

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, December 16, 2019 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN. The meeting was called to order by Kenneth Butler, Chair.

Members present: Mr. Kenneth Butler, Chair
Ms. Lindsay Snustad, Member
Julie Waltenburg, Alternate Member

Others present: James Gottschald, Director Human Resources and Administration
Colleen Effinger, Manager Human Resources
Catherine Roseth, Human Resources Senior Advisor

1. Ms. Julie Waltenburg was introduced as the new alternate Civil Service Commission member.
2. A motion was made by Lindsay Snustad, seconded by Julie Waltenburg to approve the minutes of the October 7, 2019 meeting as submitted.
3. The next item on the agenda was consideration of the revised class specification for Area Land Manager. Jason Meyer, Deputy Land and Minerals Director, proposed revising the Area Land Manager class specification in preparation of an upcoming recruitment due to retirement. A full review was completed resulting in revisions to the Illustrative Examples of Work, Requirements of Work, and Minimum Qualifications sections. The Minimum Qualifications was updated to accurately reflect the education and experience required and to provide promotional opportunities for employees in the Forester and Forestry Technician job series. A motion was made by Julie Waltenburg, seconded by Lindsay Snustad and was unanimously approved.
4. The next item on the agenda was approval of the 2020 meeting schedule. It was noted that in April the calendar will be revised to reflect April 6 2020 & April 20 2020 as meeting dates. A motion was made by Lindsay Snustad, seconded by

Julie Waltenburg and was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald welcomed Julie Waltenburg back as an Alternate member to the Civil Service Commission and provided a brief review of important 2019 action items by the Commission and Human Resources Department. Primarily, changes to the St. Louis County civil service statute during the 2019 legislative session and later, updates to the County's Civil Service Rules.
- Director Gottschald provided an update on a couple appeals that were received by the Department, they were both resolved internally at step 1.
- Director Gottschald updated the Commission on the Pay Equity Report that is due to be run as of December 31, 2019 and submitted by January 31, 2019. Catherine Roseth, HR Advisor Senior, provided a brief overview of the report and how it is created and submitted to the State of Minnesota.
- Director Gottschald updated the Commission on ongoing negotiations with the labor unions. All labor contracts with St. Louis County expire December 31, 2019. Tentative agreements have been reached with the two largest basic bargaining units. One unit is participating in mediation and has rejected a proposal put forth by St. Louis County. Several other units have met with the county and are at various stages of the bargaining process. Director Gottschald expressed his optimism that agreements with the Union can be obtained.

There being no further business, the meeting was adjourned. A motion was made by Julie Waltenburg, seconded by Lindsay Snustad and was unanimously approved.

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