

CIVIL SERVICE COMMISSION MINUTES

Thursday, August 6, 2015

1. Pursuant to due call and notice the Civil Service Commission of the City of Dickinson met at City Hall, Thursday, August 6, 2015 at 1:10 PM.
2. ROLL CALL:
Commissioners Present: Erv Bren, Glen Roshau, Ron Lisko, Maren White
Commissioners Absent: Ray Ann Kilen
Others Present: Shelly Nameniuk, Robert Sivak, Aaron Praus
3. ORDER OF BUSINESS:
 - a. MOTION BY: Ron Lisko SECONDED BY: Maren White
To approve the order of business.
DISPOSITION: Motion carried unanimously.
4. CONSENT AGENDA:
 - a. MOTION BY: Glen Roshau SECONDED BY: Ron Lisko
To approve the meeting minutes of 5/1/15 as presented.
DISPOSITION: Motion carried unanimously.
5. GENERAL ISSUES
 - a. Job Description Approval – Administrative Assistant
An update was made to change the areas of assignment to include Fire Department and to separate Community Development Department into Planning and Buildings and Codes. There were a couple changes to the essential duties as well. Scoring and pay grade remain the same; Class II, 400 points.
MOTION BY: Maren White SECONDED BY: Ron Lisko
 - b. Job Description Approval – Sanitation Route Operator
The position of Sanitation Operator has been separated into Route and Landfill Operator. There were very few changes to this job description. Scoring and pay grade remain the same; Class II, 500 points.
MOTION BY: Ron Lisko SECONDED BY: Glen Roshau
 - c. Job Description Approval – Sanitation Landfill Operator
The CDL requirement changed to allow Class B CDL within 6 months rather than upon hire. The draft presented to Civil Service omitted that change but will be reflected in the updated job description. Scoring and pay grade remain the same; Class II, 500 points.
MOTION BY: Ron Lisko SECONDED BY: Glen Roshau
 - d. Other

ADJOURNMENT:

MOTION BY: Ron Lisko

SECONDED BY: Maren White

To adjourn the meeting at 1:37 P.M.

OFFICIAL MINUTES PREPARED BY:

Shelly Nameniuk

Human Resources Coordinator