

Thursday, July 24, 2014

- Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall,
Thursday, July 24, 2014 at 2:00 PM.
- ROLL CALL:

Commissioners Present: Ray Ann Kilen, Maren White, Glen Roshau
Commissioners Absent: Erv Bren, Ron Lisko
Others Present: Shelly Nameniuk, Matt Kolling, Joe Cianni, Pam Courton, Dana Becker,
Phyllis Duda Parsons, Joe Hirschfeld, Deb Kirschenheiter
- ORDER OF BUSINESS:

a. MOTION BY: Glen Roshau SECONDED BY: Maren White
To approve the order of business.
DISPOSITION: Motion carried unanimously.
- CONSENT AGENDA:

a. MOTION BY: Glen Roshau SECONDED BY: Maren White
To approve the meeting minutes of 5/28/14, 6/5/14, and 6/9/14 as presented.
DISPOSITION: Motion carried unanimously.

b. MOTION BY: Glen Roshau SECONDED BY: Maren White
To approve the Hiring Journals for July and August as presented.
DISPOSITION: Motion carried unanimously.
- GENERAL ISSUES

a. Proposed FMLA ordinance Change
The FMLA ordinance change included wording that employees who are on approved FMLA leave may not engage in any form of self employment or perform work for any other employer during that leave time except when the leave is for military or public service or when the employment has been approved by the City Administrator or his designee, under the City's policy regarding Conflict of Interest.
Glen Roshau noted that he would like the Civil Service Commission to be notified if any employee issues arise due to this change so they may have further discussion.
MOTION BY: Maren White SECONDED BY: Glen Roshau

b. Job Description Approval – Communication Specialist
The job description was updated and placed in the new compensable factor format outline to include the approval date of 07/24/14. The position remains in job Class II, Grade 2 with 500 points.
MOTION BY: Maren White SECONDED BY: Glen Roshau

c. Job Description Approval – Communication Specialist II

This is a new position and job description. The position was placed in job Class III, Grade 4 with 650 points to include the approval date of 7/24/14.

MOTION BY: Maren White

SECONDED BY: Glen Roshau

d. Job Description Approval – Public Safety Support Supervisor

The job description was updated and placed in the new compensable factor format outline to include the approval date of 07/24/14. The position remains in job Class IV, Grade 8, Exempt status, with 825 points.

MOTION BY: Maren White

SECONDED BY: Glen Roshau

e. Job Description Approval – Property Appraiser

The job description was updated and placed in the new compensable factor format outline to include the approval date of 07/24/14. The position remains in job Class III, Grade 4, with 625 points.

MOTION BY: Maren White

SECONDED BY: Glen Roshau

f. Job Description Approval – Senior Property Appraiser

This is a new position and job description. The position was placed in job Class IV, Grade 6 with 750 points to include the approval date of 7/24/14.

MOTION BY: Maren White

SECONDED BY: Glen Roshau

g. Job Description Approval – Assessor

The job description was updated and placed in the new compensable factor format outline to include the approval date of 07/24/14. The position remains in job Class IV, Grade 8, Exempt status, with 750 points.

MOTION BY: Maren White

SECONDED BY: Glen Roshau

h. Other

The Commission asked Attorney Kolling if any response from Mr. Watson was received by the City. Mr. Kolling stated that Mr. Watson was notified of the order, he acknowledged the receipt of the e-mail and we have not heard anything further from Mr. Watson.

ADJOURNMENT:

MOTION BY: Maren White

SECONDED BY: Glen Roshau

To adjourn the meeting at 2:30 P.M.

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk
Human Resources Coordinator