

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, May 20, 2019 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN. The meeting was called to order by Ken Butler, Chair.

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

Others present: Jim Gottschald, HR
Colleen Effinger, HR
Catherine Roseth, HR
Paul McDonald, County Commissioner
Nancy Hints-Rodd, PHHS

1. A motion was made by Wayne Marshall, seconded by Ken Butler to approve the minutes of the February 11, 2019 meeting as submitted.
2. The next item on the agenda was consideration of the proposed revised class specification for Registered Nurse Human Services. At the request of Everett Niska, Senior HR Advisor for the Public Health and Human Services (PHHS) Department, and Gena Bossert, PHHS Division Director, the proposed Registered Nurse Human Services class specification was being created due to the Department of Human Services requirement that counties have a multidisciplinary team perform the MnCHOICES assessment work. MnCHOICES is a comprehensive assessment for individuals who are disabled, experiencing health problems, or functional limitations. The new Registered Nurse Human Services employees will also act as a resource to all staff for consultation for better understanding of medical conditions, jargon, and services. The Department of Human Services recommends that a MnCHOICES team consist of Social Workers, Public Health Nurses, and Registered Nurses. Currently, St. Louis County has no Registered Nurses, therefore, they are not part of the MnCHOICES assessment team. A motion was made by Wayne Marshall to approve the new class specification, seconded by Lindsay Snustad and approved by unanimous agreement.

3. The next item on the agenda was consideration of the revised class specification for Human Resources Manager. James Gottschald, Director of Human Resources and Administration, proposed updating the Human Resources Manager classification specification. With the reorganization of County Administration, the Human Resources Director is taking on an expanded role and this is reflected in the new class title: Director of Human Resources and Administration. While the director will still be associated with Human Resources, the Human Resources Manager's degree of autonomy has increased, which is reflected in some of the rephrasing of the duties and responsibilities within the Illustrative Examples of Work section. Other sections such as Requirements of Work and Minimum Qualifications for Work were standardized with other County class specifications. Director Gottschald spoke at some length regarding the administrative realignment changes that were occurring within the County and more specifically within Administration as his Director role expands to include Information Technology, Safety & Risk Management, Purchasing, County Extension and Veteran Services.

Director Gottschald gave some history on the HR Department and historical roles stressing that having multiple managers as second in command allowed for better specialization, fluidity, and customer service. He also explained that the realignment would not result in an increase of the current HR staffing it would simply be a reorganization of the reporting hierarchy and aligning the job specifications to reflect what HR staff are currently doing. A motion was made by Wayne Marshall, seconded by Lindsay Snustad to approve the revised class specification for Human Resources Manager. The motion was approved by unanimous agreement.

4. The next item on the agenda was consideration of the revised class specification for Human Resources Advisor. Director Gottschald proposed updating the Human Resources Advisor class specification. The Human Resources Advisor class specification reads as though each employee is required to perform all of the various Human Resource functions, whereas the new format lists the similar duties for all employees, and then defines additional responsibilities depending on each specialty work area such as benefits, recruitment and assessment, and training and development. Overall, the level of responsibility has not increased for the Human Resources Advisor classification. A motion was made by Wayne Marshall, seconded by Ken Butler to approve the revised class specification for Human Resources Advisor. The motion was approved by unanimous agreement.

5. The next item on the agenda was consideration of the revised class specification for Senior Human Resources Advisor. Director Gottschald proposed updating and renaming the Senior Human Resources Advisor classification specification. The new name will be Human Resources Senior Advisor. Since Human Resources Senior Advisors are now performing the duties of the various disciplines as authorities in their field with greater autonomy, the level of independence permitted at this level has increased. Additionally, the Human Resources Senior Advisor class specification reads as though each employee is required to perform all of the various Human Resource functions, whereas the new format lists the similar duties for all employees, and then defines additional responsibilities depending on each area of specialty. A motion was made by Wayne Marshall, seconded by Ken Butler to approve the revised class specification for Human Resources Senior Advisor. The motion was approved by unanimous agreement.
6. The next item on the agenda was consideration of the revised class specification for Health Promotion Coordinator. The updates outlined do not include performing new tasks or increased responsibility, but do include adding our standard language and rephrasing some statements to improve readability. Additionally, within the Minimum Qualifications for Work, the Department was removing the combined education and experience qualifier since the initial fields of study are broad enough without requiring two (2) years of experience; and we are noting the certification as a Health Education Specialist as a preferred qualification. A motion was made by Lindsay Snustad, seconded by Wayne Marshall to approve the revised class specification for Health Promotion Coordinator. The motion was approved by unanimous agreement.
7. The next item on the agenda was consideration of the revised class specification for Deputy Land and Minerals Director. Mark Weber, Land and Minerals Director for the Land and Minerals Department, proposed revising the Deputy Land and Minerals Director class specification in preparation of an impending recruitment. Throughout the class specification, the language was revised to encompass the different programs that each Deputy Land and Minerals Director will focus their work on. Additionally, standard language was added specific to attendance, safety, supervisory knowledge, computer skills, confidentiality, and revised the communication and working relationship statements. Furthermore, under Minimum Qualifications for Work, the education and experience requirements of the class were revised to define the various degrees that would be acceptable under both the Forest Management program and the Land Asset Management program. Director James Gottschald informed the Commission that this

was also part of the County Administration realignment changes that are occurring. He explained that currently when a resident applies for permitting all of the permits are done within the Planning and Economic Development Department except for Septic permitting. Septic permits are handled through Environmental Services. Director Gottschald elaborated that from a customer standpoint it would make more sense to have all permits done through Planning and Community Development, including septic systems. However, in order for the Planning and Community Development Department to free up their resources for additional work, they would no longer be able to provide consultation to the Land and Minerals Department regarding tax forfeited properties. Therefore, a new Deputy Land and Minerals Director position is being created specifically for the purpose of overseeing and leading tax forfeit property and minerals management which required a revision of the class specification to accommodate the separate discipline. A motion was made by Ken Butler, seconded by Wayne Marshall to approve the revised class specification for Deputy Land and Minerals Director. The motion was approved by unanimous agreement.

DIRECTOR'S COMMENTS

- Director James Gottschald advised that the Civil Service Commission is back to a full slate of membership.
- Director James Gottschald updated the Commission that the Civil Service Reform was signed into law April 12, 2019. Director Gottschald advised that the next step is to update the Civil Service Rules and present them to the Civil Service Commission within the next 30 days, upon approval, it will go to the St. Louis County Board of Commissioners. Director Gottschald fielded questions regarding how this would impact the role of the Civil Service Commission.
- Director James Gottschald outlined the upcoming schedule for June 3rd and June 17th and advised the Commission that he would not be present at the June 17th meeting should it occur.

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.

James R. Gottschald
Director of Human Resources and Administration