

CIVIL SERVICE COMMISSION MINUTES

Friday, July 23, 2010

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, July 23, 2010 at 8:30 AM.

2. ROLL CALL

Commissioners Present: Ray Ann Kilen, Erv Bren, Cal Kolling and Glen Roshau

Commissioners Absent: Ron Lisko

Also Present: Shawn Kessel and Ron Bachmeier

3. ORDER OF BUSINESS

Cianni reported the reclassification request was being removed from the agenda at this time and will be placed on a future agenda.

4. CONSENT AGENDA

a. Approval of Minutes

n/a

5. GENERAL ISSUES

a. Hiring Journal

Cianni reported the interviews for the Police Officer openings are scheduled to take place the week of July 19th.

Cianni reported the Librarian roster is scheduled for approval today.

The Solid Waste Department is currently in the process of promoting two individuals to the Senior Solid Waste Operator level. Cianni also reported the Solid Waste Operator position deadline was extended from July 15th to August 2nd due to a lack of applications.

Cianni reported the Public Works Director position is currently open and will close on August 9th.

b. Roster Approval – Librarian

The Commission reviewed the scoring presented. Shawn Kessel indicated the Library is looking to utilize job sharing as Mickey Butz is interested in going part-time. Kessel stated the plan is to hire the full time position and also hire a part-time position.

Glen Roshau indicated he wants to see the City look at and possibly change the language for the number of individuals on a roster. Kessel stated when he was with Wahpeton

the manager decided the “roster” number prior to a position being opened. Kessel indicated this could be placed on a future agenda for discussion for the proper language.

c. Reclassification Request - Administrative Clerk (Baler Bldg.)

This item was removed from the agenda and will be placed on a future agenda.

d. Other

Ray Ann Kilen questioned if the City has a rehire policy and how it works. Kilen stated she was contacted by an employee wondering if this is something an employee can do. Kessel stated the reason this was probably being asked as Ron Bachmeier has decided to retire with the City because of changes to the retirement plan he is in. Kessel stated Bachmeier is planning to apply for the open Solid Waste Operator position. Kilen stated she’s uncomfortable with this, she questioned if he would be able to remain in the entry level position considering he’s leaving from the Chief Operator position.

Kessel stated Bachmeier doesn’t want to retire, but feels his hand is being forced due to the change in the retirement plan. Kessel stated he is looking at doing things different within the department and may eliminate the Chief position and utilizing the Senior positions that will be specific areas of assignment as we’ll have the Public Works Director.

Cal Kolling questioned if it was a “given” or been indicated he would be hired. Kessel stated no, indicating he had told Bachmeier he would have to go through the hiring process to be re-hired.

6. ADJOURNMENT

MOTION BY: Erv Bren

SECONDED BY: Cal Kolling

To adjourn the meeting at 9:42 AM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator