

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, May 22, 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

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 Lindsay Snustad and seconded by Kenneth Butler to approve the minutes of the April 10, 2023, meeting as submitted. These minutes were not approved at the May 8, 2023 meeting as commission member Lindsay Snustad was not present.
3. A motion was made by Kenneth Butler to move the approval of the May 8, 2023 minutes to the next scheduled Civil Service Commission meeting as the quorum (of two) did not include commission member Julie Waltenburg, who was present at the meeting held on May 8.
4. The next item on the agenda under new business was consideration of the revised classification specification for Engineering Technician. Paul Kovach, Human Resources Senior Advisor and Lance Roberts, Engineering Maintenance Supervisor for the Public Works Department, proposed revising the Engineering Technician class spec to include standard language. The spec was also updated with minor revisions to improve readability and to provide clarity. The changes made did not impact the overall complexity or job

- duties for the class. Additionally, the Illustrative Examples of Work and Requirements of Work sections were updated to include standard safety, attendance, computer skills, communication, and confidentiality statements. A motion was made by Kenneth Butler, seconded by Lindsay Snustad, and the revised class spec was unanimously approved.
5. The next item on the agenda under new business was consideration of the revised classification specification for Engineering Technician Intermediate. Paul Kovach, Human Resources Senior Advisor and Lance Roberts, Engineering Maintenance Supervisor for the Public Works Department, proposed revising the Engineering Technician Intermediate class spec which is a mid-level position. Specifically, Public Works wanted to update the Engineering Technician job series so employees could advance within their current position similar to promotional tracks found in other job class series. Additionally, language was added to the minimum qualifications that would allow external applicants with the requisite education and/or experience to be appointed to a higher level within the series rather than requiring them to start in an entry level position. The department was hopeful the change would allow the ability to both “grow their own” through entry level opportunities and be competitive in recruiting mid and high-level positions in the engineering technician field. The class spec was also updated with minor revisions to improve readability and provide clarity. Again, the changes did not impact the overall complexity or job duties performed. Lastly, the Illustrative Examples of Work and Requirements of Work sections were updated to include standard safety, attendance, computer skills, communication, and confidentiality statements. A motion was made by Lindsay Snustad, seconded by Kenneth Butler, and the revised class spec was unanimously approved.
 6. The next item on the agenda under new business was consideration of the revised classification specification for Engineering Technician Senior. Paul Kovach, Human Resources Senior Advisor and Lance Roberts, Engineering Maintenance Supervisor for the Public Works Department, proposed revising the Engineering Technician Senior class spec which is the highest non-supervisory position within the job series. Similar to the previous class, the department wanted to update the series so employees could advance within

their current position. Similarly to the Engineering Technician Intermediate, language was added to the minimum qualifications that would allow external applicants with the requisite education and/or experience to be appointed to a higher level within the series rather than requiring them to start in an entry level position. The department is hopeful the change will allow the ability to both “grow their own” through entry level opportunities and be competitive in recruiting mid and high-level positions in the engineering technician field. The class spec was also updated with minor revisions to improve readability and provide clarity. Again, the changes did not impact the overall complexity or job duties performed. Lastly, the Illustrative Examples of Work and Requirements of Work sections were updated to include standard safety, attendance, computer skills, communication, and confidentiality statements. A motion was made by Kenneth Butler, 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 Engineering Technician Principal. Paul Kovach, Human Resources Senior Advisor and Lance Roberts, Engineering Maintenance Supervisor for the Public Works Department proposed revising the Engineering Technician Principal class spec which is the supervisory position of the job series. Consistent with the other Engineering Technician class spec updates, employees may be promoted through the job series at a faster pace, therefore the department requested to modify the experience requirement for an Engineering Technician Senior from two years to four years before being eligible for a supervisory position. The class spec was also updated with minor revisions to improve readability and provide clarity. Again, the changes did not impact the overall complexity or job duties performed. Lastly, the Illustrative Examples of Work and Requirements of Work sections were updated to include standard safety, attendance, computer skills, communication, and confidentiality statements. The Engineering Technician Principal job class is a supervisory position therefore supervisory knowledge statements were also added. A motion was made by Lindsay Snustad, seconded by Kenneth Butler, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald updated the Commission that the county has yet to receive any applications for the Civil Service Commission member vacancy. He stated the position is currently being advertised on the county website and through the newspaper. Director Gottschald remarked that previous recruitments also took some time to fill, but he is hopeful the right candidate will come along.
- Director Gottschald informed the Commission that tentative agreements were reached with both the Deputy Sheriff's and the Deputy Sheriff's Supervisory bargaining units. However, the Merit System supervisors had not yet reached an agreement with the county, therefore the unit has decided to proceed with mediation. Lastly, Director Gottschald informed the Commission that the Civil Service Supervisory unit recently ratified their contract, which means that about two-thirds of the county's labor units have contract settlements for 2023-2025.

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