

CIVIL SERVICE COMMISSION MINUTES

Monday, March 1, 2010

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Monday, March 1, 2010 at 10:00 AM.

2. ROLL CALL:

Commissioners Present: Cal Kolling, Ron Lisko, Glen Roshau and Erv Bren

Commissioners Absent: Ray Ann Kilen

Also Present: Shawn Kessel and Dominic Goodman

3. ORDER OF BUSINESS:

MOTION BY: Glen Roshau SECONDED BY: Ron Lisko

To approve the order of business as presented.

DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:

n/a

5. GENERAL ISSUES

- a. Roster Approval – Utility Billing Clerk

Cianni reported 85 applications were received for the position with a total of 68 being reviewed as several did not submit the required 10-key test score, or a city application. Cianni reported one was disqualified for failing to sign the application and another was disqualified because the application was received after the stated deadline. Shawn Kessel commented on discussion he had with Cianni about scoring by column with the large number of applicants, indicating he thought this was a good idea.

Glen Roshau stated he felt length of employment was missing. Discussion and explanation followed as to how the columns are developed.

MOTION BY: Cal Kolling SECONDED BY: Glen Roshau

To approve the Utility Billing Clerk roster as presented (Wanda Auran, Kandice Dvorak, Nicole Fath, Tina Lantz, Bridget Peck, Janna Rodakowski and Carolyn Stewart) and to disqualify applications submitted that were late, did not have a signature, did not have a city application or did not have a test score.

DISPOSITION: Motion carried unanimously.

- b. Other

Shawn Kessel reported the interviews for the Police Captain positions are scheduled for Monday, March 8, 2010.

Cianni reported a meeting would need to be scheduled for either March 19th or March 22nd to approve the Police Officer Roster.

6. ADJOURNMENT:

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

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator