

CIVIL SERVICE COMMISSION MINUTES

Friday, June 3, 2011

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Friday, June 3, 2011 at 10:30 AM.

2. ROLL CALL:

Commissioners Present: Erv Bren, Ray Ann Kilen, Cal Kolling, Ron Lisko and Glen Roshau

Commissioners Absent: None

Also Present: Joe Cianni, Justin Aufforth

3. ORDER OF BUSINESS:

Approved as presented without a motion.

4. CONSENT AGENDA:

None.

5. GENERAL ISSUES

a. Hiring Journal

Rita Binstock reported the following positions were agenda items for approval: Solid Waste Operator, Fire Fighter, Mechanic, and Assistant City Engineer.

MOTION BY: Erv Bren

SECONDED BY: Ron Lisko

To approve the Hiring Journal as presented.

DISPOSITION: Motion carried unanimously.

b. Roster Approval – Solid Waste Laborer

Binstock reported a total of 5 applications were received for the Solid Waste Operator position.

MOTION BY: Cal Kolling

SECONDED BY: Ron Lisko

To approve the Solid Waste Laborer roster of Donald Hanel, Dave Ingram, James Joyce, Suresh Mishra, and Rolland Thompson.

DISPOSITION: Motion carried unanimously.

c. Approval of Compensable Factors

Ray Ann Kilen started conversation about the Compensable Factors which she has received calls in regards to these Factors and the concerns that were brought forward in regards to the Factors. It was brought to Ms. Kilen's attention that there could possibly be flaws in the system. Also pointed out were the points scoring system which was felt to be scored on the person and not according to the job description.

Mr. Justin Aufforth stated it was requested the HR Committee was to review the process in which job descriptions, point scoring and applicants are not applicable to the City's organization. He states a trial scoring with an existing job description was requested and this was performed with the Compensable Factors and the committee is comfortable with what is presented. Aufforth states also a template was requested and this is also presented. Aufforth feels the job descriptors should be reviewed and the job duties that were removed prior should be implemented back into the job descriptions so they fit into the organizational chart.

Kilen reminds the committee to assure things are done fairly and to have a system that is fair, clean and clear.

Mr. Joe Cianni states a job description needs to be written so that it will allow for a job promotion. This job description pertains more to the pay scale. Job descriptions will be reviewed in order to justify the pay. Cianni states these factors are to justify pay for the position. Different points would be implemented for different positions. The City is hoping for another pay raise and would like this system in place to backfill for the work that has already been completed.

Mr. Cal Kolling feels the job descriptions need to be updated. Kolling feels the template that is presented follows the current job descriptions and needs to be revised. Kolling feels the Compensable Factors should compare to the job descriptions and if this is not working then the job descriptions or Factors need to be rewritten.

Mr. Glen Roshau and Mr. Ron Lisko wonder how the Compensable Factors are going to be explained to the current employees. They would like to see the steps that will be taken for informing the employees.

Mr. Erv Bren would like to see the Factors expanded to catch all issues of the job description. Bren feels this is very critical that the job descriptions and Factors are accurate.

Kilen explains that transparency is a huge factor and feels effective communication with employees is a huge concern of employees. Kilen would like to see the employees scoring on line so that they can compare their scores with others. Kilen would like to see electronic files on all the employees on how they were scored according to the Compensable Factors and their job descriptions.

Kolling questions who will have the final authority of scoring the job description, committee and then Administrator.

Lisko feels the committee is on the right track and working in the right direction.

Kolling feels a list of steps are needed that the City will follow to make sure all of the Compensable Factors, job descriptions and pay scale work together. Kolling would like to see an objective look at the steps such as hiring a compensation specialist.

Roshau feels a minimum of 20 job descriptions with the assigned points be presented and reviewed at the next Civil Service meeting.

Kilen would like for the following questions to be answered at the next meeting:

- Understanding of the Civil Service role approval for Compensable Factors
- Understand the Civil Service role as a vote of confidence or approve the Compensable Factors
- Approve Job Descriptions – test one – show the comparison with the template
- The Board would like to see ten job descriptions and the Job Description Template compared
- The Board would like a time schedule for a completion of updates/approval of job descriptions
- Steps are that are being taken in order to implement the job descriptions into the Compensable Factor Table.

Kilen commented at this time we are very supportive of what the HR Committee is doing and feel they are doing a great job.

d. Approval of Job Description Template

Kilen and the Board feel the template is very creative but some areas need to be fine tuned.

e. Other

None.

6. ADJOURNMENT:

MOTION BY: Erv Bren

SECONDED BY: Cal Kolling

To adjourn the meeting at 11:50 AM

OFFICIAL MINUTES PREPARED BY:

Rita Binstock

Assistant to City Administrator