

CIVIL SERVICE COMMISSION MINUTES

Monday, May 16, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Monday, May 16, 2011 at 8:30 AM.

2. ROLL CALL:

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

Commissioners Absent: Ray Ann Kilen

Also Present: Shawn Kessel, Shawn Soehren and Ed Courton

3. ORDER OF BUSINESS:

MOTION BY: Cal Kolling

SECONDED BY: Ron Lisko

To approve the order of business as presented.

DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:

None.

5. GENERAL ISSUES

- a. Hiring Journal

Cianni reported Doug Harrington had accepted the Street Maintenance Operator position and will begin employment on May 23rd. Cianni stated Scott Harrington had been promoted to the Solid Waste Operator position through an internal hire and the City is now looking to fill a Solid Waste Laborer position. Cianni stated interviews had been conducted for the IT Coordinator position and Aaron Meyer started with the City today.

- b. Roster Approval – Code Enforcement Officer

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

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

To approve the Code Enforcement Officer roster of Thomas Ehli, Daniel Kirk, Kayla Odell and James Thorpe.

DISPOSITION: Motion carried unanimously.

- c. Job Description Approval - Mechanic

Cianni reported the job description had been reviewed and updated by City Engineer Shawn Soehren.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

To approve updates and title change to the Mechanic job description.

DISPOSITION: Motion carried unanimously.

d. Job Description Approval – Chief Mechanic

Cianni reported the job description had been reviewed by City Engineer Shawn Soehren with the only update being a title change from Senior Equipment Mechanic to Chief Mechanic.

MOTION BY: Glen Roshau

SECONDED BY: Cal Kolling

To approve the title change of the job description to Chief Mechanic.

DISPOSITION: Motion carried unanimously.

e. Job Description Approval – Assistant City Engineer

Cianni reported this was a new job description. The Commission reviewed the job description. City Engineer Shawn Soehren stated the word “urban” should be removed from Essential Duty number three. City Administrator Shawn Kessel asked that Public Works Director be added in Essential Duty number 12 as the position is City Engineer/Public Works Director.

Glen Roshau questioned what considerable knowledge meant in several of the points in the “Knowledge, Skills and Abilities” section. It was decided to remove the word considerable in each of these points.

The Commission questioned the three years of experience required and whether or not an individual right out of school would be considered for the position. City Engineer Soehren indicated they would not. The Commission voiced concerns with being able to fill the position. Soehren indicated in this position he will need someone with experience based on the duties and the need for the individual to act as the City Engineer from time to time.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

To approve the Assistant City Engineer job description with the discussed changes.

DISPOSITION: Motion carried unanimously.

f. Other

City Planner, Ed Courton was introduced to the Commission.

6. ADJOURNMENT:

MOTION BY: Glen Roshau

SECONDED BY: Cal Kolling

To adjourn the meeting at 9:00 AM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator