

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, February 11, 2019 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN. The meeting was called to order by Wayne Marshall, Chair.

Members present: Mr. Wayne Marshall, Chair
Mr. Ken Butler, Member

Others present: Jim Gottschald, HR
Colleen Effinger, HR
Catherine Roseth, HR
Christina Hansen, HR
Michael Busick, Assessor's

1. Election for Chair and Vice-Chair were held at this time. Wayne Marshall made a motion to appoint Ken Butler as Chair. Mr. Butler accepted the nomination.
Mr. Butler nominated Wayne Marshall as Vice-Chair. Mr. Marshall accepted the nomination.
2. The minutes of the December 17, 2018 meeting were approved as submitted.
3. The first item on the agenda under New Business was consideration of the appeal by Michael Busick, Principal Appraiser, Assessor's Office, regarding a failed oral assessment for the position of Appraisal Supervisor. Mr. Busick felt the panel that was assembled to evaluate the candidates for Appraisal Supervisor were underqualified. He mentioned that there were no panel members from the County Assessor's office or any assessor's office for that matter. Mr. Busick felt that in order for the panel to understand his responses to the questions that they should have some sort of background in assessing properties to be able to fully evaluate and rate his answers.
He stated that he feels he's qualified to be a lead worker based on previous experience.

Christina Hansen, Sr. HR Advisor, Human Resources, reported that she meets with an oral panel on the morning of an assessment and spends time going over the guidelines with them. Each panel consists of three (3) subject matter expert members from various agencies. The panel and questions for the oral assessment are recommended by the

department, in this case the Assessor's, and approved by Human Resources.

There are generally six questions. The first question is non-rated, while questions two – six are rated. The panel is instructed to follow the guidelines and provide each candidate with a uniform and consistent experience. Mr. Butler asked if candidates are informed of what the panel is looking for. Ms. Hansen replied that they are not informed, as it's part of the oral exam process. Oral assessments for higher level or supervisory positions are a tool used by departments to evaluate each candidate and their ability to think fast on their feet and respond to situations accordingly. The exam is also used to evaluate their job knowledge, skills and abilities. The panel members are also asked to deliberate with each other prior to finalizing their ratings of the candidates to ensure they understand how the ratings are going to result.

After further discussion, a motion was made by Mr. Marshall, seconded by Mr. Butler, to deny the appeal. The motion passed by a unanimous decision.

4. The next item on the agenda was consideration of the proposed revised class spec for Land Staff Appraiser. At the request of Mark Weber, Land & Minerals Department Director and Darren Jablonsky, Deputy Planning Director for the Planning & Economic Development Department, proposed revising the Land Staff Appraiser class spec. The Land & Minerals Department and Planning and Community Development Department have implemented a multi-department team to address the County Board and administration directive to address their approved economic development priority area. This team's main focus is on economic and community development which will require existing job class roles and responsibilities to change. In addition to changing the title to Resource Planner, throughout the class spec, statements were revised to be concise and to accurately reflect the work that is being performed by this class. Throughout the class spec the term "appraisal" was changed to "valuation". Since the work being performed does not require a State of Minnesota Registered Real Property Appraiser's License, this requirement is being removed from the Minimum Qualifications. A motion was made by Wayne Marshall and seconded by Ken Butler to approve the revised class spec for Resource Planner.
5. The next item on the agenda was consideration of the revised class spec for Social Services Specialist I. At the request of Everett Niska, Senior Human Resources Advisor for the Public Health and Human Services Department, the class spec for Social Services Specialist I was reviewed and revised. Mr. Niska wanted to clarify the paraprofessional duties performed by employees in this job class. While they are not required to be licensed at this level, they are able to assist Social Workers by

performing case management work after the Social Worker has completed an initial assessment. Social Service Specialist I staff also assist by providing direct services for customers and assist with coordinating services with other staff and the community. Standard statements throughout the class spec were revised or added to be consistent with all County job class specifications. A motion was made by Wayne Marshall, seconded by Ken Butler to approve the revised class spec for Social Services Specialist I.

6. The next item on the agenda was consideration of the revised class spec for Social Services Specialist II. As with the Social Services Specialist I class spec, Mr. Niska requested revisions to the Social Services Specialist II spec to reflect and clarify the paraprofessional duties performed. Since Social Services Specialist II employees have had three (3) years of experience at the entry level, they are able to perform their duties with more accord. Another duty that separates this class from the entry level class is that Social Services Specialist II employees may be assigned to provide limited work direction to new co-workers.

A motion was made by Mr. Marshall and seconded by Mr. Butler to approve the revised class spec for Social Services Specialist II.

7. A review is done periodically by the Human Resources Department to abolish classes that have not been used for some time or that have been replaced by other job classes. A request is sent to the Department Head to review the class spec and advise HR as to whether they are in agreement with abolishing the class spec. If a Department Head wants to retain a class, HR will ask for justification to be provided. The Micrographics Production Operator job class received approval from the department to have the class spec abolished. A motion was made by Wayne Marshall and seconded by Ken Butler to abolish the Micrographics Production Operator class spec.

DIRECTOR'S COMMENTS

- Director Gottschald gave an update on the search for a third Civil Service Commission member and an alternate member. There were three applications submitted and Mr. Gottschald hopes to have the positions filled soon.
- Director Gottschald responded to a question posed by Mr. Butler. Mr. Butler asked about previous legislation going before the House and Senate that would possibly do away with the Civil Service Commission. Mr. Gottschald stated that the county does have legislation going before the House and Senate to update the Civil Service employment system, not to do away with it. The County will be testifying Thursday

before the House and Mr. Gottschald anticipated testifying before the Senate in the next few weeks.

- Colleen Effinger, Tyra Kerr and Angie Mattsen continue to roll out the new timekeeping system to additional departments. The program was recently implemented in the Assessor's Office and the Information Technology Department.

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'.

James R. Gottschald
Human Resources Director