

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, January 8, 2024 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

Members present: Ms. Julie Waltenburg, 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. Julie Waltenburg, Member, called the meeting to order.
2. A motion was made by Alan Widell and seconded by Julie Waltenburg to approve the minutes of the November 20, 2023, meeting as submitted.
3. The next item on the agenda under new business was the appointment of a new Civil Service Commission chair. Director Gottschald proposed removing the appointment from the current agenda and postponing to a future meeting when additional Commission members are present. A motion was made by Alan Widell, seconded by Julie Waltenburg, and the appointment of a new Civil Service Commission chair was removed from the agenda.
4. The next item on the agenda under new business was consideration of the revised classification specification for Environmental Specialist Technician. Ryan Logan, Planning Manager for the Planning and Zoning Department, proposed revising the minimum qualifications to remove the requirement to obtain a Minnesota Pollution Control Agency (MPCA) issued Basic Designer Certification as the certification is not a requirement to inspect Subsurface Sewage Treatment Systems (SSTS). The Department also proposed adding language that would create a career path for individuals who have experience

in designing or inspecting Subsurface Sewage Treatment Systems (SSTS), but do not possess a bachelor's degree. The proposed changes would reduce employment barriers and give candidates who may not have a degree the opportunity to be just as successful in the role. A motion was made by Alan Widell, seconded by Julie Waltenburg, 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 Environmental Specialist. The only proposed change was to, once again, remove the requirement to obtain a Minnesota Pollution Control Agency (MPCA) issued Basic Designer Certification. Director Gottschald provided the Commission members with additional background information stating the Environmental Specialist positions are part of a three-class series and in order to advance to the Environmental Specialist Senior position, the Basic Designer Certification will still be required. A motion was made by Alan Widell, seconded by Julie Waltenburg, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald updated the Commission regarding the 3% county-wide market adjustment that took place on December 16, 2023. He stated Megan Haworth, Human Resources Advisor, recently completed a pay equity report trial run to evaluate the impact that the county-wide increase would have on overall pay equity compliance for the county and the results came back positive, indicating an actual improvement to the county's pay equity compliance. Director Gottschald reported that with the challenging labor market, it's imperative the county continues to provide competitive wages. He added the overall feedback regarding the adjustment has been favorable.
- Director Gottschald notified the Commission that a new Earned Sick and Safe Time policy was adopted by the County Board on December 19, 2023. He reported the new law that went into effect January 1, 2024 did not have much of an impact on the county, as the collectively bargained leave benefits provided to employees already meet or exceed the minimum requirements under the law.

Director Gottschald noted the new policy will now benefit temporary employees who did not previously qualify for benefits under the collectively bargained agreements.

- Lastly, Director Gottschald informed the Commission the Human Resources Department is once again fully staffed. He reported the Department had an open Human Resources Advisor – Business Partner position due to a staff resignation. The vacancy was filled by Christina Hansen who laterally transferred into the role from the recruitment work group. Director Gottschald was pleased to report the open Human Resources Advisor position was recently filled by Teri Manisto, who brings with her many years of recruiting experience.

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
Director of Human Resources and Administration