

DISPOSITION: Motion carried unanimously.

6. NEW BUSINESS

A. Fire Fighter Job Description

Sivak stated the changes were minor and included a few word changes. Sivak gave the example that “fire suppression” was changed to “fire department equipment” throughout the job description. Sivak stated with the few additions, his intent is to bring someone on board and train them in either fire prevention or equipment maintenance giving them a career path with the department. Tavis questioned if there was to be restructuring since the Assistant Fire Chief Position will be left vacant. Sivak indicated yes. Sivak indicated he and Sund have been discussing a restructure that would give current members of the department more supervisory and training duties, but that if the restructure does not take place he will need to fill the Assistant Fire Chief position. Sivak stated he does not intend to go over budget with the restructure.

Sund stated with the changes there will be training redundancy and better coverage. Sivak stated the department will essentially be growing its own members to move up in the organization. Kolling questioned if the Senior Firefighter position changes will it change the Firefighter position. Sivak indicated no and gave a brief description of how he would like to restructure the department. Tavis stated the commission needs to approve the job description. Erv Bren stated duty number one was difficult to read and suggested semi colons in between duties. Bren also stated the word “of” is missing in duty number five.

MOTION BY: Bryan Personne SECONDED BY: Cal Kolling

To approve the presented Firefighter job description presented with the few grammar/punctuation corrections.

DISPOSITION: Motion carried unanimously.

B. Other

Tavis stated the Street Department has submitted pdq’s in order to update/change their job descriptions. Tavis indicated the department submitted the request in February, but has wanted the job descriptions reviewed for some time. Tavis stated this is just an FYI to the Commission of an item to come before Civil Service in the near future.

Tavis stated he assisted Broer in the development of the point scoring system for the Public Works Specialist and quickly went through each of the areas the applicants will be scored on. Sund stated he does not want the interview as a part of the points value. Sund stated he feels an interview at this point would be used as a verification of the applicant’s qualifications. Tavis questioned how a list could be narrowed to five without an interview. Sund questioned how people can make subjective ratings if they don’t know the qualifications needed. Tavis stated a member of Civil Service could be a part of the interview. Sund stated with the exception of the current Civil Service Commission, members did not have an HR background. Tavis questioned if the interview should be a part of the initial screening process. Sund stated only if there is a question regarding the application.

Personne stated if objectivity is a concern the interview is more subjective. Personne stated he feels the interview is an important part of the process. Sund questioned the

length of the interview and it being a waste of time for a candidate coming from outside the area. Personne stated the length of the interview could and should vary dependent on the responsibility level of the position. Tavis agreed. Sund questioned if Civil Service Commissioners conduct more than one interview in their private businesses for each hire. Tavis indicated they have done more than one before. Personne stated they do more than one. He said, if they receive 20 to 30 applications they will narrow it to 7 or 8 and interview those to come up with a top 2 and then interview the final 2 before making an offer. Personne stated Consolidated uses it as a tool. Kolling stated he feels the short interview may be too short and feels the screening means a lot. Kolling continued it gives comfort to the manager that he/she clearly has the best applicants to choose from.

Sund stated an interview could be used if it is kept objective and is a verification of the information listed on the application. Kolling stated the decision lies with administration and staff.

Tavis questioned those present if they have been pleased with the top candidates. Rapp stated he was. Leach stated that half of the candidates they receive are unqualified for the job.

Rapp stated he has had excellent candidates with the last couple of open positions he has had. Kolling asked if he did reference checks. Rapp stated he does reference checks even if they have been completed prior to him receiving the names. Kolling stated the HR Department at TMI conducts the background check before giving the manager the top list of candidates. Bren stated in order to come up with the best candidate the short interview could be critical.

Leach stated with a list of five there could be issues with all five, but they have to hire one of the candidates. Leach indicated it's tough to hire sometimes based on the candidates received as the Police Department has had little to no input.

Leach stated many people want to be police officers today because of all the television shows regarding police work. Leach stated many of them are not a good fit for the career. Leach suggested the police department review applicants for qualifications prior a final list being sent to the department as half of the candidates are disqualified by the background check.

Personne stated individuals are placed on the list based on job description and the determination that they are able to do what it states. Personne suggested having a member of the hiring department on the screening committee, to help determine a good fit. Personne stated in the past he has thought in terms of his comfort level with an individual and them being a police officer.

Sund stated he did like how things went with the hire of the Fire Chief. Sund stated Joel Boesflug was a member of the final interview committee and was able to give added insight as he is the Fire Chief in Bismarck. Personne concurred stating it may give the interviews more value.

Tavis said with the Public Works Specialist opening it is proposed that $\frac{1}{4}$ of the points would be for the interview. Personne questioned if the department was involved in the

determination of points. Wehner stated he thought Kussy signed off on the points. Broer stated Kussy had been involved in setting the points and would need to sign off on the final scoring prior to the screening committee scoring applicants.

Personne stated interviews should be conducted, but if they won't weigh in the candidates what is the value if it has no bearing on the placement of the candidate. Sund stated the interview would be fine if the questions are directed at the candidates' qualifications. Tavis stated in the past, the interview has been a key part in the process for all positions.

Personne stated there is a difference between the screening interview and the selection interview. Personne stated he uses the screening interview to test the candidates communication skills; the substance of the interview is secondary. Wehner suggested using an interpreter from the hiring department for the interview panel to explain the more technical answers. Rapp and Personne agreed with Wehner.

Kolling stated his intent is to get away from the day to day business. Sund stated he didn't think the Commission needed to be as involved. Tavis indicated with the direction of HR in the City in limbo he thought it was appropriate to bring the item to the Commission. Personne suggested using a department representative on the screening committee and go from there.

Tavis questioned if the City had decided a direction for the finance position. Sund stated senior accountant, accounting manager and comptroller job descriptions were currently being reviewed to develop a job description. Tavis stated the position will split away from human resources.

7. OLD BUSINESS
N/A

8. ADJOURNMENT:
MOTION BY: Cal Kolling SECONDED BY: Erv Bren
To adjourn the meeting at 12:50 PM.

OFFICIAL MINUTES PREPARED BY:

Kristi Broer, Administrative Assistant

Approved: