

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, October 7, 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
Mr. Wayne Marshall, Vice Chair

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

1. A motion was made by Wayne Marshall, seconded by Kenneth Butler to approve the minutes of the September 9, 2019 as submitted.
2. The next item on the agenda was consideration of the revised class specification for Chief Deputy Auditor. Nancy Nilsen, County Auditor, proposed revising the Chief Deputy Auditor class specification in preparation for a recruitment. Specifically the Minimum Qualifications of Work were expanded and updated to reflect standardized language and supervisory expectations. Additionally, a Master's degree in Business Administration is listed as a preferred qualification. A motion was made by Wayne Marshall, seconded by Kenneth Butler and was unanimously approved.
3. The next item on the agenda was consideration of the revised class specification for Deputy Sheriff Sergeant. Director Gottschald provided background to the commission regarding how the Sheriff Supervisory series came to be brought to the Commission, specifically the Deputy Sheriff Sergeant Class Specification, and timing of next steps. Saint Louis County was approached by the Law Enforcement Labor Services Union (LELS) that represents the Deputy Sheriffs, Deputy Sheriff Investigators, and Deputy Sheriff Sergeants with a request to

move the Deputy Sheriff Sergeant's to their own bargaining unit to be represented by LELS. During the conversation regarding the proposal it was determined that the Deputy Sheriff Sergeants were performing job duties that more closely aligned with a first line supervisor rather than a lead worker. These duties included being the head representative on a shift or law enforcement activity as well as participating in internal investigations of staff. For these reasons the Union felt the Deputy Sheriff Sergeants should be in a separate bargaining unit from the employees that they provide supervision too and may be asked to investigate internally. St. Louis County proposed that rather than creating a separate bargaining unit for this one job class that instead the Deputy Sheriff Sergeants should be moved to the Supervising Deputy bargaining unit. This bargaining unit already represents the Deputy Sheriff Lieutenants and Supervising Deputy Sheriffs that are true supervisors and meet the PELRA definition of a supervisor. The bargaining unit was willing to accept this proposal. The next step in the process is to submit a petition to the Bureau of Mediation Services to formally request the Deputy Sheriff Sergeant class of employees move from one bargaining unit to another. One of the requirements of the petition process is to have an updated job description that provides evidence that the Deputy Sheriff Sergeant job class is Supervisory and meets the PELRA definition of a supervisor in the State of Minnesota. The job specification updates are intended to represent the first line supervisory duties. The agreement reached with LELS, Inc. Local 288 is that the Deputy Sheriff Sergeant job class would not be pulled from their current union agreement which expires at the end of 2019, rather the job duties and bargaining unit changes would be in effect starting January 1, 2020. However, due to the petition process the job specifications need to be updated and approved now with the understanding that the effective date is January 2020. Director Gottschald fielded questions regarding why the Union requested the change. Director Gottschald explained that there wasn't a shared community interest which was evidenced in the last round of Contract Negotiations and that the County wasn't opposed to the Deputy Sheriff Sergeants being removed from the bargaining unit. Human Resources Senior

Advisor, Catherine Roseth, explained that in addition to the first line supervisory language that Director Gottschald mentioned, the class specification was further updated to reflect standardized language. The last update to the specification was 1998, therefore current duties performed by employees was clarified as well as adding standard language as well as supervisory expectations. Additionally, in the Minimum Qualifications for Work possession of a valid Minnesota Peace Officer Standards and Training (POST) Board License was added. Catherine Roseth fielded questions regarding the experience required in the Minimum Qualifications of Work and how that is derived. Catherine shared that this is based on appropriate pay models, where various pieces of the job requirements are given a weighted number or points which drives pay as well as the number of years required to be proficient in the job duties. Director Gottschald further explained that this is consistent with other job series in St. Louis County. A motion was made by Wayne Marshall, seconded by Kenneth Butler and was unanimously approved.

4. The next item on the agenda was consideration of the revised class specification for Deputy Sheriff Lieutenant. Sheriff Litman proposed revising the supervisory language to be appropriate with a second level of supervision within the Sheriff's Office. Specifically, the knowledge, skill, and ability statements were revised to be concise for the second level of supervisory responsibilities. Additionally standardized supervisory language and phrasing updates were added and clarified. A motion was made by Wayne Marshall, seconded by Kenneth Butler and was unanimously approved.
5. The next item on the agenda was consideration of the revised class specification for Supervising Deputy Sheriff. Sheriff Litman proposed revising the Supervising Deputy Sheriff job class specification. This job class is highly responsible administrative and supervisory work, the language throughout the class specification was updated to reflect that level of responsibility. Additionally standardized supervisory language and phrasing updates were added and clarified. A motion was made by Wayne Marshall, seconded by Kenneth Butler and was unanimously approved.

6. The next item on the agenda was consideration to abolish nine (9) classification specifications. These are being requested to be abolished as they have not been used for some time, they have been superseded, or have become obsolete. These include: Community Development Manager, Emergency Services Manager, Equipment Operator II, GIS Manager, IT Services Technician, Management Analyst I, Micrographics Unit Supervisor, Planning Technician, and Wireless Communications Coordinator. A motion was made by Wayne Marshall, seconded by Kenneth Butler and was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald advised the Civil Service Commission that three candidates applied for the alternate Civil Service Commissioner role. A board memo was sent, the Advisory Board has three (3) weeks to review the applications and make a recommendation. This should be complete for the October 22, 2019 committee of a whole meeting and fully approved by the County Commission on November 5, 2019 regular board meeting.

There being no further business, the meeting was adjourned. A motion was made by Wayne Marshall, seconded by Kenneth Butler 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