

To decline accepting the late application by Shanda Shaw and approve the roster of six applicants (Andrew Denno, Chad Jessen, Adam Owen, Eli Paluga, Peter Sellie and Nicholas Wiedenmeyer) for Police Officer and forward the names to the Chief Rummel.

DISCUSSION: Tavis questioned the department heads as to if they feel the hiring process is working. Rummel stated he has not had any problems with the process. Kussy stated he liked the concept of someone from the department being on the committee as it allows for a better idea of the position and requirements to be a successful candidate.

DISPOSITION: Motion carried unanimously.

C. Public Works PDQ Update

Tavis stated he had received comments from Darryl Wehner in regards to the job description submitted for approval as a part of the PDQ update. Tavis stated Wehner is commenting on behalf of the Street Department Employees. Wehner states the descriptions do not adequately describe the job to be performed. Another concern Wehner stressed is the Public Works Specialist and Senior Public Works Specialist positions do not indicate supervisory duties.

Tavis started review of the job descriptions with the Assistant Public Works Manager. Tavis stated, from Wehner's comments, the first duty doesn't include mention of work zone safety and that coordinating contract work isn't broad enough. The Commission modified the description to include safety in essential duty number one, but did not broaden the coordinates contract work. Tavis stated Wehner states duty number three does not address the maintenance and repair of the equipment. Rapp stated by adding duties such as the maintenance and repair of equipment would take this position in the direction of a foreman rather than it being an administrative type position. Kilen stated employees should be able to recognize the job without listing specific details. Tavis stated the job descriptions are used to assess decision making authority. Tavis questioned if there was a daily duty list or assumed duty list that is more specific. Rapp indicated no and that it's an implied or understood responsibility. Kilen stated the descriptions presented are better than the previous draft, but do maintain a broadness. Rapp stated equipment could be specifically listed as a part of essential duty number five, but in his opinion facilities encompasses it. Equipment was added to duty number five.

Wehner's comments note duty number six should be rated higher than an A1 stating if supplies/inventories are low a job could come to halt if not enough materials were available. The Commission agreed rewriting the duty to state oversee department resources to include short and long term planning and changing the grade to B2.

Tavis stated Wehner also had comments as to items employees felt were missing from the job description, items such as performing in the capacity of the department manager in their absence, training of employees, safety compliance. Other items that were stated as missing include determining the appropriate repair/construction of streets, alleys and parking lots, assisting in the development of maintenance and repair plans, overseeing the daily operation of the city maintenance shop and assisting with landfill planning and expansion. The Commission felt the items were adequately covered in the job description.

Wehner's comments also addressed the knowledge, skills and abilities or K, S, A's of the job description, feeling that many have been left out. The list of essential items the employees felt were left out are operational proficiency on all department equipment and vehicles sufficient to train and supervise employees in a safe, efficient and productive operation, knowledge of the GIS system, familiarity of the federal Right to Know Act and

associated MSDS's, basic repair and diagnostics, Communication skills, interpreting work specifications, maintenance of asphalt, concrete and gravel surfaces, familiarity with storm water systems and landfill operations. The Commission reviewed the job description to confirm the items were addressed, but possibly not specifically stated. It was decided all items were either directly covered in the KSA's or through the essential duties. Cianni stated the communication KSA in all job descriptions is actually stated within the working relationships and will no longer be listed as specific KSA for all job descriptions as they are updated.

Wehner also addressed forklift certification not being listed as a licensing requirement for the Street Department. Rapp stated this would be required if the position was for a foreman, but doesn't feel it is a requirement for this position. Kilen questioned if the applicable endorsements needed to be spelled out for the Commercial Pesticide Applicator Certification. Rapp stated these are comparable to the CDL requirements.

Wehner also had comments about the Senior Public Works Specialist position. Wehner's comments state the position requires supervising Public Works Specialists and Seasonal employees and is very important and should not be lumped into the 'lead person responsibilities'. Wehner's comments state design and fabrication should also be listed as it's more than routine maintenance and repair. The Commission felt it didn't need to be specifically listed. Wehner also listed concerns with the department specific duties. For duty number one it was stated the person needs to determine the best method of repair, estimate the equipment, material and manpower requirements and supervise the task. Rather than change this specific duty it was decided to amend essential duty number three for all areas to include responsible for determining methodology to complete assigned task, which addresses the concerns Wehner mentioned. For duty number two (department specific) employees feel compliance with the Uniform Manual on Traffic Control Devices should be included. For duty number three Wehner commented the individual must decide where, when and how to complete the snow removal and ice control. Wehner stated an additional duty is the responsibility for traffic signing and storm water control when on call. The Commission felt the additional language to duty number three (all areas) sufficiently covers the concerns presented with regards to duty one and two of the specific area of assignment.

Wehner's comments state the Street Department employees feel essential items (ability to supervise, communication, safety, knowledge of GIS decision making) have been left out of the KSA's. The Commission reviewed the listed KSA's and chose to add "of current safety practices" as a KSA. The remainder of the items it was felt, were covered. Wehner also listed department specific KSA's, asphalt, concrete and gravel surface maintenance, advance heavy equipment operation, compaction techniques and familiarity of storm water systems, had been left out. Again the Commission felt these KSA's were addressed as written.

Kolling questioned what duty number six meant exactly. Kussy stated if both the department manager and the assistant manager are unavailable the senior is in charge. Kolling questioned the distinction between a lead person and supervisor, stating at his company a person may be temporarily placed in a lead type role but is given the authority of the supervisor in his/her absence. Rapp stated the assistants also don't have the authority a manager has. An assistant may recommend hiring or firing but the manager makes the final decision. It was questioned if one or two times a year calls for the duty to be listed in the job description. Rapp stated enough hours are spent on the duty per year to justify the duty being in the job description.

Bren stated he needed to leave, but first commented that Buildings and Grounds isn't listed as an area and questioned why. Rapp stated there currently is not a Senior Public Works Specialist for that area. Rapp indicated there may be in the future and will address it at that time. Bren left at approximately 11:10 am.

Street Department Employee comments about the Public Works Specialist include stating there should be an additional duty to respond to citizen questions and concerned as assigned and the need to have basic communication skills in the KSA section. The Commission felt both items were sufficiently covered in the Working Relationship section.

Cianni stated job descriptions were put together for the positions presented and rather than have them sit until all were ready for approval they were brought to the meeting to assist in moving forward with the updates. Cianni stated she intends to have more of the job descriptions updated and ready for approval at the regular January meeting.

Tavis questioned if the Commission wished to approve all the descriptions at once or move forward with the descriptions presented. Rapp stated he needs the updated job description in order to post the Assistant position he currently has open. Kilen stated the positions should be put to rest.

MOTION BY: Ray Ann Kilen SECONDED BY: Bryan Personne
To approve the Assistant Public Works Manager and Senior Public Works Specialist positions as amended and to approve the Public Works Specialist position as presented.
DISPOSITION: Motion carried unanimously.

D. Other

Cianni requested a meeting date be set to review the Public Works Technician roster. It was agreed to meet on Thursday, January 4, 2007 at 9:00 am.

Cianni stated Dana Rivinius, Ron Lisko and Deb Nelson would be considered at the City Commission Meeting as the new member to the Civil Service Commission.

The Commission thanked Bryan for his time spent as a Civil Service Commissioner. Personne stated if needed he would be willing to fill in until the new member was able to attend if needed.

7. ADJOURNMENT:

MOTION BY: Ray Ann Kilen SECONDED BY: Bryan Personne
To adjourn the meeting at 11:32 AM.

OFFICAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator

Approved: