CIVIL SERVICE COMMISSION
MINUTES
April 18, 2006

Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, April 18, 2006 at 9:00 AM.

ROLL CALL:

Members present were: Todd Tavis, Bryan Personne, Ray Ann Kilen and Cal Kolling, arriving late Erv Bren;

Also present were: Darryl Wehner, Bob Sivak and Greg Sund

APPROVAL OF MINUTES:

MOTION BY: Cal Kolling SECONDED BY: Bryan Personne

To approve the March 28, 2006 minutes as presented.

DISPOSITION: Motion declared duly passed.

MOTION BY: Bryan Personne SECONDED BY: Call Kolling

To amend the March 6, 2006 minutes (page three, paragraph eight) with the reference of Joe Boespflug and change to "Joel" Boespflug and approve with the correction.

DISPOSITION: Motion declared duly passed.

HUMAN RESOURCE JOURNAL:

Historic Preservationist/Museum Center Director: Sund stated telephone interviews were held, he stated the top candidate will be brought to Dickinson on April 25th and he will notify the Civil Service Commission when the social with the candidate will be held.

Librarian: The application deadline was April 7th. The point scoring sheet is being completed. A screening committee would be scheduled in the near future. Sund stated there has been a delay in moving the process forward and stated in the future Kristi Broer will be directed to have the point scoring and screening committee selected prior to closing of the application deadline. Sund stated the process needs to be more efficient in the future.

STREET DEPARTMENT PUBLIC WORKS SPECIALIST:

The process and point scoring was reviewed. No interviews were held by the Screening Committee

MOTION BY: Ray Ann Kilen SECONDED BY: Bryan Personne

To certify the top seven individuals for the position of Street Department Public Works Specialist: Shawn Solberg, Timothy Belland, Howard Dengel, Keith Kovaloff, James Murphy, Vern Easton and Stanley Schlabsz; and forward those names to the Department Manager, Ken Kussy.

DISPOSITION: Motion declared duly passed.
(Erv Bren abstained as he arrived to the meeting late.)

Ray Ann Kilen questioned whether applicants are aware of the City's procedures for applying for jobs and direction for those not in the top list. Kilen suggested the City's procedures be placed on the website.

FIRE DEPARTMENT JOB CLASSIFICATIONS:

City Administrator Sund and Fire Chief Sivak explained their intentions of not hiring an Assistant Fire Chief at this time but hiring a Firefighter. Sivak stated the duties in the job description for the Assistant Fire Chief have been divided into the three remaining full time positions of Fire Chief, Fire Inspector and Senior Firefighter with new job titles and position descriptions being requested for Fire Inspector and Senior Firefighter. Commission discussed who the new firefighter would report to and the new structure of the Fire Department. Commission also discussed the need to eliminate the job classification for Assistant Fire Chief so as not to confuse it with the new duties of the Fire Prevention Specialist and Fire Engineer.

MOTION BY: Ray Ann Kilen SECONDED BY: None

To approve replacement of the job classification of Assistant Fire Chief with Fire Engineer and Fire Prevention Specialist.

DISCUSSION: Cal Kolling stated it was his desire to allow additional time to evaluate the revisions prior to approving. Sivak stated should the Commission have questions with the reorganization he favored tabling action to allow additional time to research and answer questions. Erv Bren also suggested tabling to allow additional time to evaluate changes.

MOTION WITHDRAWN BY: Ray Ann Kilen

Bryan Personne suggested additional documentation be presented that would specify where each of the job duties in the Assistant Fire Chief job classification were placed in the descriptions for the Fire Prevention Specialist, Fire Engineer and Fire Chief. Ray Ann Kilen also suggested a new organizational chart be presented due to the proposed elimination of the Assistant Fire Chief job title. Darryl Wehner questioned how the Fire Department can propose new job descriptions without PDQ's when the Street Department have submitted PDQ's and their requests have been on the table for 16+ months and never forwarded to the Civil Service Commission to review. Kilen questioned where the road block seems to be. Sund stated the job descriptions are substantially different from when they came from Fox Lawson and there is thought to split apart all the job classifications that have same job title but different areas of assignment and specific requirements. After continued Commission discussion it was determined that the job descriptions would be split apart, the descriptions updated and forwarded to the Civil Service Commission.

WORKING MEETINGS UPDATE:

Bryan Personne stated at the last meeting held it became apparent there was varied thought as to what should be part of the Human Resource Ordinance regarding the hiring process and what should not be included. He suggested prior to proceeding further, a decision be made as to what direction should be taken. It was noted that should things be incorporated by reference, things could change without notice and questioned whether that was the intent. Cal Kolling questioned whether the employees desired to have detail in the ordinance so

things could not change at will. Sund suggested a middle road, where not all detail is spelled out but that enough detail is given to allow employees confidence in the process.

ACCOUNTING MANAGER:

Sund provided an updated job classification for the Accounting Manager. He stated the distinguishing characteristics were changed to eliminate reference to levels and several other minor corrections were made from the draft in the packet. Cal Kolling questioned what would happen with the job classification of Finance Director and Administrative Services. Sund stated the position description would be eliminated. Commission discussed the classification of C51 and what it is comparable to.

MOTION BY: Bryan Personne SECONDED BY: Cal Kolling
To approve the amended job classification for Accounting Manager at a Grade A9, Fox Lawson Rating of C51.
DISPOSITION: Motion declared duly passed.

ADJOURNMENT:

MOTION BY: Erv Bren SECONDED BY: Ray Ann Kilen
To adjourn the meeting at 11:30 AM
DISPOSITION: Motion declared duly passed.

OFFICIAL MINUTES PREPARED BY:

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Cindy Selinger, Asst. to City Administrator