

Thursday, December 22, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Thursday, December 22, 2011 at 8:30 AM.
2. ROLL CALL:
Commissioners Present: Ray Ann Kilen, Cal Kolling, Ron Lisko and Erv Bren
Commissioners Absent: Glen Roshau
Also Present: Darryl Wehner
3. ORDER OF BUSINESS:
Approved with the change without a motion.
4. CONSENT AGENDA:
MOTION BY: Ron Lisko SECONDED BY: Erv Bren
To approve the minutes of December 16, 2011 as presented.
DISPOSITION: Motion carried unanimously.
5. GENERAL ISSUES
a. Hiring Journal
Binstock presented the hiring journal: A new Administrative Assistant was hired for Engineering and this would be Melissa Gjermundson , Water Utility Operator is Trent Huston and a Police Officer was hired named Steven Mattson. Binstock states the following positions are still open:
Assistant Library Director, Solid Waste Operator, Police Officer (2 positions), Code Enforcement Officer and Communications Specialist.

b. Roster Approval – HR Coordinator
Ray Ann Kilen stated this is a new position. Applications were reviewed by Civil Service and discussion was had on the qualifications and experience.

MOTION BY: Erv Bren SECONDED BY: Cal Kolling
To approve the HR Coordinator Roster of Kevin Arthaud, Jocelyn Bertsch, Cheril Connell, C. T. Marhula, Shelly Nameniuk, Laurie Roller and Sheila Vanthilt.
DISPOSITION: Motion carried unanimously.

c. Job Description Approval – Senior Street Maintenance Operator

Darryl Wehner presents the Senior Street Maintenance Operator Job Description to the Board. The description was placed into the new compensable factor outline to include the approval date, etc.

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To approve the new Senior Street Maintenance Operator Job Description as presented.

DISPOSITION: Motion carried unanimously.

d. Other

N/A

6. ADJOURNMENT:

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To adjourn the meeting at 9:50 AM

OFFICIAL MINUTES PREPARED BY:

Rita Binstock

Assistant to City Administrator