

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, February 12, 2024 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 Alan Widell and seconded by Lindsay Snustad to approve the minutes of the January 8, 2024, meeting as submitted.
3. The next item on the agenda under new business was consideration of the revised classification specification for Planning Manager. Darren Jablonsky, Interim Director of the Economic and Community Development Department proposed revising the class spec, specifically removing references to Planning and Community Development as the department has now been split into two distinct departments – Economic & Community Development and Planning and Zoning. In preparation of anticipated recruitments, Mr. Jablonsky requested the language in the Kind of Work section be updated to remove the previous department reference as the Planning Manager class will be used by both departments. Additionally, in the Minimum Qualifications of Work section, the Human Resources Director title was updated to be more generic rather than a specific class title. The class spec was last updated in 2022, therefore standard language updates were not necessary. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the revised class spec was unanimously approved.

4. The next item on the agenda under new business was consideration of the revised classification specification for Registered Nurse Human Services. Amy Westbrook, Division Director for Public Health, proposed revising the class spec, specifically adapting the existing class to accommodate both the Public Health and Human Services functional registered nurse staffing needs. Ms. Westbrook requested that the current class spec title of Registered Nurse Human Services be changed to Registered Nurse PHHS to provide a title for the class that was reflective of the scope of work. Additionally, since the class spec will now be used for new work groups, language throughout was updated to accommodate those needs. The minimum qualifications were also revised to accurately reflect the requirements of the position, including program specific criteria as determined by the Department of Human Services and state statute, such as the requirement to obtain a MnCHOICES certification within two months of employment. A motion was made by Alan Widell, seconded by Lindsay Snustad, 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 Traffic Control Technician. Paul Kovach, Human Resources Senior Advisor for the Public Works Department, proposed revising the class spec specifically updating the minimum qualifications of work. After several unsuccessful recruitments for the Traffic Control Technician class, Public Works requested to remove the requirement to possess a class B Commercial Drivers License (CDL) as a condition of employment. As an alternative, the Department requested to revise the class spec to state the candidate must possess a valid class D driver's license with the ability to obtain a CDL within 12 months of employment. In addition, the Public Works Department will either pay for the licensure or provide onsite training. Director Gottschald presented additional background information, stating that a Traffic Control Technician can provide coverage as a plow truck driver, therefore the ability to obtain the CDL is an important requirement. A

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

DIRECTOR'S COMMENTS

- Director Gottschald reported to the Commission that Juli Lattner, Human Resources Senior Advisor from the Employee Development workgroup of Human Resources, along with colleague Michelle Nelson, Organizational Development Specialist of Public Health and Human Services, recently developed a new Momentum Leadership training series. He reported the first training group was a cohort of Department Heads, the second group a cohort of Human Resources staff members, with the next session to be delivered to county-wide Deputy Directors, followed by managers, and other supervisory staff. Director Gottschald reported that the Human Resources department has historically provided technical training to supervisory staff regarding recruitment, performance management, coaching and disciplinary processes, but added it is just as important that strong leadership skills are cultivated within the county as well. Director Gottschald reiterated the importance of solid leadership throughout the organization, and he is optimistic the new training series will benefit employee retention in the long run. Director Gottschald took a moment to recognize both Juli and Michelle for all their hard work developing the training series.
- Director Gottschald advised the Commission that the 2024 Minnesota legislative session has commenced. He stated the county will be paying close attention to employment law-related bills and will report back to the Commission with any matters which will require the county's attention.

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