

Wednesday, October 27, 2010

- MOTION BY: Cal Kolling SECONDED BY: Ron Lisko
To approve the Street Maintenance Operator roster of Steve Berger, Randall Cooper,
Michael Jorgensen, Allan Lucadano, Michael Mondell and Greg Soiseth.
DISPOSITION: Motion carried unanimously.

c. Roster Approval – Solid Waste Laborer

Cianni stated 13 applications for the position.

MOTION BY: Glen Roshau SECONDED BY: Ron Lisko

To approve the Solid Waste Laborer roster of Raymond Christensen, Brittany Freeburg, Tracy Hargrove, Doug Harrington, Del Miller, Troy Mosbrucker and Rolland Thompson.

DISPOSITION: Motion carried unanimously.

d. Approval of Job Description – Support Services Specialist

The Police Department presented the Support Services Specialist job description to the Commission indicating it was for a new position within the police department. City Administrator, Shawn Kessel stated the Police Department has been looking at different ways to provide services. Kessel stated this will add a level within the records department that doesn't currently exist. Kessel stated records' is currently supervised by Dana Becker. This position will provide supervision for the records clerk if approved.

Police Captain, Dustin Dassinger indicated concurred the position will supervise the Records Clerk, but will also be responsible to assist in dispatch as needed. Dassinger indicated the Support Service Specialist would be supervised by one of the Police Captains. Police Captain Joe Cianni stated the position will be required to cover any dispatch breaks including lunches.

Glen Roshau questioned the Commission's responsibility with a new position and what the exact process was. Kessel stated all job descriptions are reviewed by Civil Service. If a position is a new position to the classification system, following approval by Civil Service, the requesting department will then ask the City Commission for approval due to budgeting.

Roshau asked if the knowledge, skills and abilities (ksa's) were too strict, for the purpose of hiring externally if needed. "Ability to learn" was added to the front of "Familiarity with city streets and geography" and "Policies, procedures, regulations, principles and applications". Roshau asked about the 40 hour Basic listed under the Training and Experience. Joe Cianni stated he would confirm/clarify the proper language.

MOTION BY: Ron Lisko

SECONDED BY: Glen Roshau

To approve the Support Services Specialist job description.

DISPOSITION: Motion carried unanimously.

e. Other

The next Civil Service Meeting is scheduled for November 5th at 9:00 AM.

6. ADJOURNMENT:

MOTION BY: Cal Kolling

SECONDED BY: Ron Lisko

To adjourn the meeting at 11:30 AM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator