

more qualified. Tavis stated he feels the decision to hire internally or externally is a business decision to be made by the City Administrator. Personne suggested posting all positions internally for a brief time and then open the position to the public if there is no or very little interest. Personne stated this could assist in limiting turnover. Sund stated if a position is opened internally and not filled and the position has to be filled externally extends the length of time a position is vacant.

On page two of the draft it was decided to change the last sentence of 5.1 to read “The city will make reasonable accommodations pursuant to ADA”. Moving to page three there was discussion of disqualification for employment. Priebe questioned who was to be part to disqualify employment, in the past it was Civil Service. Tavis stated with Civil Service approving the roster they still in essence disqualify applicants for employment.

Sund suggested item number five be added to the disqualification section and read incomplete applications. Personne stated disqualified if unsigned, but fewer points if incomplete. How to handle electronic applications and the lack of a hand written signature was discussed. It was suggested to attach the email to the application. Kilen stated the City wants to keep things as “user friendly” as possible. Personne stated at Consolidated a disclaimer is used along with a check box indicating the applicant acknowledges their typed signature the same as their written one. It was decided to add number five to the section and have it read “unsigned employment application”.

Priebe questioned the City Commission not having input in the hiring process. Tavis stated past City Commissions were involved in the process. Sund indicated the process to hire an employee is much shorter with the City Commission not giving approval on hiring of employees. Personne stated the current process matches the wishes of the current City Commission, but could in fact change with a different Commission in the future.

It was decided to add language to section 8.3.1 on page four stating the process was approved by Civil Service and the process will be used for publicly advertised positions. Discussion returned to whether or not a separate form was needed for the internal postings. Priebe stated it would be easier to have an internal form. Sund stated the process sheet would be the “Civil Service Promotion/Transfer Process Form”. Kolling stated the length of an internal posting should be specified for the employee. Tavis suggested creating an internal form. Tavis stated under section 8.4.3 to add the internal process sheet language and then mirror from 8.3.1 regarding changes to the process sheet. Tavis directed Sund to prepare the process sheet for Civil Service to review and approve at the next meeting.

Priebe stated recently changes were passed that removed the preset number of individuals on a roster. Priebe continued stating he had concerns as this could affect the application of Veteran’s Preference. Priebe stated an argument could be made the City does not have an established personnel system, because there is not specified number of candidates to be placed on the roster. Tavis stated the roster is decided with who Civil Service feels is qualified. Personne commented the number on the roster is based on the scores in relation to the qualifications of the applicants. Discussion continued regarding the concerns of not having a stated number for the roster. Sund indicated it is a hiring nightmare when there are too many candidates to interview. It was suggested to set the

number prior to scoring the applications. Sund stated its easier state the roster consists of five. It was agreed upon to change the ordinance to read the roster will consist of five names for one opening, six names for two openings and seven names for three openings or more.

On page nine of the draft ordinance grandparents and grandchildren need to be included in the definition of immediate family member. There was discussion regarding the wording in section 11 on page eight. The wording was to be adjusted. The Commission also discussed the removal of the City Administrator from the same section, it was decided the City Administrator was covered by the remaining language.

Tavis questioned section 12.3 on page ten and what the section contained. Personne suggested removing the 1.5 for ease if items were changed in the future. Kolling suggested defining trial period, which led to discussion as to what an appropriate length of time would be. Kolling also added there might need to be separate sentences for the supervisor and the employee. Sund was questioned if the vacant position will go unfilled until the completion of the trial period. Sund stated it would. Sund stated he would discuss the length of the trial period with management staff. Rapp indicated language could state the trial period may be extended up to 90 days. Personne stated management needed to decide what is feasible.

Tavis reminded Sund to have the Civil Service Promotion/Transfer Process Sheet ready for the next meeting. Tavis also requested the changes discussed be incorporated into the draft and brought back to Civil Service for a final review.

C. Monthly Meeting Schedule

Tavis stated he feels the monthly meetings work well and would like to have them continue. Commissioners present agreed to continue meeting on the third Tuesday of each month at 9:00 am.

D. Street Department PDQ's/Reclassification Requests

Sund stated Mayor Johnson doesn't believe the job descriptions should be pulled apart for each of the areas as proposed for Public Works employees. He said they should be kept broad. Kolling stated with the descriptions more broad it makes it more difficult to advertise the position. Sund stated the area of assignment needs to be listed when advertising. Discussion continued regarding splitting job descriptions or keeping them broader. Sund stated regardless how job descriptions are written positions will be classified according to their highest level duty. Personne stated the bottom line is what the employee is paid and if there is proper compensation. The title of the position won't be as important.

Tavis stated the process needs to continue moving forward. Frustration of the process was expressed by Rapp, as the way things are done is not consistent from one time to the next. Rapp stated to have accurate draft job descriptions PDQ's need to be completed by the entire Public Works area. Sund stated PDQ's will be distributed.

It was questioned if the current Street Department drafts should be discarded. Personne indicated to keep them, as once all the PDQ's are submitted; it may not be possible to

combine the positions into one. Tavis stated getting the PDQ's from the other Public Works divisions needs to be a top priority.

E. HR Generalist

Sund stated he had updated the job description to HR Manager following the last meeting. However, Sund stated this is not the direction the City Commission wants to go. Sund stated currently all of the HR issues come to him and it is thought by some City Commissioners they would still come to him even with an HR person. Rapp agreed issues will still go to Sund.

Tavis questioned if the type of position needed is that of an HR Assistant. Sund stated he is currently looking at the Assistant to the City Administrator position and may possible rewrite the position to allow the creation of another assistant that would do the administrative HR duties.

Personne stated the issue boils down to the wages. Personne stated if the position is downgraded, he sees the everyday HR issues coming back to the Civil Service Commission, which he says is the wrong direction. Personne stated he does not want the day to day functions back as a member of the Civil Service. Sund stated he does not prefer returning to Civil Service doing the day to day HR function. Kolling questioned the duties of the position and if the position would be that of an HR Assistant and if so the duties needed to appropriate for the pay. Tavis stated he is willing to defend Civil Service thoughts/reasoning to the City Commission. Sund stated the position may be placed at or one grade above the Assistant to the City Administrator's position, but is not sure. Members of the Commission were concerned the position may not get appropriate placement in the time-in-grade scale.

Tavis questioned Sund's current direction. Sund indicated he will again rewrite the position description. Sund stated he needs a position so the day to day HR work will be completed. The Commission again voiced concern that the position may be unfairly paid for the duties and responsibilities to be required of it.

F. Other

Broer reported the City Commission approved the job descriptions for Fire Prevention Specialist and Fire Engineer. The City Commission also approved promoting Deb Barros and Hilary Hartman into the respective positions.

7. ADJOURNMENT:

MOTION BY: Cal Kolling SECONDED BY: Erv Bren
To adjourn the meeting at 11:17 AM.

OFFICAL MINUTES PREPARED BY:

Kristi Broer, Administrative Assistant
Approved: