CIVIL SERVICE COMMISSION MINUTES
Monday, March 16, 2009

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Monday, March 16, 2009 at 9:00 AM.

2. ROLL CALL:
Commissioners Present: Ron Lisko, Cal Kolling and Erv Bren
Commissioners Absent: Ray Ann Kilen and Todd Tavis
Also Present: Shawn Kessel, Bob Sivak and Jan Zent

3. ORDER OF BUSINESS:
MOTION BY: Ron Lisko SECONDED BY: Erv Bren
To approve the order of business with the removal of the minutes dated February 13, 2009.
DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:
MOTION BY: Erv Bren SECONDED BY: Ron Lisko
To approve the minutes of January 20, 2009 as presented.
DISPOSITION: Motion carried unanimously.

5. GENERAL ISSUES
a. Ordinance Draft – Job Description Annual Review
It was questioned before the item discussion began whether or not a public hearing should have been scheduled for the draft ordinance. The item was pulled from the agenda at this time and staff directed to confirm the need for a public hearing relating to code personnel code changes. Staff was directed to place the item on a future agenda.

b. Fire Department Reclassification Request
Bob Sivak stated he's not reclassification is correct, but he needed to get his item in front of Civil Service. Sivak stated in comparing the fire department with the police department job descriptions, he noticed the descriptions were generally the same, with the exception of the Fox, Lawson and Assoc. rating. Sivak's question to the Commission is why? Cal Kolling stated he believes Sivak is correct with the reclassification as market data was a piece of the reclassification process at one time. Sivak stated he is asking for Civil Service to compare and confirm the public safety job descriptions to confirm if there are pay issues. The Commission confirmed which job descriptions Sivak thought should be in the same pay grade. Discussion continued relating to the request and

reclassification form and how the positions were placed according to the Fox, Lawson and Assoc. system and the overall effect with all positions should the positions be moved. Shawn Kessel stated he has been working with the leadership team regarding the organizational chart to possibly make things more efficient which may also change the system. Kessel stated if a compensation review were to be conducted he would prefer to wait until any changes he may have are finished. Kolling stated he would like Commissioners Tavis and Kilen present before a decision is made.

MOTION BY: Ron Lisko SECONDED BY: Erv Bren
To table action until a future date with the entire Commission present.
DISPOSITION: Motion carried unanimously.

c. Other
n/a

6. ADJOURNMENT:
MOTION BY: Ron Lisko SECONDED BY: Erv Bren
To adjourn the meeting at 9:55 AM

OFFICIAL MINUTES PREPARED BY:

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Kristi Cianni
Assistant to City Administrator