

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, June 17, 2019 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN. The meeting was called to order by Ken Butler, Chair.

Members present: Mr. Ken Butler, Chair
Mr. Wayne Marshall, Member
Ms. Lindsay Snustad, Member

Others present: Colleen Effinger, HR
Catherine Roseth, HR

1. A motion was made by Wayne Marshall, seconded by Lindsay Snustad to approve the minutes of the June 3, 2019 meeting as submitted.
2. The next item on the agenda was consideration of the proposed revised class specification for Deputy Environmental Services Director. As a result of an impending recruitment Mark St. Lawrence, Environmental Services Director, proposed revising the Deputy Environmental Services Director class specification. In Requirements of Work section communication and working relationship statements were revised and standard computer skills and confidentiality statements were added. Additionally because this is a supervisory class, specific supervisory knowledge statements were added. Within the Minimum Qualifications for Work section references to onsite wastewater activities were removed as this work has moved over to the Planning department, as discussed in previous meetings. With the removal of onsite wastewater work the applicable experience required for this Deputy is solid waste management experience. A motion was made by Wayne Marshall to approve the revised class specification, seconded by Lindsay Snustad. The motion was approved unanimously.
3. The next item on the agenda was consideration of the revised class specification for Deputy Planning Director. Since the class specification for Planning Manager was updated on June 3, 2019 the Deputy Planning Director classification is being reviewed and updated. The Deputy Planning Director class was created in August of 2011 and has not been updated since then. The proposed revisions were developed with the assistance of Darren Jablonsky, Interim Planning and Economic Development Director.

Within Requirements of Work the computer skill statement, communication statement, and working relationship statement were revised. Since this is a supervisory class, standard supervisory knowledge statements were added. A motion was made by Lindsay Snustad to approve the revised class specification, seconded by Wayne Marshall. The motion was approved unanimously.

DIRECTOR'S COMMENTS

Director James Gottschald was not present at this meeting, however his comments were addressed to the Committee by Acting Director Colleen Effinger, Human Resources Manager.

- Acting Director Colleen Effinger provided an update on the Union negotiation meetings. Initially it was hoped that these meetings would occur in late June or early July, however due to Union scheduling conflicts this timeline has been pushed back to August 2019. It was shared that there have been numerous meetings in conjunction with the Unions in the north and south of St. Louis County to inform employees of the Flex Schedule Supplemental Labor Agreements. One of the reasons this is being discussed in depth is due to the transition of St. Louis County to the Workforce time keeping application. The Commissioners were advised that several departments have already transitioned and the Land & Minerals department as well as the Planning department are scheduled to be on Workforce in August 2019. After these departments then work will start on onboarding the Deputy Sheriff's.
- Acting Director Colleen Effinger provided an update on the Civil Service Rules which are in the process of being revised as a result of the Civil Service Reform that was signed into law in April of 2019. Initially this was slated for June or July, however that timeline is being pushed back to August. The Civil Service Commission will be notified of the changes 1-2 weeks in advance of the voting meeting.

There being no further business, the meeting was adjourned. A motion was made by Wayne Marshall, seconded by Lindsay Snustad. The motion was approved unanimously.

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