

CIVIL SERVICE COMMISSION MINUTES

Friday, August 19, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, August 19, 2011 at 10:45 AM.

2. ROLL CALL:

Commissioners Present: Ray Ann Kilen, Erv Bren, Ron Lisko and Glen Roshau

Commissioners Absent: Cal Kolling

Also Present: Chuck Rummel and Shawn Kessel

3. ORDER OF BUSINESS:

Order of Business approved without a motion.

4. CONSENT AGENDA:

None.

5. GENERAL ISSUES

- a. Roster Approval – Engineering Specialist

Kristi Cianni stated 11 applications were received for the position. Two of the applications were disqualified one did not have the City Application and the other was late and did not have the required resume.

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To approve the Engineering Specialist roster of Randall Cooper, Terry Heinrich, Michael Loretan, David Manns, Loretta Marshik, Mark Schields and Mark Young.

DISPOSITION: Motion carried unanimously.

- b. Roster Approval – Police Chief

Cianni reported 40 applications were received for the position. 11 were disqualified for not having a City Application.

Glen Roshau stated he didn't feel Kristi Cianni should have been on the scoring committee for the creation of the roster. Roshau stated he felt she was too close to the hire. Roshau requested the scores be run without Cianni's scores. Ray Ann Kilen directed that this be done.

The scores were presented to the Commission without Cianni's scores. The removal of Cianni's scores did not affect who was in the top seven, but did adjust the order of the candidates.

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To approve the Police Chief roster of Keith Caddy, Dustin Dassinger, Christian Jauch, Jr., Jeff Jirak, William Leach, Patricia Nowak and David Wallace, Sr.

DISPOSITION: Motion carried unanimously.

Ray Ann Kilen asked who would be on the interview panel. City Administrator Shawn Kessel stated the top seven would be interviewed by himself and most likely one of the City Commissioners. Kessel stated the list will then be narrowed to the top two or three candidates. Kessel state those candidates would then receive a tour of the community, attend a question and answer session by Police Department Employees, attend a question and answer session by other agency (stakeholders), participate in a “meet and greet” session, and have a formal interview with Kessel, Dennis W. Johnson and possibly one other City Commissioner.

c. Roster Approval – Police Officer

Cianni reported 22 applications were received for the position. Six were disqualified as they did not take the law enforcement exam. Following the law enforcement exam six additional candidates were disqualified as they did not meet the minimum requirements of the exam.

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

To approve the Police Officer roster of Caitlin Barker, Alex Eckwright, Seth Engelstad, Matthew Gerving, Cody Hibbard, Zane Perry and Aaron Schiller.

DISPOSITION: Motion carried unanimously.

d. Compensable Factor/Job Description Update

Chuck Rummel stated the HR Committee had met with several departments to begin the process of scoring job descriptions against the compensable factors document. Rummel stated employees are accepting the compensable factors. Rummel stated things are working well with the scoring of positions. Rummel stated the most controversial section is the working environment area. Rummel commented he plans to have all positions scored prior to August 31st.

e. Title VI Policy

Shawn Kessel introduced the draft resolution to the Commission. Kessel stated the resolution is needed based on the federal DOT funding the City receives. The Commission raised concerns on when the information could be requested. Ron Lisko and Glen Roshau pointed out that in several sections creed was left out. Kessel indicated he would ask City Attorney Matt Kolling about the concerns discussed.

f. Other

None.

6. ADJOURNMENT:

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To adjourn the meeting at 11:55 AM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator