

**CIVIL SERVICE COMMISSION MINUTES**  
**Thursday, May 25, 2006**

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Thursday, May 25, 2006 at 1:15 PM.
2. ROLL CALL:  
Present were: Todd Tavis, Bryan Personne, Erv Bren and Cal Kolling  
Absent was: Ray Ann Kilen  
Also present was: Greg Sund (1:43 PM)
3. APPROVAL OF ORDER OF BUSINESS:  
The Commission upon voice vote approved the order of business.
4. APPROVAL OF MINUTES:  
n/a
5. 1:20 PM PUBLIC HEARING – Draft Recruitment/Selection Ordinance  
Tavis opened the public hearing at 1:20 PM. There was no comment regarding the draft ordinance. Tavis closed the public hearing at 1:21 PM

DISCUSSION: Personne questioned if Priebe had seen the draft. Broer stated a copy had been emailed to Priebe for review. Personne questioned if the use of Veteran's Preference was stated correctly. The Commission discussed what if scenario's for the use of the Veteran's Preference agreeing to leave it as written.

Tavis stated he does not want to act today. Tavis stated he would prefer to look at the document again and pick it apart and then place the item on the June 20<sup>th</sup> agenda for approval.

Sund questioned the change to immediate family members, stating with the change it would allow an employee to supervise their grandchild(ren). Sund suggested adding grandparent and grandchild back into the definition.

6. GENERAL ISSUES
  - A. Accounting Manager - Update  
Broer stated the deadline was extended to May 31, 2006. Broer stated the City had currently received four applications for the Accounting Manager position. The Commission discussed potential dates for approving the roster once it's prepared by the screening committee. It was agreed to check the commission's calendars for June 12<sup>th</sup> and 13<sup>th</sup> and set the meeting accordingly.
  - B. HR Specialist Job Description – Update  
Sund stated following the previous meeting, he made significant changes to the essential duties to the position, including changing the name to a HR Generalist as recommended.

Sund stated he included assisting with the Safety Program in duty number four. Sund indicated he added duty number two as well and changed duty number one to include the entire hiring process. Sund stated each of the duties is now directed at specific areas with HR.

Tavis stated the position will now assist with the safety, but what about worker's compensation. Sund stated that could potentially be included in the duties; however workers compensation is currently a lot of reporting regarding accounting information. Sund stated it may be looked at after a software conversion takes place.

Tavis questioned running of payroll reports and inquiries regarding employees. Sund stated doing payroll was initially in the Fox Lawson sample job descriptions. Sund stated Broer currently does not have access to the AS400. With the purchase of new accounting software it may be a better fit to move this function to the position.

Kolling questioned how duty number five could be completed if there is no access to the program. Sund indicated tracking is done by paper currently. Sund went on to say the City does not currently use the HR function of the software to the extent that it could.

Sund stated he is looking at the Great Plains software. Bren stated Community Action uses the software, but state the agency's policy needs to fit the program. Those present continued to discuss HR software.

Tavis questioned duty number six asking if it covers the research of benefits. Sund stated this includes benefit administration. Tavis stated with the way it's written he doesn't see it. Kolling asked if it includes vendor negotiation. Tavis stated with the purchases with insurance the City Commission would have the final approval. It was decided to spell out clearly that the duty is about benefit administration.

Kolling questioned what the intent of duty number two was. Sund stated this was included to show the regular need to fill in or assist the Utility Billing department. Bren questioned the percentages stating they don't equal 100. Sund stated the remaining five percent is for the other duties as assigned.

Tavis asked what grade the position would be. Sund stated he was unsure so he left it open. Sund stated this will be an hourly position. Tavis stated the position does have a fair amount of decision making, but not at the policy making level; decisions made here could keep the City out of court.

The commission discussed the recruitment of applicants at job fairs and how it could make the position exempt. Also discussed were seasonal positions and how the City currently fills the positions.

Sund said he thought the position was at a Property Appraisal level. Personne confirmed the other positions at that level to compare it to such as Senior Equipment Mechanic, Senior Firefighter or Senior Public Works Specialist. Kolling stated this position needs

to be graded quite high the successful candidate will be enforcing federal law. Personne asked if the position should be sent to Fox Lawson. Sund didn't believe that was necessary. The Commission continued comparing the duties of the HR Generalist against that of the Fire Inspector and Head Public Works Specialist.

Personne suggested giving each duty its band and grade using the Fox Lawson DBM Structure. From the structure Band A is that of defined duties, where as Band B is operational duties. The Commission also discussed the difference between coordinating and non-coordinating or supervising vs. non-supervising. It was stated with the Grade it could go the higher of the two for the band because of the technical duties rather than the position being a supervisory one.

Tavis indicated he doesn't see any of the duties as coordinating with respect to supervising. Personne stated duty number one coordinates everyone involved. Tavis agreed, but the final decision is not made by this position, it's made by individuals in a higher Band. Personne stated with the exception of duties number two and seven the duties are operational in nature. Tavis stated the position is a technical one and doesn't feel a B24 (A6) or B25 (A7) would be out of line. Sund stated a B24 or B25 keeps the position at non-coordinating, but gives credit for the technical nature of the position. Looking at internal equity the position could be compared to the Senior Code Enforcement Officer or the Fire Inspector in regards to interpreting code.

Personne stated the position will become a magnet if the person is good at what they do, things just seem to gravitate to you. Personne stated the position could go to an A7 on the scale. Personne stated he is comfortable with the A6, an A7 would keep with the internal equity. Tavis stated he is very comfortable with the position at a B24 and would need some convincing to move the position to a B25, but the position is more than a B23 (A5).

Kolling stated the knowledge, skills and abilities section assists in justifying the classification as they are higher level requirements. Tavis reiterated the Fire Inspector reads and interprets code just as this person would. Kolling stated this person may be leaned on for a non-legal professional opinion with regards to the federal laws such as Americans with Disabilities Act or the Family Medical Leave Act.

MOTION BY: Cal Kolling                      SECONDED BY: Bryan Personne  
To approve the position description for the HR Generalist as amended through discussion and to classify the position at a B24/Grade A6.  
DISPOSITION: Motion carried unanimously.

C. Other  
n/a

7. ADJOURNMENT:  
MOTION BY: Cal Kolling                      SECONDED BY: Erv Bren  
To adjourn the meeting at 2:55 PM.

OFFICAL MINUTES PREPARED BY:

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Kristi Broer, Administrative Assistant

Approved: