

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, November 20, 2023 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

Members present: Ms. Lindsay Snustad, Member
Mr. Alan Widell, Alternate

Others present: James Gottschald, Director, Human Resources and Administration
Colleen Effinger, Human Resources Manager
Megan Haworth, Human Resources Advisor
Emily Masterson, Information Specialist III

1. Lindsay Snustad, Member, called the meeting to order.
2. A motion was made by Lindsay Snustad and seconded by Alan Widell to approve the minutes of the October 23, 2023, meeting as submitted.
3. The next item on the agenda under new business was consideration of the proposed 2024 Civil Service Commission meeting schedule. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the 2024 meeting schedule was unanimously approved.
4. The next item on the agenda under new business was consideration of the revised classification specification for Deputy Sheriff Investigator. Nathan Skelton, Deputy Sheriff – Division Commander of the Sheriff's Office and Sheriff Gordon Ramsay, proposed revising the Deputy Sheriff Investigator class spec specifically reducing the minimum qualifications in order to expedite the recruitment process for promotional opportunities. The minimum qualifications of work were reduced from four years as a St. Louis County Deputy Sheriff to two years as a St. Louis County Deputy Sheriff. The class spec was most recently updated in 2021 therefore no further updates were

necessary. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

5. The next item on the agenda under new business was consideration of the revised classification specification for Bridge Superintendent. As a result of the 2023 union negotiations for the Civil Service Supervisory bargaining unit, an agreement was made that Human Resources would complete a class audit for the Bridge Superintendent position as well as the eleven subsequent positions outlined below. In order to accurately reflect the work being performed, additional job duties were added to the class spec which include assessing repair and maintenance needs of division bridges, directing projects, utilizing blueprints to analyze and explain bridge construction plans, gathering quotes for purchasing materials and supplies, utilizing multi-year plan and consulting with management and staff to forecast future project needs. Moreover, additional knowledge statements were added to the spec, and a new minimum qualification was added which requires the incumbent to possess or obtain Erosion and Stormwater Management certification within 12 months of hire. Commissioner Snustad inquired as to whether the additional job duties would constitute an increase in pay, to which Megan Haworth, Human Resources Advisor responded there is a potential for a grade reallocation and the department is in contact with the union representatives regarding this. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.
6. The next item on the agenda under new business was consideration of the revised classification specification for Bridge Supervisor. Throughout the class spec, statements were revised to provide clarity and to reflect minor changes in job duties. In addition, new knowledge statements were added, and the incumbent is now required to possess or obtain Erosion and Stormwater Management certification within 12 months of hire. Lastly, the timeframe required to possess or obtain a Class A Commercial Driver's License was changed from six months to 12 months. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

7. The next item on the agenda under new business was consideration of the revised classification specification for Fleet/Property Manager. This class spec was last updated in 2002 therefore several revisions were proposed. In order to accurately reflect the work being performed, additional job duties were added to the class spec which include researching recommendations and specifications for new equipment acquisitions and presenting those recommendations to County Commissioners, coordinating facility construction and renovations with architects, engineers and contractors, researching and implementing alternative energy sources and cost saving measures, evaluating and monitoring multiple budgets, directing the processing of equipment purchase records and preparation of equipment inventory, maintenance and inspections records, administering bulk fuel systems including administration and modification of computer tracking system, preparing commendations, executing oral reprimands and effectively recommending disciplinary action when necessary and representing management in Step 1 of the grievance procedure. Furthermore, additional knowledge, communication, confidentiality, and supervisory statements were added as well. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.
8. The next item on the agenda under new business was consideration of the revised classification specification for Highway Division Superintendent. In order to accurately reflect the work being performed, additional duties were added to the class spec which include evaluating road conditions during snow and ice events and other weather-related emergencies, participating in post event analysis, recommending spring weight restriction requirements, reviewing and auditing records and reports for accuracy, and utilization of a 5-year plan and consults with staff to forecast future material and budget needs. Additionally, new knowledge statements were added, and the incumbent is now required to possess or obtain Erosion and Stormwater Management certification within 12 months of hire. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

9. The next item on the agenda under new business was consideration of the revised classification specification for Highway Maintenance Supervisor. In order to accurately reflect the work being performed, additional duties were added to the class spec which include evaluating road conditions during snow and ice events and other weather-related emergencies, recommending product application concentration and rate and evaluates the effectiveness, maintaining appropriate documentation for state and federal related disasters, forecasting project needs, assessing permit requests and providing appropriate recommendations. Additionally, new knowledge statements were added, and the timeframe required to possess or obtain a Class A Commercial Driver's License was changed from six months to 12 months and the incumbent is now required to possess or obtain Erosion and Stormwater Management certification within 12 months of hire. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.
10. The next item on the agenda under new business was consideration of the revised classification specification for Motor Pool Supervisor. The class spec was last updated in 2017 therefore only minor updates were made. An additional job duty was added to include assessing, recommending, and preparing motor pool vehicles for auction. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.
11. The next item on the agenda under new business was consideration of the revised classification specification for Shop Superintendent. In order to accurately reflect the work being performed, additional duties were added to the class spec which include analyzing and maintaining department budgets, project prioritization and cost-analysis, researching maintenance needs for new equipment, developing and implementing policies and procedures, collaboration with the IT department to develop and test software application updates and management of bulk fuel systems. A new knowledge statement was added, and existing statements were revised. The class spec was last updated in 2022 therefore all standard language and updates were previously

added. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

12. The next item on the agenda under new business was consideration of the revised classification specification for Shop Supervisor. In order to accurately reflect the work being performed, additional duties were added to the class spec which include supervising shop facility and ancillary buildings, researching cost-effective repairs, maintaining budgets for various facilities, preparing work orders and managing inventory, equipment and bulk fuel systems. A new knowledge statement was added, and existing statements were reworded. Additionally, the timeframe required to obtain a Class A Commercial Driver's License was changed from six months to 12 months. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

13. The next item on the agenda under new business was consideration of the revised classification specification for Assistant Administrator - Operations. In order to accurately reflect the work being performed, additional duties were added to the class spec which include updating and maintaining inmate classification and determining appropriate placement, creating and maintaining records and reports, developing recruitment strategies, attending labor management meetings and participation in Department of Corrections inspections. Alternatively, job duties that are no longer assigned to the class were removed. Throughout the class spec, statements were revised to provide clarity, and additional knowledge statements were also included. Lastly, the minimum qualifications were updated clarifying which specific St. Louis County job classes are eligible to promote to Assistant Administrator – Operations. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.

14. The next item on the agenda under new business was consideration of the revised classification specification for Assistant Administrator - Security. In order to accurately reflect the work being performed, additional duties were added to the class spec which include researching technology updates, training staff on technology and software updates, creating and maintaining records and reports, expungement of inmate records as ordered by the court

and participation in labor management meetings. In addition, some statements within the class spec were revised to provide clarity, and standard supervisory and confidentiality statements were also included. Lastly, the minimum qualifications were updated clarifying which specific St. Louis County job classes are eligible to promote to Assistant Administrator – Security. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

15. The next item on the agenda under new business was consideration of the revised classification specification for Jail/Corrections Administrator. The class spec was updated to accurately reflect the duties assigned to the class specifically adding the responsibility of securing and monitoring grants and accountability regarding Department of Corrections inspections. Additionally, some statements within the class spec were revised to provide for better comprehension, and standard supervisory and confidentiality statements were also added. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.

16. The next item on the agenda under new business was consideration of the revised classification specification for Emergency Communications Center Supervisor. The class spec was updated to accurately reflect the scope of work assigned to the class which included adding and rewording statements within the Illustrative Examples of Work section. An additional statement requiring knowledge of both state and federal statutes was added to the class spec as well. Lastly the minimum qualifications were revised to provide clarity regarding internal and external candidate requirements. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald took a moment to recognize and thank Megan Haworth, Human Resources Advisor, for the time and dedication she has put into the multiple class audits she completed for the Public Works department. He reported he had received nothing but positive feedback from the department and

they were very grateful for all of Megan's hard work.

- Director Gottschald updated the Commission regarding the civil service rule changes that were approved at the commission meeting on October 23, 2023. He stated the rule changes were brought to the County Board the following day and they were unanimously approved. Director Gottschald informed members that the Human Resources department reprocessed more than 200 promotions dating back to January 25, 2022, and roughly 65 employees were eligible for a retroactive pay increase due to the new promotional language. Director Gottschald commented that there will often be unintended consequences when changes are made to civil service rules, but the department would much rather see employees benefit rather than be limited by such changes.
- Director Gottschald informed the Commission the Attorney's bargaining unit met in mediation on October 27, 2023, as part of their 2023-2025 contract negotiations. He reported a tentative agreement was reached at the meeting and the contract has been ratified by the membership. Director Gottschald stated the contract will be going to the County Board for final ratification November 28, 2023. Once this agreement is ratified, the 2023-2025 round of collective bargaining would be concluded, as they were the last outstanding unit to settle.
- Director Gottschald updated the Commission regarding the results of the Meet and Confer discussion that was held on November 7. Director Gottschald stated the County presented two Memorandums of Agreement to the exclusive representatives of each bargaining unit. The first agreement would accelerate the final phase-in of the compressed 2022 pay plan. Director Gottschald explained this would essentially move affected employees from their current step on the pay plan and place them at the step that represents their years of service. The second agreement proposed a 3.0% market adjustment increase to all pay grades and salary steps county-wide. Director Gottschald remarked due to the changing job market, the County must provide competitive wages to not only retain current employees, but to recruit qualified applicants as well. Director Gottschald stated both agreements have been sent to the bargaining units and they are to be returned by November 22, 2023. He stated the agreements would then be brought to the County Board on November 28, 2023, for a first pass and

the second pass on December 12, 2023. Director Gottschald added Human Resources would then implement the pay increases on December 16, 2023, for the 2024 payroll year.

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "James R. Gottschald". The signature is written in a cursive, flowing style with a large initial "J" and a prominent "G".

James R. Gottschald
Director of Human Resources and Administration