

Friday, November 2, 2012

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, November 2, 2012 at 9:10 AM.
2. ROLL CALL:
Commissioners Present: RayAnn Kilen, Ron Lisko, Cal Kolling, Erv Bren
Commissioners Absent: Glen Roshau
Also present: Shawn Kessel
3. ORDER OF BUSINESS:
Approved as presented without a motion.
4. CONSENT AGENDA:
 - a. MOTION BY: Cal Kolling SECONDED BY: Ron Lisko
To approve the meeting minutes of July 30, 2012 as presented.
DISPOSITION: Motion carried unanimously.
 - b. MOTION BY: Erv Bren SECONDED BY: Cal Kolling
To approve the hiring process from 7/30/12-10/31/12 as presented.
DISPOSITION: Motion carried unanimously.
5. GENERAL ISSUES
 - a. Job Description Approval – Fire Fighter
The job description was placed into the new compensable factor outline to include the approval date of 8/13/12.
Unanimously approved via e-mail.
 - b. Job Class/Compensable Factors Points Approval
Each job class was assigned a points value to correspond with the compensable factors.
MOTION BY: Erv Bren SECONDED BY: Ron Lisko
 - c. Job Description Approval – City Engineer
The job description was placed into the new compensable factor outline to include the approval date of 11/2/12.
MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
 - d. Job Description Approval – Public Works Director
The job description was placed into the new compensable factor outline to include the approval date of 11/2/12.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

e. Job Description Approval – Director of Finance and Administrative Services

The job description was placed into the new compensable factor outline to include the approval date of 11/2/12.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

f. Job Description Approval – Accounting Manager

The job description was placed into the new compensable factor outline to include the approval date of 11/2/12.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

g. Job Description Approval – Planning Director

The job description was placed into the new compensable factor outline to include the approval date of 11/2/12.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

h. Job Description Approval – City Forester

The job description was placed into the new compensable factor outline to include the approval date of 11/2/12.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

6. ADJOURNMENT:

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To adjourn the meeting at 10:00 A.M.

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk

Human Resources Coordinator