CIVIL SERVICE COMMISSION MINUTES
Wednesday, December 2, 2009

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Wednesday, December 2, 2009 at 10:00 AM.

2. ROLL CALL:
Commissioners Present: Cal Kolling, Ron Lisko and Erv Bren
Commissioners Absent: Ray Ann Kilen
Also Present: Shawn Kessel, Shawn Soehren and Ken Kussy

3. ORDER OF BUSINESS:
MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the order of business as presented.
DISPOSITION: Motion carried unanimously.

4. CONSENT AGENDA:
n/a

5. GENERAL ISSUES
a. Approval of Job Description Amendment – Street Maintenance Operator
Cianni reported the job description needed to be reviewed and updated as George Binstock has given formal notice of his intent to retire. Cianni stated once approved the hiring process would begin to fill the position.

Shawn Soehren indicated the "and" on duty number one following equipment could be removed. Soehren also stated "including welding and fabrication" needed to added after repair in duty number three. Soehren also stated he is requesting a language change to the licensing requirements relating to the CDL.

The language change to the CDL requirement prompted discussion of obtaining the license within the probationary period. It was explained that within probationary period was used as it may take longer than a specified time period to obtain the license due to scheduling with DOT.

Ron Lisko questioned if there needed to be licensing for the welding and if it was similar to the CDL. Soehren indicated we the candidate may need to do welding, but a license/certification is not required. Bren questioned if there should be something in the job description under the knowledge, skills and abilities (KSAs) that the individual have general welding knowledge. Lisko agreed as the successful candidate will have to have

the ability to learn basic welding if they are not familiar with welding. Kussy indicated the city is not looking to hire a certified welder. Lisko commented the individual will still need to ability to "pick up" the welding skill.

Discussion continued as to the addition of the welding and fabrication language. Bren stated he is concerned mostly with the safety aspect of the welding. Through the discussion it was decided to add "Basic welding knowledge" to the KSAs section.

Soehren stated the CDL language may need to be looked at for other positions. Bren agreed as it would maintain language consistency for affected job descriptions.

MOTION BY: Ron Lisko SECONDED BY: Cal Kolling
To approve the Street Maintenance Operator job description with the discussed changes.
DISPOSITION: Motion carried unanimously.

b. Other
Cianni indicated the next Civil Service Meeting is currently scheduled for December 16th.

6. ADJOURNMENT:
MOTION BY: Cal Kolling SECONDED BY: Ron Lisko
To adjourn the meeting at 10:36 AM

OFFICIAL MINUTES PREPARED BY:

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Kristi Cianni
Assistant to City Administrator