

**CIVIL SERVICE COMMISSION
MINUTES
January 7, 2005**

Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, January 7, 2005 at 8:30 AM.

ROLL CALL:

Members present were: Todd Tavis, Bryan Personne, Cal Kolling, Ray Ann Kilen and Bob Jenkins

FOX LAWSON AND ASSOCIATES:

Copies of minutes taken by Greg Sund for a conference call with Bruce Lawson were distributed. Todd Tavis then opened the meeting for discussion.

Greg Sund stated Fox Lawson and Associates uses four compensable factors. The factors are skill, effort, responsibility and working conditions. Sund also stated the essential duties of a position description should be only what are needed to hire an individual.

Ray Ann Kilen stated it's important to have Fox Lawson and Associates come to Dickinson. The minutes distributed show we can work with the system. The way the City is currently using Fox Lawson limits Civil Service in making good decisions.

Bryan Personne questioned in there is the ability to change the pay for an individual with the current Time in Grade system. Kilen stated Civil Service isn't about setting the pay, it is a budget issue. Civil Service is to set the classifications. Discussion led to the time in grade system and whether it fits into the Fox Lawson system.

Tim Kessel questioned how performance issues are handled, because the City uses strictly the time in grade. Tavis stated with the use of Fox Lawson performance reviews were removed. The police department is the only department still using them.

Bryan Personne asked if nothing is tied to pay, why would employees go the extra mile if they know they're going to get their step increase anyway. Personne went on to describe the way Consolidated uses a time in grade. Employees are put in a grade, but if they're not meeting the minimum standards for their position a step within the grade can be denied and if there's no change to meet the standards the employee is terminated. This motivates the employee to do a good job and not just show up for work. Kessel stated the City should be able to put something in place regarding performance even if it is not tied to the time in grade system.

Cal Kolling stated the question is do we stay with the Fox Lawson System or do we purchase another pay system. Personne stated there needs to be a way to acknowledge the good workers or this system is degrading to them. Personne stated the time in grade is a good system, but there needs to be performance measures to avoid abuse. One factor

is currently used but the feel from the joint meeting is the City Commission would like more than one. Sund stated Mayor Johnson doesn't like performance reviews.

Kolling stated from the joint meeting staff indicated they don't want/like the current system. Kessel stated he believes this is a workable system. Tavis stated the City needs to bring Bruce Lawson here for explanation for everyone involved, which may allow Civil Service to manage the system. Kessel stated goals for individuals need to be set, both departmentally and for the overall organization. Kessel feels they can be measurable.

Kessel stated he does not like the percentages on the job descriptions. Kessel also stated the job description is an implied contract with the employee. Sund stated the detail isn't needed in the essential duties and no duties should be listed that require less than 100 hours per year as they are not essential duties. Personne stated the job description is there to administer the system and to hire applicants. More is needed for an applicant, but less to administer the system.

Kolling questioned if management supports the current system. Shawn Soehren stated he's new but believes the system to be a good one. Soehren thinks there is an overall lack of understanding with the system. Personne stated he agrees with the lack of understanding. Personne doesn't feel the system is objective. Personne is in favor of bringing Fox Lawson and Associates to Dickinson for explanation and the ability to ask questions. Kilen said we need to know if we're moving in the right direction, is the current system in the best interest of the City. Do we work with it or trash it.

Ken Kussy stated he doesn't understand the system, he feels the communication was not good when it was sold to the City. Kussy stated he learned a lot from the conference call and feels it's necessary to spend the money to have Fox Lawson come out to see if the system can be saved. Kussy stated the system is not trusted internally.

Sund stated employees don't like the use of different markets for determining pay. Kussy stated the concept of different markets is not understood. Personne stated it is reasonable to use different markets depending on the position to be filled.

Kessel said management has to "buy" into the system and that it belongs to the City of Dickinson, not Fox Lawson and Associates.

Gary Banyai stated employees don't like it. He agrees management needs to "buy" into it, but it's more important that the employees "buy" into it. Banyai doesn't think it works to combine time in grade and performance. Banyai explained he wants to reward good employees, but he can't with the current system. Sund stated employees wanted the time in grade. Banyai asked if it would be possible to create a range within each of the steps within a grade. Sund stated the time in grade works for the hourly employees and the City is looking at the possibility of add pay.

Bob Jenkins stated he feels the system is objective. Jenkins stated he's worked within a time in grade system, they can and do work. Tavis stated time in grade is a system the employees want, but does it work within the Fox Lawson system.

MOTION BY: Ray Ann Kilen SECONDED BY: Bryan Personne
To recommend to the City Commission to bring Bruce Lawson to Dickinson.

DISCUSSION: Tim Kessel suggested the agenda be a fixed one. Personne agreed stating Mr. Lawson needs to know what the City wants from this trip and should include an understanding of the reclassification process. Sund stated there is a manual but he's not sure how to use it. Kolling stated an item for the agenda should include the costs, what should the annual investment to the system be and what the investment entails.

DISPOSITION: Motion declared duly passed.

UNFINISHED BUSINESS:

Tim Kessel stated this will be a standard item on the agenda and will be discussed as stated, only if time permits.

Todd Tavis questioned if it was a good time to complete the police department reclassification with where the system is currently at and Civil Service has not yet seen the paperwork for the reclassifications. Bryan Personne stated if the paperwork is ready and a good job description is on file the commission should proceed forward as done in the past. Kilen agreed with Personne to get these moving forward.

Personne directed staff to put the reclassifications on the next agenda and they should follow the Public Works Technician interviews with an approximate time to begin being at 10:45 AM.

OTHER:

Tim Kessel told Civil Service he has looked into the City's nepotism policy and feels it is good other than some grammatical changes that are needed. Kessel stated a copy of the policy would be mailed with the information for the next meeting.

MOTION BY: Bob Jenkins SECONDED BY: Cal Kolling
To adjourn the meeting at 9:45 AM.

OFFICIAL MINUTES PREPARED BY:

Kristi Broer, Administrative Assistant

Approved: February 28, 2005