

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, November 7, 2022 at 1:30 P.M. The meeting was held virtually via a WebEx invite sent to all recipients of the Civil Service Commission's communications.

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

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

1. Kenneth Butler, Chair, called the meeting to order and addressed that the meeting was being conducted utilizing in-person, telephone and WebEx technologies as a means to conduct the Civil Service Commission meeting. The meeting is authorized to meet under this format pursuant to Minn. Stat. §13D.01 *et seq* and is fully legitimate and official public meeting. According to the Statute all votes will be conducted using roll call voting.
2. A motion was made by Brittany Jacobson seconded by Kenneth Butler and approved by roll call vote to approve the minutes of the July 25, 2022, meeting as submitted. Ms. Snustad abstained from voting as she was not present at that last Civil Service Commission meeting.

3. The next item on the agenda under new business was consideration of the new class specification for Shop Superintendent. The proposal to create the Shop Superintendent class spec was brought forth by Mr. Paul Kovach, Human Resources Senior Advisor for the Public Works Department. Mr. Brian Boder, Deputy Public Works Director, indicated that the central focus of the new class will be to coordinate and standardize shop maintenance activities of the six (6) main heavy equipment shops. A summary of the duties includes assessing emergency, short-term and long-term projects for the maintenance shops; prioritizing maintenance activities; directing and monitoring division supervisors in accomplishing routine and major maintenance projects; responding to requests, inquires and complaints from citizens, administrative staff, and local officials regarding shop issues within the division. A motion was made by Lindsay Snustad and seconded by Kenneth Butler and agreed to by all members present via roll call vote to approve.

4. The next item on the agenda was consideration of the revised class specification for Planner. On June 20, 2022, the Planner class spec was updated based on the request from the Planning Department to expand the fields of formal education within the Minimum Qualifications for Work for their department. The Planner class spec is utilized county-wide and when other departments were made aware of this change, they too wanted to expand their departments' fields of study. Rather than extend the lengthy list of majors within the Minimum Qualifications for Work section, it was proposed to simply reference possession of a Bachelor's degree from an accredited college or university. To aid in the recruitment process, a posting would be created with supplemental questions inquiring about the applicant's experience with various aspects of planning work, and they will also ask the applicant to list their major. This will help filter candidates with the appropriate background requirements for a Planner vacancy. Additionally, within the Requirements of Work section, duplicated statements were removed. A motion was made by Kenneth Butler to approve the agenda item seconded by Brittany Jacobson and agreed to by all members present via roll call vote to

approve.

5. The next item on the agenda was consideration of the revised class specification for Senior Planner. This class spec was also updated to simplify the Minimum Qualifications for Work section by indicating the applicant must possess a Bachelor's degree from an accredited college or university, much like the Planner class. It was also proposed to revise the title from Senior Planner to Planner Senior. This has been done with other classes and it was found to be beneficial to applicants if they are listed alphabetically. It makes viewing potential employment and promotional opportunities within a specific class less difficult. A motion was made by Brittany Jacobson to approve the agenda item seconded by Lindsay Snustad and agreed to by all members present via roll call vote to approve.

6. The next item on the agenda was consideration of the revised class specification for Planning Manager. The Planning Manager job description was also last revised on June 20, 2022 to expand the department's fields of study within the Minimum Qualifications for Work section. Similar to the Planner and Planner Senior, the Planning Manager class spec has been updated to state possession of a Bachelor's or Master's degree in any field. A motion was made by Brittany Jacobson to approve the agenda item seconded by Kenneth Butler and agreed to by all members present via roll call vote to approve.

7. The last item on the agenda was consideration of the proposed 2023 Civil Service Commission meeting calendar. A motion was made by Brittany Jacobson to approve the agenda item seconded by Kenneth Butler and agreed to by all members present via roll call vote to approve.

DIRECTOR'S COMMENTS

- Director Gottschald reminded the Commission there were only a handful of commission meetings left for 2022. He mentioned that Human Resources Senior Advisor, Catherine Roseth will be retiring at the end of January 2023, and would be making use of one or more of those meetings to tie up any

loose ends before her departure. Director Gottschald stated he does, however, anticipate at least one meeting would most likely be cancelled.

- Director Gottschald informed the Commission that the busy season has commenced for staff due to open enrollment and changes to the 2023 benefits. He stated there are also many year-end processes taking place such as benefit proration, closing payroll with the Auditor's office, and system configurations for the new year.
- Director Gottschald updated the Commission regarding the collective bargaining process and reminded commission members that all county labor agreements expire at the end of 2022. Director Gottschald stated meetings have taken place with a handful of bargaining units, and two of the units have reached tentative agreements. It is anticipated they will be voting their contracts sometime within the week. There are additional meetings scheduled with other units and another is currently in mediation. Director Gottschald anticipates one or two more contracts will be settled with tentative agreements, adding the first two with tentative agreements will soon make their way through the board approval process. He reiterated it is not uncommon to be in a situation where contracts are being settled into the new year.
- Lastly, Director Gottschald notified the Commission that the county will be submitting its pay equity compliance report on behalf of St. Louis County at the end of 2022. Updates are provided by Catherine Roseth every few weeks, and it appears the county is positioned to be compliant with Minnesota's pay equity requirements with a favorable margin. Director Gottschald recognized the hard work and dedication Ms. Roseth puts into holding the county accountable in regard to compensation, adhering to policies and ensuring taxpayer dollars are being utilized appropriately.

There being no further business, the meeting was adjourned.

Respectfully submitted,

James R. Gottschald

James R. Gottschald
Director of Human Resources and Administration