

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, September 25, 2023 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

Members present: Ms. Lindsay Snustad, Member
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

1. Julie Waltenburg, Member, called the meeting to order.
2. A motion was made by Lindsay Snustad and seconded by Julie Waltenburg to approve the minutes of the July 24, 2023, meeting as submitted.
3. The next item on the agenda under new business was consideration of the new classification specification for Crime Analyst. Wade Rasch, Deputy Sheriff – Division Commander in the Sheriff's Office, proposed the creation of the Crime Analyst class spec. Several agencies who work alongside the Sheriff's Office have a comparable position and after seeing the value these positions bring to their organizations, the St. Louis County Sheriff's Office wanted to replicate this crime support work. The class will focus exclusively on gathering, analyzing, and disseminating crime data as a tool to better understand and curtail criminal activity within St. Louis County. The position would supplement the Deputy Sheriff Investigator class work by performing tasks such as sorting through phone logs, requesting data, mapping crime data, and gathering relevant data to profile suspects. The class will report to the Deputy Sheriff Sergeant and will take work direction from Deputy Sheriff Investigators as appropriate.

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

4. The next item on the agenda under new business was consideration of the new classification specification for Equity and Inclusion Specialist. St. Louis County established a Diversity, Equity, and Inclusion Leadership Group and entered into an agreement with the Center for Economic Inclusion to assist with the county's DEI leadership group in studying and evaluating DEI strategic needs. As a result of that partnership, it was recommended by the Center for Economic Inclusion that a specific position be created within St. Louis County to focus on the development, advocacy, and implementation of DEI practices and policies. The St. Louis Board of County Commissioners formally accepted the report and recommendations developed by the Diversity, Equity, and Inclusion Leadership Group and the Center for Economic Inclusions and directed Administration to prioritize and act upon those recommendations. As a result, a new Equity and Inclusion Specialist job class was proposed. A summary of the duties include participation in county diversity, equity, and inclusion leadership meetings, providing advocacy and support to employee resource groups, working in partnership with county administration and departments to expand equity and inclusion initiatives and educational opportunities, participating in initiatives which develop an equitable and inclusive culture and provide opportunities to build equity and inclusive practices into St. Louis County's operations with a focus on culture, belonging, inclusion, as well as collaborating on the creation of the necessary systems and policies to advance diversity, equity, and inclusion in daily work. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the new class spec was unanimously approved.
5. The next item on the agenda under new business was consideration of the new classification specification for Equity and Inclusion Specialist Senior. In recognition that some applicants interested in doing DEI work within St. Louis County may have experience beyond what is required in the Equity and Inclusion Specialist job class and recognizing that we would like to provide advancement opportunities for the purpose of retaining experienced employees, a senior job class was proposed. A summary of the duties include

facilitation of county diversity, equity, and inclusion leadership meetings, providing advocacy and support to employee resource groups, working in partnership with county departments and administration to develop equity and inclusion initiatives and educational opportunities, identifying and leading initiatives which develop an equitable and inclusive culture and provide opportunities to build equity and inclusive practices into St. Louis County's operations with a focus on culture, belonging, inclusion, as well as creating the necessary systems and policies to integrate diversity, equity, and inclusion in daily work. A motion was made by Lindsay Snustad, seconded by Alan Widell, and the new class spec was unanimously approved.

6. The next item on the agenda under new business was consideration of the revised classification specification for Heavy Equipment Mechanic. Paul Kovach, Human Resources Senior Advisor for the Public Works Department, proposed revising the Heavy Equipment Mechanic class spec, specifically updating the minimum qualifications for easier comprehension and to expand the applicant pool. Within the minimum qualifications, there was language regarding how work experience could be substituted for formal training which caused confusion on how to apply this standard. The intent of the language was to recognize candidates that had some formal education or previous experience as a Heavy Equipment Mechanic that was not typical and give them a path to entering the job class. However due to the wording, it created different interpretations and raised concern that Public Works was missing out on applicants who were unaware they were qualified. To clarify the intent, the substitution language was removed, and a general statement was added allowing for equivalent training and experience, as determined by the Director of Human Resources and Administration. In addition to making the education/experience statement more concise, the timeframe in which a new employee is expected to obtain specific driver's license endorsements (CDL & Class A) and DOT inspection certification was changed. Due to class/licensure offerings by MN DOT and depending on an employee's date of hire, some individuals may be unable to obtain the requisite driver's license endorsements or DOT inspection certification within the first 6 months of employment. Recognizing the employee cannot control this, the language was changed allowing for 12 months to obtain the required endorsements and

certification. Lastly, an additional job duty was added reflecting documentation the class currently performs to create and record instances of asset repairs and maintenance. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.

7. The next item on the agenda under new business was consideration of the revised classification specification for Management Analyst II. Brian Fritsinger, Deputy County Administrator, proposed revising the Management Analyst II class spec. Historically there was a Management Analyst I, II and III class spec, however the Management Analyst I class was abolished, and the Management Analyst III was revised to a different job title. To provide a more updated, standard title for the class spec, Mr. Fritsinger requested that the current title of Management Analyst II be changed to Management Analyst. The vision Administration had for the job duties of the position have changed since the class was last occupied, therefore many updates were made to the illustrative examples of work to ensure it was reflective of the work to be assigned. Additionally, the requirements of work were updated to include standard language with the inclusion of the confidentiality and communication statements. Lastly, the minimum qualifications for work were updated to increase the amount of experience required to be eligible for the position and degree titles were updated to match the standard format. A motion was made by Alan Widell, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald took a moment to recognize Commission member Kenneth Butler who unfortunately passed away in the beginning of August. Ken was an invaluable member of the commission since 2014 and served as Chair for a number of years most recently. Director Gottschald stated Ken was also very active within the community and his passing is a great loss to all who had the pleasure of knowing him.

- Director Gottschald updated the Commission regarding the status of the collective bargaining process. He stated all but one labor agreement has been settled and the final negotiation meeting will take place at the end of October.
- Director Gottschald informed the Commission that the Planning department will soon be divided into two separate departments. He stated previously the Planning department covered both land use planning as well as community and economic development planning. He stated the separation will focus on those two specific areas and Human Resources has been working closely with Planning to update the class specs for the two department directors. Director Gottschald stated Megan Haworth, Human Resources Advisor, will more than likely be updating a number of class specs within the departments as the positions can be used for both land use and community and economic development planning.
- Lastly, Director Gottschald mentioned that Megan Haworth, Human Resources Advisor, has been spending a considerable amount of time with the Public Works department shadowing the Highway Maintenance division supervisors as part of a class audit. He remarked the department has been extremely busy assessing road conditions and losses due to the recent heavy rain. He stated Megan will continue shadowing the supervisors for a few weeks and anticipates the audit will yield additional class spec updates for the Commission.

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, slightly slanted style.

James R. Gottschald
Director of Human Resources and Administration