

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, May 8, 2023 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

Members present: Mr. Kenneth Butler, Chair
Ms. Julie Waltenburg, Alternate

Others present: James Gottschald, Director, Human Resources and Administration
Megan Haworth, Human Resources Advisor
Emily Masterson, Information Specialist III

1. Kenneth Butler, Chair, called the meeting to order.
2. A motion was made by Kenneth Butler and seconded by Kenneth Butler to approve the minutes of the April 10, 2023 meeting as submitted.
3. The next item on the agenda under new business was consideration of the new classification specification for Emergency Services Support Administrator. Jason Akerson, Undersheriff, proposed the new class spec (largely based on a former class spec Emergency Services Manager, abolished in 2019). Since 2017, oversight of Emergency Communications has been accomplished via a Minnesota Post Board licensed Deputy Sheriff Commander. With the anticipated departure of the current Deputy Sheriff Commander, the Sheriff's Office would like to re-establish the Emergency Services Manager to oversee the emergency communications center, emergency management, and radio communications within the Sheriff's office under a new title of Emergency Services Support Administrator. In addition to the differentiated job title, descriptions and job duties throughout the class spec were developed to reflect the broad responsibilities of the position. Lastly, the minimum qualifications, were increased over the former class spec

from three (3) years to four (4) years' experience. A motion was made by Julie Waltenburg, seconded by Kenneth Butler, 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 Public Health Program Coordinator. There are multiple units within Public Health and Human Services that utilize the Public Health Program Coordinator class spec which was last updated on September 13, 2021. Two specific units requested revisions to the minimum qualifications to better suit the needs of their unit and attract applicants. Theresa Roebke, Public Health Supervisor for the Public Health and Human Services department, proposed a slight modification to the minimum qualifications for the Public Health Program Coordinator class, specifically for the Nutrition-Based Education Coordinator. Ms. Roebke's request was based on the guidance from the Minnesota Department of Health. They indicated that a registered dietician, a Minnesota licensed dietician, or a Minnesota licensed nutritionist should be a preferred qualification, not a requirement. Therefore, the Public Health and Human Services Department wanted this language updated in the class spec. Due to potential applicant pools decreasing, it was the Department's intent to proactively update the minimum qualifications to attract more candidates. Likewise, Mr. Steven Leslie, Public Health Supervisor for the Public Health and Human Services Department, proposed updating the minimum qualifications for the Public Health Program Coordinator class, specifically removing the Public Health Educator job class reference and replacing it with Social Worker. Mr. Leslie oversees the Aging Adult Health Unit, which is a multidisciplinary team that conducts assessments for their clients, and the Public Health Educator II job class does not have the requisite training to perform assessments. Mr. Leslie supervises both Social Workers and Public Health Nurses, and since they are doing the same work, Mr. Leslie wanted both job classes to have the ability to be promoted to the Public Health Program Coordinator position. In addition to the licensure change, a nursing degree was added to the list of acceptable fields of study. A motion was made by Kenneth Butler, seconded by Julie Waltenburg, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald updated the Commission that commission member Butler's reappointment to the Civil Service Commission will go before the County Board on May 9 for final approval. Director Gottschald added the Board will also be approving the posting for a regular civil service commission member vacancy that day as well.
- Director Gottschald informed the Commission that negotiations are still ongoing, with the next session scheduled for May 11 with the Deputy Sheriff's Association. He stated about one-third of the bargaining units have had their 2023-2025 contracts settled and one more was still in the ratification process. Director Gottschald stated it will still be some time before all contracts are ratified and implemented.

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