

CIVIL SERVICE COMMISSION MINUTES
Friday, March 28, 2008

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, March 28, 2008 at 8:15 AM.
 2. ROLL CALL:
Present were: Erv Bren, Ron Lisko, Ray Ann Kilen and Cal Kolling
Absent was: Todd Tavis
Also present was: Skip Rapp
 3. ORDER OF BUSINESS:
Kilen asked if there were any changes to the order of business.
 4. CONSENT AGENDA:
N/A
 5. GENERAL ISSUES
 - A. Hiring Journal
Cianni reported an internal posting for an Assistant Public Works Manager closed on Wednesday. Cianni also reported the City is currently accepting applications for seasonal positions.
 - B. Approval of Heavy Equipment Operator Roster
Bren confirmed Civil Service is to approve a roster of seven. Kilen questioned the scores being low. Cianni commented the Point Scoring Committee felt there needed to be some changes to the point scoring for the position. Cianni indicated the scoring committee felt a customer service type column should be added and that there is too much weight on the certification and education. The committee also indicated they felt the job description did not fit the position. Rapp stated this is the same scoring matrix that was used with the hire of Terry Morey. Rapp felt changing it would be lowering the standards. Rapp agreed the position description doesn't fit the position to be hired. Rapp indicated the specific education would be an advantage to the position.

Kilen questioned if there was an adequate roster. Rapp stated he had not seen the list of applicants. Rapp indicated pay is an issue in finding qualified applicants and gave example of candidate on prior roster not accepting position as he was receiving \$17.10/hour and our starting minimum is \$12.75. Rapp also stated changing the description won't mean higher scores if the applicants don't have relative experience.
- MOTION BY: Ron Lisko SECONDED BY: Erv Bren
To approve the Light Equipment Operator roster of Christopher Dorner, Robert Gillen, Bruce Kary, Kurt Kubischta, Todd Pelssier, Darrell Stockert and Angela Wanek as presented.
- DISCUSSION: Rapp commented the scoring could be adjusted to meet candidate experience, but it would not accurately measure candidates as they could then have a high score but no experience. In this case Rapp indicated the job description experience section should read high school diploma or GED.
- DISPOSITION: Motion carried unanimously.

C. Approval of Police Officer Roster

Cianni stated the police department is currently looking to fill two positions. Kilen again commented the scores being low for the police office candidates.

The Commission questioned the small point difference between candidate seven and eight. Cianni indicated the difference was candidate seven was awarded Veteran's Preference points which took him to number seven on the roster. Kilen questioned why this candidate was awarded CPR/First Aid points by Wilkie but not the others. Cianni indicated each committee member scored the applications independently and Wilkie may have assumed the candidate to have this. Cianni stated when instructions for scoring are given it is stressed that the scoring be consistent for all candidates. Kilen suggested removing the column, however after looking at those who received points, it was noted this happened several times. Kilen with the Commission reviewed candidates six, seven and eight. In reviewing them it was decided they equally did not have relative experience and that the score was justified and Veteran's Preference was giving the preference as is intended.

MOTION BY: Erv Bren SECONDED BY: Ron Lisko
To approve the Police Officer roster of Michael Albertson, Michael Freeman, Griffin Gessner, Jeremy Moser, Kiel Richardson, Michael Roark and Jon Virt as presented.
DISPOSITION: Motion carried unanimously.

D. Other

Cianni indicated job descriptions had recently been sent out to department managers for their review and they would need to be approved by Civil Service. Kilen asked that staff plan for more than one meeting as the meetings tend to get lengthy if there are many changes. Cianni indicated she would request April schedules of the Commission in the near future to plan for two meetings in April.

6. ADJOURNMENT:

MOTION BY: Ron Lisko SECONDED BY: Erv Bren
To adjourn the meeting at 9:00 AM.

OFFICAL MINUTES PREPARED BY:

Kristi Cianni
Assistant to City Administrator