

CIVIL SERVICE COMMISSION MINUTES

Friday, August 6, 2010

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, August 6, 2010 at 10:00 AM.

2. ROLL CALL:

Commissioners Present: Cal Kolling, Erv Brent, Ron Lisko and Ray Ann Kilen

Commissioners Absent: Glen Roshau

Also Present: Aaron Praus, Dustin Dassinger, Shawn Kessel and Bob Sivak

3. ORDER OF BUSINESS:

Shawn Kessel indicated he had an item he would like to discuss under other.

4. CONSENT AGENDA:

n/a

5. GENERAL ISSUES

a. Roster Approval – Solid Waste Operator

The Commission reviewed the presented roster. The Commission discussed a concern raised by employees relating to the application submitted by Ron Bachmeier, with the concern being whether or not Bachmeier would be able to recognize he, if hired, would be an entry level employee and if . It was stressed nothing negative had been said, but the worry was he wouldn't be able to be an entry level employee after being a part of management for so long. The Commission discussed the possibility of needing to change the personnel ordinance to disqualify retired employees from re-employment.

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To approve the Solid Waste Operator roster of Ron Bachmeier, Layton Brown, Jeff Crawford, Ron Jahner, Adrian Krebs, Jerry Zastoupil and Jeff Zimmerman.

DISPOSITION: Motion carried unanimously.

b. Job Description Update – Police Sergeant

Dustin Dassinger stated there were three areas of the job description that were updated, the summary, the essential duties and the training and experience. Ray Ann Kilen questioned where the position fit in the Police Department structure. It was asked if the change to the education fit with the progression of the positions within the department. Dassinger indicated it puts the position in line. Kilen question where the duties of the lieutenants went. Dassinger explained with the removal of the Lieutenants from the street several years ago the Sergeants took on the shift supervisory duties and the changes presented reflect this. Dassinger stated the changes bring the job description into line with what the current Sergeants are doing.

MOTION BY: Cal Kolling

SECONDED BY: Ron Lisko

To approve the Police Sergeant job description with a word change to the position summary, changing the word provides to providing in the last line.

DISPOSITION: Motion carried unanimously.

c. Job Description Update – Senior Code Enforcement Officer

Kilen question if the added duties would change the pay grade of the position. Shawn Kessel indicated it would not.

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To approve the updated Senior Code Enforcement Officer job description as presented.

DISPOSITION: Motion carried unanimously.

d. Reclassification Request – Administrative Clerk (Baler Bldg.)

Aaron Praus stated the reason for the request is the current and previous Administrative Clerks have been and are doing duties above and beyond the current job description. Praus stated the request is to move the position from a grade 1 to a grade 3. Praus stated with the restructuring that's taken place recently the current clerk is handling additional tasks, the commercial refuse accounts being one of those. Praus stated when the position was originally created or classified the position was strictly scale operation and directing the public where to place items. Praus stated the position has move towards office manager/secretary. Erv Bren questioned if skills have driven the position in this direction. Praus indicated the position has evolved over time.

Shawn Kessel presented a handout relating to wage research that had been completed that shows where city position pay is versus a like peer group consisting of the Cities of Mandan, Jamestown, West Fargo and Williston. On the back side of the handout was a classification system Kessel was proposing the City adopt with the 2011 budget. Kessel stated he was not sure the Commission should act on the reclassification in front of them as he felt they should wait and see if the updated classification system is approved.

The Commission discussed waiting versus acting on the request and the fairness to the individual. Kilen stated she would rather not wait, but didn't feel there was enough information to move forward, which led to discussion of which job classification the position could be reclassified to as the current duties of the clerk fit two classifications.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

To approve the reclassification request

DISCUSSION: Bob Sivak reminded the Commission he had come to the Commission with possible reclassifications for the Fire Department staff back in March of 2009. Sivak

stated he believes this request is justified, but that his request for the Fire Department may have been forgotten and were still out there.

Kolling questioned if compensable factors were being used with the proposed classification system. Kessel indicated no as they are not defined and he was using like education and duties to group positions. Kolling commented this could create issues in the long term without the use of defined compensable factors.

Kilen stated in looking at flow chart it makes sense that the position would be at the operator level in the future. The discussion the Commission questioned the motion on the table and what exactly it was. After reviewing the request the motion was to approve the reclassification of the administrative clerk position at the Baler Building to a Utility Billing Clerk.

Kessel stated it was in the Commission's best interest not to act until they had an updated job description to base the reclassification on.

Aaron Praus stated he was withdrawing the reclassification request and would bring it forward with an updated job description.

Kilen asked if there was a withdrawal of the motion and second.

Ron Lisko stated he withdraws his motion to approve. Kolling stated he withdraws his 2nd.

DISPOSITION: Motion/Second Withdrawn

e. Other

The Commission discussed the need to schedule monthly or bi-monthly meetings.

6. ADJOURNMENT:

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To adjourn the meeting at 12:25 PM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator