

CIVIL SERVICE COMMISSION MINUTES

Tuesday, October 20, 2015

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, October 20, 2015 at 2:10 PM.

2. ROLL CALL:

Commissioners Present: Erv Bren, Glen Roshau, Ron Lisko, Maren White

Commissioners Absent: Ray Ann Kilen

Others Present: Shelly Nameniuk, Robert Sivak, Tina Kuntz, Aaron Meyer

3. ORDER OF BUSINESS:

- a. MOTION BY: Ron Lisko SECONDED BY: Maren White

To approve the order of business.

DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:

- a. MOTION BY: Glen Roshau SECONDED BY: Ron Lisko

To approve the meeting minutes of 9/30/15.

DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES

- a. Job Description Approval – Computer Technician

This is a new job description for the Information Technology Department. This position will perform routine hardware/software maintenance, installations, troubleshooting and will report to the IT Coordinator. This position was placed in Class II, Grade 2, Non-Exempt, 475 points.

MOTION BY: Ron Lisko

SECONDED BY: Maren White

- b. Job Description Approval – Senior Police Officer

This position was updated to the new compensable factors format and will remain in Class III, Grade 5 with 675 points)

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

- c. Job Description Approval – Corporal Police Officer

This is a new job description for the Police Department. This position will serve as the lead police officer and is second in command at the squad level and will assume full supervisory responsibility of the squad in the absence of the Shift Sergeant. This position was placed in Class IV, Grade 6, Non-Exempt, 750 points.

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

- d. Job Description Approval – Librarian

This position was updated to the new compensable factors format and will remain in Class II, Grade 2, Non-Exempt, 525 points.

MOTION BY: Ron Lisko

SECONDED BY: Maren White

e. Job Description Approval – Firefighter

This position was updated to add the requirement of shift work and will remain in Class II, Grade 3, Non-Exempt, 500 points.

MOTION BY: Maren White

SECONDED BY: Glen Roshau

f. Job Description Approval – Assistant Fire Chief

This is a new job description for the Fire Department. This position will report to the Fire Chief and will supervise, plan and coordinate department training projects, certification process and programs for fire suppression, rescue, emergency medical, hazardous material, and special operations within the department. This position was placed in Class V, Grade 9, Exempt, 1025 points.

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

ADJOURNMENT:

MOTION BY: Glen Roshau

SECONDED BY: Ron Lisko

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

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk

Human Resources Coordinator