

## CIVIL SERVICE COMMISSION MINUTES

Friday, February 12, 2010

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, February 12, 2010 at 11:00 AM.

2. ROLL CALL:

Commissioners Present: Cal Kolling, Ron Lisko, Glen Roshau and Ray Ann Kilen (arrived at 11:05)

Commissioners Absent: Erv Bren

Also Present: Shawn Kessel, Skip Rapp and Dominic Goodman

3. ORDER OF BUSINESS:

City Administrator Kessel stated he would like to talk about an HR Professional position with the City.

4. CONSENT AGENDA:

n/a

5. GENERAL ISSUES

a. Roster Approval – Water Utility Operator

The Commission reviewed the roster.

MOTION BY: Cal Kolling      SECONDED BY: Glen Roshau

To approve the Water Utility Operator roster as presented (Jeff Crawford, Luke Dahmus, Darrin Holzer, Michael Keidel, Thomas Merkel, Mark Rivinius and Richard Scheeler).

DISPOSITION: Motion carried unanimously.

b. HR Professional

Shawn Kessel reported this item is an FYI for the Commission. Kessel stated it has become apparent City's size that we are on the verge of needing an HR Professional. Kessel stated he would like to hire an HR manager. Kessel stated he has spoke with Alice Schultz, County Auditor about the possibility of sharing the individual as the County does not have anyone and has very little HR structure. Kessel stated the individual would be a City employee and contract would be developed with the County for them to utilize the position for two days per week. Kessel indicated he was looking at grade 5 in the City's classification for pay and the position designation would be that of either a manager or a chief operator.

Ray Ann Kilen spoke of how Tim Kessel's position as the Director of Finance and Administrative Services helped move the day to day HR related tasks off of Civil Service.

Kessel indicated hiring such a person could continue to change the role/duties of Civil Service.

Commissioners asked if the position would include items such as drug testing or safety. Kessel indicated drug testing is currently set up by Kristi Cianni. Kessel stated he does not intend for the position to take on the safety function at this time.

Commissioners indicated the pay range being considered was low for an HR Professional. Kessel asked the Commission for their thoughts on pay. Kilen offered anywhere from \$35,000 to \$80,000 and Cal Kolling indicated the top end could actually be \$80,000 to \$120,000. Kolling also offered a minimum annual salary of \$40,000. Ron Lisko commented he is surprised the City doesn't already have an HR Professional and cautioned placing the position too low.

Kolling commented added this position could move more items away from Civil Service, stating the roster approval is still more of a day to day issue. Kessel stated in his opinion Civil Service should be for HR Policy review and grievances. Kessel stated at a recent Leadership Team meeting there was reluctance to remove Civil Service from the roster approval. Lisko commented this assists in making sure the "good ole boy" system is not happening. Kolling stated an HR person may help with the trust for this. Kilen stated she believes employees feel someone is watching out for them.

Kessel reported he and the Leadership Team are currently going thru the HR Manual line by line. Kessel he is also reviewing all of the benefits the City offers.

Dominic Goodman gave an update on the information he has put together. Goodman stated the City would need to decide if there would be more than one plan to group job families together relating to the compensable factors. Kilen asked what the next step should be. Kolling commented Dominic may need to meet with various staff to complete job evaluations.

Glen Roshau commented that current discussion would be pertinent to the HR Professional position currently being discussed stating before moving forward with the compensable factors the City may want to have the HR Professional on board. Kolling question Kessel for a possible timeframe for hiring the HR Professional. Kessel indicated possibly by early summer.

Commissioners thanked Dominic for the work he has done.

c. Other

n/a

6. ADJOURNMENT:

MOTION BY: Cal Kolling  
To adjourn the meeting at 10:32 AM

SECONDED BY: Ron Lisko

OFFICIAL MINUTES PREPARED BY:

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Kristi Cianni  
Assistant to City Administrator