

CIVIL SERVICE COMMISSION MINUTES

Friday, June 17, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, June 17, 2011 at 10:30 AM.
2. ROLL CALL:
Commissioners Present: Ray Ann Kilen, Cal Kolling, Erv Bren and Glen Roshau
Commissioners Absent: Ron Lisko
Also Present: Joe Cianni and Deb Barros
3. ORDER OF BUSINESS:
Kristi Cianni requested the Hiring Journal be removed. Order of Business approved with the removal of the hiring journal without a motion.
4. CONSENT AGENDA:
None.
5. GENERAL ISSUES
 - a. Roster Approval – Solid Waste Operator
Kristi Cianni reported three applications were received for the position and because less than seven were received no scoring was completed.

MOTION BY: Glen Roshau SECONDED BY: Cal Kolling
To approve the Solid Waste Operator roster of Alfred Krug, Steven Pelling and Bryan Underwood-Smith.
DISPOSITION: Motion carried unanimously.
 - b. Roster Approval – Firefighter
Kristi Cianni reported 24 applications were received, one of them being late and therefore disqualified.

MOTION BY: Erv Bren SECONDED BY: Cal Kolling
To approve the firefighter roster of James Alli, James Elghme, Jeffrey Girton, Lawrence O'Donnell, Roy Pipkin, Mark Van Grinsven and Alex Volinkaty.
DISPOSITION: Motion carried unanimously.
 - c. Roster Approval - Mechanic
Kristi Cianni reported two applications had been received for the Mechanic position. Cianni stated no scoring was conducted as there were only two applications.

MOTION BY: Erv Bren SECONDED BY: Glen Roshau

To approve the Mechanic roster of Adrian Krebs and Barry Pavlenko.

DISPOSITION: Motion carried unanimously.

d. Compensable Factors/Job Description Discussion

The Commission reviewed the job description template/draft job description that was presented. Kristi Cianni stated this was put together using language direct from the compensable factors. Ray Ann Kilen commented this is what she envisioned. Kilen stated she likes that it's simple and easy to know what is what between the two documents.

Cal Kolling stated he liked the outline. Kolling voiced concerns however about the limited supervisory listed in the 2nd degree in the leadership area of the compensable factors. Kolling stated there would need to be supervisory training and the City's liability increases. Discussion on the supervisory issue end with the Commission recommending the City leave out the line relating to limited supervisory role.

Glen Roshau commented about putting numbers such as the degree level next to the sections for quick reference.

Erv Bren questioned why all of the sections were based on 200 hundred points except for the Working Conditions which is at 100 points. It was stated that is what all of the models researched used. Members of the HR Committee present stated they would take this question back to the overall Committee for discussion and make a decision on leaving it or changing the points. Roshau stated he would like to see a couple of positions from each of the current levels scored with and without a change to the working environment to see what kind of effect it might have.

Kolling questioned who would have the final authority of placement of positions. It was stated this would most likely be City Administrator Shawn Kessel.

Kilen stated she would like to see the compensable factors document on the next agenda for approval with employees being made aware it was to be approved.

It was questioned if the updates to job descriptions would be done in house or if the City would look to outsource this. There was no answer. Kilen stated she may be able to have the interns with her business assist with this process.

e. Other

None

6. ADJOURNMENT:

MOTION BY: Glen Roshau SECONDED BY: Cal Kolling

To adjourn the meeting at 12:23 PM

OFFICIAL MINUTES PREPARED BY:

Kristi Cianni

Assistant to City Administrator