

CIVIL SERVICE COMMISSION MINUTES

Thursday, April 5, 2012

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Thursday, April 5, 2012 at 9:00 AM.

2. ROLL CALL:

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

Commissioners Absent: Erv Bren

Also present: Joe Cianni and Shawn Kessel

3. ORDER OF BUSINESS:

Approved as presented without a motion.

4. CONSENT AGENDA:

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

To approve the meeting minutes of March 20, 2012 as presented.

DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES

- a. Roster Approval – Water Utility Operator

Nameniuk reported five applications were received. One applicant has already been hired for the Street Department, One applicant was disqualified for not having the required experience or CDL.

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

To approve the Water Utility Operator Roster, Anthony Nitsch, Bradley Stieg, Bruce Taylor.

DISPOSITION: Motion carried unanimously.

- b. Roster Approval – Solid Waste Operator

Nameniuk reported three applications were received. One was disqualified for not having a City application.

MOTION BY: Cal Kolling

SECONDED BY: Ron Lisko

To approve the Solid Waste Operator Roster, Craig Johnson, Kenneth Waldvogel.

DISPOSITION: Motion carried unanimously.

c. Roster Approval – Communications Specialist

Nameniuk reported seven applications were received. Two were disqualified for not taking the required alphanumeric test.

MOTION BY: Glen Roshau

SECONDED BY: Cal Kolling

To approve the Communications Specialist Roster, Candice Chamberlain, Annajo Hitchcock, Amanda Morgenstern, Zane Perry, Melanie Schermerhorn.

DISPOSITION: Motion carried unanimously.

d. Job Description Approval – Detective Sergeant

Captain Joe Cianni presented the Detective Sergeant Job Description to the Board. The description was placed into the new compensable factor outline to include the approval date, etc. The section on Judgment needs to be corrected to 4D to align with the Patrol Sergeant Job Description and the description written.

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

To approve the new Detective Sergeant Job Description with Judgment being changed to 4D.

DISPOSITION: Motion carried unanimously.

e. Job Description Approval – Patrol Sergeant

Captain Joe Cianni presented the Patrol Sergeant Job Description to the Board. The description was placed into the new compensable factor outline to include the approval date, etc.

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

To approve the new Patrol Sergeant Job Description as presented.

DISPOSITION: Motion carried unanimously.

f. Changes to Civil Service Recruitment and Selection Rules and Regulations

A draft with proposed changes written by Attorney Kolling was discussed for the requested changes to the Civil Service Recruitment and Selection Rules and Regulations. The Civil Service Commission shall review and approve the Civil Service Hiring Process, including the manner in which the CLEP rosters are prepared and maintained. The approval does not have to take place before the interview process can begin.

MOTION BY: Ron Lisko

SECONDED BY: Glen Roshau

To approve the changes to the Civil Service Regulations and request approval from the City Commission.

DISPOSITION: Motion carried unanimously.

g. Other

None.

6. ADJOURNMENT:

MOTION BY: Ron Lisko

SECONDED BY: Cal Kolling

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

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk

Human Resources Coordinator