

CIVIL SERVICE COMMISSION MINUTES

Friday, February 17, 2012

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, February 17, 2012 at 8:00 AM.

2. ROLL CALL:

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

Commissioners Absent:

Also present: Dustin Dassinger and Shawn Kessel

3. ORDER OF BUSINESS:

Approved as presented without a motion.

4. CONSENT AGENDA:

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To approve the meeting minutes of February 3, 2012 as presented.

DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES

- a. Roster Approval – Police Captain

Nameniuk reported eleven applications were received.

MOTION BY: Glen Roshau

SECONDED BY: Cal Kolling

To approve the Police Captain Roster Chris Albright, Dusty Baker, Rina Equade, Stephen Lindsey, Frederick Smith, Luis Soler, Anthony Webb, Charlie Wharton, and three internal applicants.

DISPOSITION: Motion carried unanimously.

- b. Roster Approval – Chief Water Utility Operator

Nameniuk reported four internal applications were received. No approval needed for this position.

MOTION BY:

SECONDED BY:

DISPOSITION:

- c. Other

Dusty suggested that we consider having a yearly roster. We could advertise police officer testing and physical tests. Then when a position opens up we have a list of qualified applicants already. RayAnn suggested Dusty write up a proposal from the Police Department.

RayAnn mentioned getting several calls from concerned employees that they feel that Civil Service is getting away from their role. She suggested that they draft a letter to employees to explain what their intent is. Suggestions were made to explain what employees can expect from the Civil Service and to emphasize what the grievance process is. RayAnn asked Shelly to find and send the written responsibilities of the Civil Service to the Commissioners.

There was discussion about application scoring. It was suggested that we develop a guide for scorers so they know what is expected and to ensure consistency.

6. ADJOURNMENT:

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To adjourn the meeting at 9:00 A.M.

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk

Human Resources Coordinator