

**CIVIL SERVICE COMMISSION MINUTES**  
**Tuesday, March 21, 2006**

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, March 21, 2006. The meeting was called to order at 9:40 AM as a quorum was not present until that time.
2. ROLL CALL:  
Present were: Todd Tavis, Erv Bren and Bryan Personne  
Also present were: Greg Sund, Cheryl Tollefson, and Darryl Wehner  
Absent was: Cal Kolling and Ray Ann Kilen
3. APPROVAL OF ORDER OF BUSINESS:  
No motion.
4. APPROVAL OF MINUTES:  
MOTION BY: Bryan Personne      SECONDED BY: Erv Bren  
To approve the minutes from February 22, 2006 with changes to the 3<sup>rd</sup> to last sentence in the 1<sup>st</sup> paragraph of item 5A to insert the word "said" after Tavis; and delete the word "the" and put "fixed" in quotes in the 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, same section.  
DISPOSITION: Motion carried unanimously.
5. NEW BUSINESS
  - A. Update on HR Ordinances

Todd Tavis stated good progress is being made with the ordinance updates being worked on by the HR Committee and Civil Service. Darryl Wehner agreed stating it was mostly clean up work. Erv Bren stated it's a lot to go through, but will be clean when finished.

Greg Sund stated the ordinance that defines Civil Service role should be done by week's end and will be emailed to employees and Civil Service for review before a public hearing. Sund stated he wants to have the public hearing during the scheduled working meeting on Tuesday, March 28, 2006. Bren stated he is not available to meet on Tuesday next week. Broer stated from an email that Ray Ann Kilen would also not be available. Tavis recommended verifying the schedules of Personne and Cal Kolling.
  - B. Civil Service Hiring Process Form

Tavis stated the responsibility for item 19 on the form should be the screening committee. Broer stated a line at the bottom was added that would list the members of the screening committee was for that hire.

Sund stated he intends to report to Civil Service how the hiring process is going for the Historic Preservationist/Museum Center Director at the next meeting. Tavis asked who was on the screening committee. Sund stated it would be Broer, Cindy Selinger and Ken Kussy. Sund asked if a Civil Service member would be interested in sitting on the committee as well. Tavis stated in the interim there should be a member on the screening committee and volunteered for this position. Sund stated Broer put together a point system for rating the applicants. Sund stated he feels it is the most objective point system in some time.

MOTION BY:           Erv Bren                               SECONDED BY:     Bryan Personne  
to approve the Civil Service Hiring Process Form with the change to item 19 and the  
addition at the bottom indicating who the screening committee was for the hiring process  
for the specific position.

DISPOSITION:        Motion carried unanimously.

### C. Other

Tavis stated there is an updated Librarian job description for approval. Sund stated there is need to move forward with the hire. Sund stated he would like to change the need for Civil Service to approve changes to job descriptions, unless the changes include a request for reclassification of the position. Sund stated his reasoning for this is each time it's been attempted to do annual updates of job descriptions there are either scheduling conflicts or road blocks that come about with changes. Because of these situations job descriptions city-wide have not been updated for several years. Bren stated Community Action had recently reviewed all job descriptions in their organization and until you do it, you don't realize the number of duties that can change in a year or two.

Tavis questioned Sund and Cheryll Tollefson regarding language in the distinguishing characteristics regarding a two level Librarian series. Tollefson indicated the Librarian was the first and the Library Director the second. Sund stated in the future he would like to change this because promotion from Librarian to Library Director is not a normal progression. Tavis also questioned the purchasing authority mentioned in essential duty #5. Tollefson explained there are two librarians who purchase books, one for adult material and one for child/young adult material. Tollefson also stated she gives those purchasing materials an amount for the year that they must remain at or below when ordering.

Sund questioned the Commission about the desired certifications section as to their thoughts. Sund stated he sees the certification desired as an item that could be an add pay item rather than a baseline requirement. No problems were seen by Tavis or Bren.

Bren questioned if the change in the minimum years experience would change the grade of the position. Tavis stated his concern was adding two years minimum experience will eliminate all current college graduates. Tollefson stated the individual hired would be driving and operating the book mobile. This is on reason she prefers more than a year of experience. Sund stated the desired experience could come into play, with the experience/education section when reviewing applications. Tollefson stated it is a way to keep a very large number of people from applying. The specific Library Science degree was questioned. Tollefson stated it was formerly a minor at Dickinson State, but that it was now offered at Valley City and that there are some online classes towards the degree/minor at Mayville.

Tavis questioned how many applications were expected. Tollefson expects between 20 and 30 applications and that there may be a few local individuals. Wehner asked if "Public Library" included libraries in the schools. Sund stated it does.

Bren questioned if part time work would be considered for the three years experience. Sund stated time worked should be three full years. Tollefson stated a former part-time employee was just hired out of state based on the part-time experience gained with the

City's library. Tavis stated he feels the three years experience requirement language is an issue and that it will be used as a tool to eliminate potentially good candidates. Tollefson questioned the years of experience required of other positions in the same grade. It was verified that Public Works Specialist requires two years experience, but only a high school diploma or GED. Discussion continued regarding the experience requirements.

Personne stated he was comfortable with the job description as presented and didn't have issues as the equivalent combination language was in the experience section. Tollefson explained to Personne the need for the person to drive and operate the book mobile and work in the two Billings County locations. Tollefson also pointed out the desired certification and the need to have someone with it as she is currently the only one with it. Tollefson indicated she does not anticipate problems in receiving applications. Tollefson indicated there is a listserv on which the job announcement can be placed to draw applicants.

MOTION BY: Bryan Personne                      SECONDED BY:    Erv Bren  
to approve the Librarian job description as presented.  
DISPOSITION:                      Motion carried unanimously.

Tavis questioned if there was an update on the direction on the Director of Finance position. Sund stated he is working with the Mayor as to what the position should include. Sund stated he does not currently have a timeframe for the position.

6.    OLD BUSINESS  
      n/a

7.    ADJOURNMENT:  
      MOTION BY:                      Erv Bren                      SECONDED BY:                      Bryan Personne  
      To adjourn the meeting at 9:57 AM.

OFFICAL MINUTES PREPARED BY:

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Kristi Broer, Administrative Assistant

Approved: March 28, 2006