling                      SECONDED BY: Ray Ann Kilen  
To approve the new position with the title of Museum Assistant, changing essential duties one and two to B2 level duties, changing the physical requirements of the position to medium and classifying the position at a B22 or grade four.  
DISPOSITION: Roll call vote...Aye 5, Nay 0, Absent 0  
Motion declared duly passed.

E. Other

Cianni indicated she is not aware of any items for Civil Service and may therefore not need to hold a meeting in November, Cianni stated she would keep the Commission posted as to the need for a meeting in November.

Cianni stated with the new positions for 2008 the City plans to move forward with advertising in early November and will likely need to have a meeting in early December to approve the rosters.

6. ADJOURNMENT:

MOTION BY: Ray Ann Kilen                      SECONDED BY:      Erv Bren  
To adjourn the meeting at 10:15 AM.

OFFICAL MINUTES PREPARED BY:

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Kristi Cianni  
Assistant to City Administrator