

**CIVIL SERVICE COMMISSION MINUTES**  
**Tuesday, May 16, 2006**

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Tuesday, May 16, 2006 at 9:00 AM.
2. ROLL CALL:  
Present were: Todd Tavis, Bryan Personne, Erv Bren and Cal Kolling  
Absent was: Ray Ann Kilen  
Also present was: Greg Sund and Bob Sivak
3. APPROVAL OF ORDER OF BUSINESS:  
Sund asked that item 5c be discussed first with the remainder of the items continuing as presented. The Commission upon voice vote approved the amended the order of business as requested.
4. APPROVAL OF MINUTES:  
MOTION BY: Bryan Personne                      SECONDED BY: Erv Bren  
To approve the minutes from April 18, April 25 and May 9, 2006 as presented.  
DISPOSITION: Motion carried unanimously.
5. NEW BUSINESS
  - A. HR Specialist Job Description

Sund stated he put together the HR Specialist job description, but is unsure what grade the position should be. Tavis stated the position requires a large amount of decision making. Sund stated the position will be an administrative support position in HR; the policy setting will remain a responsibility of the Civil Service Commission along with the City Administrator.

Tavis questioned if the candidate in the position would be on all of the screening committees. Sund indicated they would, which would provide continuity to the process. Sund stated the candidate would be in charge of organizing the screening committee and ensuring rotation of the department managers as members of the committee. Tavis questioned if duty number was more of an advising role in the compliance of the federal laws or if it was more of an authority type role. Sund stated the candidate will be responsible for making sure it gets done.

Personne questioned if the title of the position shouldn't be that of an HR Generalist. Sund stated he struggled as to which title was more accurate. Personne stated the difference in the HR world is that a specialist is one who works in a specific field within HR, say payroll and compensation or benefits; where as a generalist would cover all areas of HR. Personne stated when advertising the title may be the deciding factor whether or not to apply for the position.

Sund stated he intends to fill the position internally, but the position must first be approved by the City Commission. Sund asked for additional input. Personne

questioned if the position will be responsible for employee benefits. Sund stated the example job description from Fox Lawson included payroll in the description. Sund stated he removed payroll, but could see the position dealing with the benefits and their administration. Sund stated the candidate would be the initial contact with new employees regarding benefits.

Sund indicated at recent Work Force Safety training it was stated the “kinder/gentler” approach to workers compensation claims is being abandoned and that of a “tough love” approach is being adopted. Sund stated the Safety Program will remain under the Fire Department, but this may be an area the candidate will assist. Kolling questioned the City’s training program, with Sund indicating there is no specific location to track common training with the different requirements by each department. Each department tracks their own training, but Sund indicated there is a need to make sure the information is being placed in the employee’s personnel file.

Kolling stated he is happy to see the City moving in this direction and the job description will assist the successful candidate in knowing where the line is drawn. Sund recapped his understanding Civil Service would like to see some of the major HR areas more clearly defined in the job description. Kolling stated samples job descriptions could be found on the SHRM website including examples of an HR Generalist versus an HR Specialist. Personne stated he does see the position as more of a Generalist.

#### B. HR Journal

It was questioned why there was not a hire for the Senior Police Officer position. Broer explained a Police Officer was hired for the Sergeant position, which then did not leave an opening at the Senior Police Officer level.

Veteran’s Preference was briefly discussed.

Tavis questioned at what stage the City was at in the hiring process for the Firefighter position. Sivak state interviews were scheduled for later in the week. Sivak questioned what happens if he is unable to contact a candidate. Tavis indicated Sivak should document the attempts to make contact with the candidate.

#### C. Fire Department Restructuring/Approval of Job Descriptions

Sivak thanked Civil Service for their input at the last meeting, stating the job descriptions were reviewed again and changes made that gives a better description than initially presented. Sivak indicated once the Fire Prevention Specialist and Fire Engineer have final approval he will request to move the fire inspector position down to more of an entry level position. A flow chart of the department was distributed.

Tavis questioned the duties of the assistant fire chief being graded at a C4 and what lessens them to a B3 when they are moved. Sivak explained the final decision making rested with the assistant chief’s position, where as the final decision making will now rest with the fire chief’s position. Tavis repeated the explanation saying the employees will inform the fire chief what needs to be done before the task can be completed. Sivak

stated the candidates will decide what to do and how to do it with the fire chief giving the final go ahead. Personne questioned why both positions were not at the same level of either A7 or A6. Sivak state the separation between the positions is that the Fire Prevention Specialist will have more contact with the public and have a greater liability risk with the required duties. Discussion regarding the salary differences continued. Sivak indicated he's not against having another salaried position; he's trying to move away from an individualist style department. Sivak said he's trying to develop a department structure that will keep operations from coming to a halt if one person is unavailable. Sivak continued this would be done within the current budget perimeters, but wants to confirm he's following the proper process.

Tavis stated the concerns Civil Service had, have been addressed and the positions are justified in that the Fire Chief will no longer have an assistant. Kolling questioned if the Commission needed to act today. Tavis stated if the Commission is ready they would act.

Bren indicated the flow chart should be modified to reflect the Fire Prevention Specialist and Fire Engineer are not on the same level. Personne stated as long as the individuals in the department are aware of the separation, it may not matter that it's visually the same. Sivak stated the volunteers have been incorporated into the updated organizational chart. Discussion of the difference in duties for the last four items for both positions confirmed the need to have the positions at different grades.

Tavis asked for action. Kolling questioned Sivak as to whether or not a lack of decision by Civil Service was holding things up. Sivak stated the descriptions needed to move forward as current staff is completing the duties. Sivak stated he is requesting approval by Civil Service. Kolling questioned if the Asst. Chief position was kept, what it would do with the new position being hired. Sivak stated he would be unable to hire a Firefighter. Kolling questioned how the organizational chart would look with an Assistant Fire Chief. Sivak presented the old organization chart. Sivak indicated with the new/updated chart the volunteers are incorporated and he does have assistant chiefs through the volunteers. Tavis stated with the former structure there was a need for the Assistant Chief, but with the new one he feels it can work without one.

Tavis again asked for a motion for approval, disapproval or to table the item until the next meeting.

**MOTION BY:** Bryan Personne      **SECONDED BY:** Erv Bren

To eliminate the Assistant Fire Chief position and to approve the job descriptions/classifications for Fire Prevention Specialist and Fire Engineer with lead duty responsibility being added to both the descriptions, which indicates who is in charge in the absence of the Fire Chief and/or the Fire Prevention Specialist.

**DISCUSSION:** Personne advised that the Sivak confirm all members (paid and volunteer) of the Fire Department know the chain of command or hierarchy to avoid any problems.



F. Other

n/a

6. ADJOURNMENT:  
MOTION BY: Cal Kolling                      SECONDED BY:    Erv Bren  
To adjourn the meeting at 11:40 AM.

OFFICAL MINUTES PREPARED BY:

---

Kristi Broer, Administrative Assistant

Approved: