

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, April 10, 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
Colleen Effinger, Human Resources Manager
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 March 13, 2023, meeting as submitted.
3. The next item on the agenda under new business was consideration of the revised classification specification for Clerk of County Board/Elections Supervisor. At the request of Nancy Nilsen, County Auditor, a position audit for the single incumbent of the Clerk of County Board/Elections Supervisor job class was conducted. During the process, it was discovered that additional job duties were being performed that were not listed on the class spec. Since the class spec had not been updated since 2009, there were multiple updates made to the standard supervisory and confidentiality statements. The position had also expanded the number of citizen advisory committees that it clerks for since the last update, and the elections duties had changed and/or expanded as they relate to election management. Additionally, the requirement to obtain a Minnesota Secretary of State Election Administration certification within one year of employment and possession of a valid driver's license was also added. Lastly, Auditor Nilsen

- requested that the current class spec title of Clerk of County Board/Elections Supervisor be changed to Clerk of County Board/Elections Manager to provide a more accurate title for the work this position performs. A motion was made by Lindsay Snustad, 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 Internal Auditor. At the request of Nancy Nilsen, County Auditor, a position audit for the single incumbent of the Internal Auditor job class was conducted. Additional job duties being performed that were not listed on the class spec included assisting in incident response, investigation, and reporting of possible HIPAA data breaches, PCI compliance, lost or stolen devices, and procurement card fraud. 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 Service Center Manager. At the request of Nancy Nilsen, County Auditor, a position audit for the single incumbent of the Service Center Manager job class was conducted. Additional job duties being performed that were not listed on the class spec included managing acceptance of alternate payment methods including credit cards and phone applications, collaboration with the IT department to ensure Service Center technology is working is up-to-date, and meets requirements of state and federal agencies, troubleshooting routine office technology issues, and ensuring staff have technology access and training required to perform their job. A few minor housekeeping updates were made as well. A motion was made by Kenneth Butler, seconded by Lindsay Snustad, 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 Tax Division Manager. At the request of Nancy Nilsen, County Auditor, a position audit for the single incumbent of the Tax Division Manager job class was conducted. Job duties that were being performed and not listed on the class spec included coordinating with the

Northern Minnesota Counties Management of the Fiscal Disparity Tax Program, calculating contribution and distribution values and providing the information to surrounding counties and the Department of Revenue. Other duties added include providing software training to staff throughout the county and local governments, forecasting the effects of property tax due to changes in governmental policies and providing formal communications to the County Board, Administration, and local government agencies. Additionally, the requirement to obtain a Minnesota Department of Revenue Tax Calculation certification within one year of employment and possession of a valid driver's license were added. A few minor housekeeping updates were made as well.

Commissioner Snustad inquired whether the additional job duties were still within the pay range for the Tax Division Manager position. Megan Haworth, Human Resource Advisor, confirmed that they were. She stated while a pay grade change is being considered, it is not a result of the class spec update. A motion was made by Lindsay Snustad, seconded by Kenneth Butler, and revision to the class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald updated the Commission that the Civil Service Rules 4.3 amendment was approved by the County Board on April 4, 2023. He stated conversations with various departments have already begun regarding the utilization of the Apprentice job class. Director Gottschald expressed his excitement over the unique opportunity and hope the county can begin recruiting potential candidates into this new class.
- Director Gottschald informed the Commission that additional class spec revisions are in progress, but whether they will be completed by the next scheduled meeting has yet to be determined.
- Director Gottschald updated the Commission regarding the ongoing labor negotiations. He stated one additional meeting has taken place since the last time the Commission met, and added the Teamsters contract has been ratified by the County Board and the contract implementation process has begun.

Director Gottschald informed the Commission that the Jail/911 bargaining unit would be the next unit to have their contract brought before the County Board for ratification, and added the Civil Service Supervisory unit would be voting their contact soon. Director Gottschald informed the Commission that he anticipates most of the bargaining units will have contract settlements by mid-Summer, but stated there could also be one or more units to proceed to interest arbitration.

- Lastly, Director Gottschald notified the Commission that Ms. Brittany Jacobson has resigned her position as commission member effective immediately. Commissioner Butler inquired if there were any plans to change the recruitment process as the previous appointment took a considerable amount of time to fill. Director Gottschald responded that there was a lack of applicants with the previous recruitment, but the county will continue to do everything possible in order to find a new candidate as quickly as possible. He stated the traditional newspaper advertisements do not garner much interest anymore, so more of the advertising will be done via social media this time around. Commission member Snustad asked Director Gottschald what type of candidate the county is seeking, to which the Director responded the ideal candidate would be a citizen from northern St. Louis County who would like to contribute to various employment processes. He stated the position does not require experience as it is a more typical citizen advisory appointment, and it would be a good fit for someone interested in serving in their local unit of government. Once again, Director Gottschald reiterated that pursuant to the requirements set forth by the Minnesota Open Meeting Law, the Civil Service Commission meetings have resumed in-person, therefore the prospective candidate would need to commit to attending regular in-person meetings.

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