

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, January 23, 2023 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

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

Others present: James Gottschald, Director Human Resources and Administration
Catherine Roseth, Human Resources Senior Advisor
Megan Haworth, Human Resources Advisor
Colleen Effinger, Human Resources Manager
Emily Masterson, Information Specialist III

1. Director Gottschald addressed the Commission regarding virtual meetings and the County's obligations pursuant to the Minnesota Open Meeting Law. Director Gottschald stated for the County to be compliant, now that the public health emergency has ended, the meeting locations of participant's must be publicly noticed. In some cases, Commission members were participating from their homes and that information would need to be made public. Further, members of the public would need to be permitted to participate from those remote locations. Due to these requirements, it was determined the Civil Service Commission meetings would revert to being held in-person.
2. Kenneth Butler, Chair, called the meeting to order.
3. A motion was made by Lindsay Snustad and seconded by Julie Waltenburg to approve the minutes of the November 7, 2022, meeting as submitted.

4. The next item on the agenda under new business was consideration of the revised class specification for Licensed Independent Clinical Social Worker. Ms. Paula Stocke, Public Health and Human Services Deputy Director for the Public Health and Human Services Department, proposed revising the Licensed Independent Clinical Social Worker (LICSW) class spec to expand the licenses required for the class as defined by Minnesota statute. The department considered creating a new class, but because the new class would have similar duties and the same salary grade as the LICSW, and they are not able to identify any reason to limit the license requirements, the LICSW class is being revised to meet the needs of the department. Additionally, it was proposed to change the title to Mental Health Professional so the professionals hired into the class will not technically misrepresent themselves which would create billing and ethical concerns. Lastly, since the LICSW class spec was last updated on November 2, 2020, the only other significant change was to add one duty which is also noted in statute. A motion was made by Julie Waltenburg, seconded by Lindsay Snustad, and was unanimously approved.

5. The next item on the agenda was consideration of the revised class specification for Utility Worker I. This classification is utilized by the Public Health and Human Services and Public Works departments. The class provides temporary work during the summer months for employees to assist full-time staff with routine maintenance tasks. The language in the Minimum Qualifications for Work section was updated so it was easier for applicants to understand, thereby increasing our applicant pool. Additionally, the Requirements of Work section was revised to include our standard confidentiality statement. A motion was made by Lindsay Snustad, seconded by Julie Waltenburg, and was unanimously approved.

6. The next item on the agenda was consideration of the revised class specification for Utility Worker II. The Utility Worker II classification is utilized by the Environmental Services Department and the Land & Minerals Department. Unlike the Utility Worker I employees, these are permanent

employees. Upon review of the most recent recruitment for the Utility Worker II classification, the Illustrative Examples of Work section was updated with minor revisions to accurately capture the day-to-day duties of the classification. The Requirements of Work section was also updated noting the appropriate skills for employees performing this work and the standard confidentiality statement was added as well. Lastly, the Minimum Qualifications for Work section was revised making it easier for applicants to understand, thereby increasing our applicant pool. A motion was made by Julie Waltenburg, seconded by Lindsay Snustad, and was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald updated the Commission regarding the collective bargaining process. He stated out of the eleven bargaining units, nine have already met for negotiations. Director Gottschald stated of those nine units, four have settled their agreements and five others have met at least once. Director Gottschald recognized both Colleen Effinger and Susan Hansen for their timeliness with regard to negotiations, stating the first negotiations sessions took place back in July and August of 2022, and they had their first settlements by mid-November. Director Gottschald stated things continue to progress and more meetings will take place as early as February.
- Director Gottschald updated the Commission on the Apprentice job class that was created in June 2022. He stated the next step in the process was to reach out to each bargaining unit to inquire how we are to address the salary of a job class that exists in multiple levels. He stated the Apprentice may work in many different classes, therefore it does not have a one single pay grade as the salary must be commensurate to the work the Apprentice is performing. Director Gottschald informed the Commission that we are proposing a change to the Civil Service Commission rules that gives the County the ability to assign the salary grade of an Apprentice at a grade that is 80% of the starting rate of a specific class. This pay grade will vary depending upon the starting rate of the class the Apprentice is working in. He

stated the County decided to wait to propose the rule change until the Teamsters Highway Maintenance division contract was settled, as they did not previously have prorated benefits, which will require a memorandum of understanding with that bargaining unit. Director Gottschald stated he anticipates that several bargaining units will utilize the Apprentice job class. He stated the rule change will be brought to the Commission meeting that will be held on February 13. He mentioned the proposed rule change has been posted on the internet site and the proper notice requirements have been met for amending the Civil Service rules.

Commission Chair Butler asked for clarification regarding the process for a rule change. Director Gottschald responded that a civil service rule change must undergo a Civil Service Commission public hearing for approval, then on to the County Board for final approval. He stated the proposed job class for Apprentice will be going to the County Board at the same time the Board considers the civil service rule revision. Chair Butler asked whether it needed to go before the union, and Director Gottschald confirmed that civil service rules changes are not subject to collective bargaining, however, it is the business practice of the Human Resources Department to work closely with exclusive representatives on any proposed rule changes and exclusive representatives are aware of the proposed change being brought forward on February 13.

- Director Gottschald informed the Commissioners the County Board will be reviewing the 2023 Pay Equity report for St. Louis County. The County is required to submit this report every three years. Director Gottschald praised Catherine Roseth, Senior Human Resources Advisor, for her diligence and thoroughness regarding pay equity to ensure the County is in compliance. He remarked since Catherine began her role in Classification Compensation, there has not been a time that the County did not meet the 80% minimum passing requirement for each of the three categories.

- Director Gottschald informed Commission members that Megan Haworth, Human Resources Advisor, will be replacing Ms. Roseth upon her retirement. Ms. Haworth's position has been posted with a closing date of January 31 and he anticipates interviews will began sometime in mid-February. Once again, Director Gottschald thanked Ms. Roseth for her service with the County. He reiterated her efforts in regard to class comp has been invaluable and her dedication and diligence to her work has not gone unnoticed.

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