

CIVIL SERVICE COMMISSION MINUTES

Tuesday, March 20, 2012

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, March 20, 2012 at 8:30 AM.

2. ROLL CALL:

Commissioners Present: Ray Ann Kilen, Ron Lisko, and Erv Bren

Commissioners Absent: Cal Kolling, Glen Roshau

Also present:

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 March 8, 2012 as presented.

DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES

- a. Roster Approval – Assistant City Engineer

Nameniuk reported nine applications were received. Three were disqualified for not having a City application or required education.

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To approve the Assistant City Engineer Roster, Matthew Carns, Greg Ficek, Timothy Hansen, Nathan Peck, Darin Schepp, Sameh Zaki.

DISPOSITION: Motion carried unanimously.

- b. Roster Approval – Police Officer

Nameniuk reported twenty nine applications were received. Nineteen were disqualified for not having a City application or not having taken the required Police Officer test. Four were disqualified for not passing the required Police Officer test.

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To approve the Police Officer Roster, Aron Baros, Nathon Dittbenner, Jeffery Jensen, Ted Kranenber Jr, Andrew Omvig, Caleb Severson.

DISPOSITION: Motion carried unanimously.

c. Roster Approval – Street Maintenance Operator

Nameniuk reported nine applications were received. Two were disqualified for no City application, three were disqualified for not having the required experience and or CDL license. Since the position ended 3/20/12 Nameniuk requested approval of the roster as is and if more applications were received she would seek approval from the Committee. There are two openings for this position.

MOTION BY: Ron

SECONDED BY: RayAnn Kilen

To approve the Street Maintenance Operator Roster, Stephen Backes, Greg Freeman, Doug Harrington, Daniel Turner.

DISPOSITION: Motion carried unanimously.

d. Other

The committee has been discussing ways and changes to fine tune the Civil Service Hiring Process to help eliminate delays and ensure a more timely hiring process. Cal Kolling drafted an idea for these changes. Nameniuk will present his idea to Shawn Kessel and Attorney Matt Kolling for review.

6. ADJOURNMENT:

MOTION BY: Ron Lisko

SECONDED BY: Erv Bren

To adjourn the meeting at 9:30 A.M.

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk

Human Resources Coordinator