

CIVIL SERVICE COMMISSION MINUTES

Friday, May 6, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, May 6 2011 at 10:00 AM.

2. ROLL CALL:

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

Commissioners Absent: none

Also Present: Chuck Rummel, Shawn Kessel, Justin Aufforth and Bob Sivak

3. ORDER OF BUSINESS:

Cianni reported the Street Maintenance Operator Roster Approval needed to be added to this agenda as there was not a quorum for approval on May 2, 2011. Approved with addition without a motion.

4. CONSENT AGENDA:

None.

5. GENERAL ISSUES

a. Hiring Journal

No report.

b. Roster Approval – Water Utility Operator

Cianni stated four applications were received for the position and because there were seven or less applications no point scoring was completed.

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To approve the Water Utility Operator roster of Jason Beckman, Doug Harrington, Shawn Kuntz and Duane Zastoupil.

DISPOSITION: Motion carried unanimously.

c. Roster Approval – Street Maintenance Operator

Cianni reported eight applications were received for the position. Ron Lisko commented he did not see a problem forwarding the roster following the meeting on Monday for interviews without it being approved. Lisko stated he didn't feel the hiring process should be held up due to quorum issues. Lisko stated staff was directed interviews could be conducted, but an offer would need to wait until the roster was approved.

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To approve the Street Maintenance Operator roster of Jason Beckman, Joseph Dukart, Doug Harrington, Timothy Janes, Roy Jenkins, Shawn Kuntz and Rolland Thompson

DISPOSITION: Motion carried unanimously.

d. Compensable Factors Discussion

City Administrator Shawn Kessel introduced the item to the commission. Kessel indicated he didn't have enough time to dedicate to the project and indicated Police Chief Chuck Rummel had agreed to take on the project along with reviewing the Human Resource Manual. Kessel stated the compensable factors will be an important tool for the City and once put in place will be used to place new positions along with reclassification requests.

Chuck Rummel stated he has re-established the Human Resource Committee adding two additional members to the five that code states makes up the committee. Rummel mentioned at recent employee meetings that he's feeling employees are frustrated and that there is a lack of communication. Rummel stated he is hoping employees will reach out to members of the HR Committee. Rummel he understands the Commission may have concerns and wants to know what those are so they can be addressed.

Ray Ann Kilen stated there has to be effective communication. Kilen also added she likes that the document has definitions for each of the areas, as it tells me exactly what we're looking for.

Erv Bren asked who would be scoring job descriptions against the compensable factors. Rummel indicated that had not yet been determined. Rummel stated there is a possibility of the HR Committee scoring. Rummel also stated the job descriptions for the City need to be reviewed as many of them are very general and don't necessarily give exactly what an employee is doing in his/her position. Bren commented his organization has a similar system. Ron Lisko stated he would like to see a broad cross section of employees do the scoring. Rummel indicated the HR Committee is a broad cross section of employees. Rummel stated the committee is made up of Joe Cianni and Deb Barros both exempt and Justin Aufforth (City Forester), Denise Brezden (Accountant), Tina Kuntz (Librarian), Darryl Wehner (Street Maintenance Operator), Nick Gates (Police Officer). Bob Sivak stated there was a concern in the refuse department as that department is not represented on the Committee. Rummel stated the individuals on the committee from Public Works should be keeping the employees at the Baler Building updated.

Glen Roshau questioned if wages were to be tied to this and if so the City needed to look at realistic market values. Kessel explained how the compensable factors ties into the wages. Kessel stated initially the pay needs to be kept separate, but once positions are scored and a breakdown of points is created for each classification the pay will come into play.

Kilen asked that the committee finalize the compensable factor document and develop a format for job descriptions and bring both to the next meeting for approval.

e. Other

The Commission discussed the issue of quorums and the inability of the City to move forward with rosters if a meeting cannot be scheduled timely for roster approval. The Commission asked that City Attorney Matt Kolling be contacted to put together a draft ordinance to change the language relating to Civil Service's involvement in the hiring process.

The Commission also requested having a set schedule for meetings. It was agreed to have regular scheduled meetings on the first and third Friday of each month from 10:30 AM to Noon.

6. ADJOURNMENT:

MOTION BY: Glen Roshau SECONDED BY: Cal Kolling

To adjourn the meeting at 11:42 AM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator