

**ST. LOUIS COUNTY  
CIVIL SERVICE COMMISSION**

Court House  
Duluth, Minnesota

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The St. Louis County Civil Service Commission met on Monday, July 25, 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. 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

1. Director Gottschald addressed the Commission regarding the extraordinary COVID-19 circumstances under which the meeting took place. The meeting occurred utilizing both telephone and WebEx technology as an electronic means to conduct the Civil Service Commission meeting. While the declared emergencies in St. Louis County or the State of Minnesota are no longer in effect, however due to substantial COVID-19 transmission in St. Louis County, Administrator Kevin Gray has encouraged the utilization of virtual meetings whenever possible. The meeting is authorized to meet under this format pursuant to Minn. Stat. §13D.021 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 Julie Waltenburg seconded by Kenneth Butler and agreed to by all members present via roll call vote to approve the minutes of the June 20, 2022, meeting as submitted.

3. The next item on the agenda under new business was consideration of the revised class specification for Contract Administration Manager. The Contract Administration Manager class spec was last revised on July 9, 2001. The position has been vacant for the last two years and during that time the department had been reviewing the duties and have now decided they want to fill the position. Paul Kovach, Human Resources Senior Advisor for the Public Works Department, proposed revising the Contract Administration Manager class spec, specifically expanding the Minimum Qualifications for Work section. While updating that language, other updates were made as well. Throughout the class spec, various statements were reworded to improve readability. Within the Illustrative Examples of Work, the supervisory statement was revised to be consistent with other updated first line supervisory class specs. Within the Requirements of Work, the communication and working relationship statements were revised and the standard computer skills and confidentiality statements were added. Since this is a supervisory class, the standard supervisory knowledge statements were added. Lastly, within the Minimum Qualifications for Work, the fields of study were expanded with the intent to attract a wider pool of applicants; and the requirement to possess a valid driver's license was added as well. A motion was made by Kenneth Butler and seconded by Julie Waltenburg 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 Deputy Sheriff-Corrections Officer. As a result of contract negotiations, Catherine Roseth, Human Resources Senior Advisor, contacted the Sheriff's Office to conduct an audit of the Deputy Sheriff-Corrections Officers classification. Since the class has approximately fifty (50) employees, Jail Corrections/Administrator Pete identified five (5) employees representing the Duluth Jail and the Hibbing and Virginia 72-hour holding facilities to participate in the audit. Position Audit Request forms were sent to the selected employees, and upon receipt of the completed audits, the information was reviewed, and interviews were conducted with the participants. The revisions to the class spec reflect the duties reported by staff

and is confirmed by their supervisors. The updates include separating intake duties from discharge duties, adding a reference to coronavirus screenings, overall clarification of the day-to-day work performed, and outdated statements were removed as well. Lastly, the class spec Requirements of Work statements were updated to be consistent with other updated class specs. The Jail Corrections/Administrator, with support from Sheriff Litman, requested their title be revised to Correctional Officers. The Sheriff's Office refer to these employees as 'CO's so the new title matches the acronym. A motion was made by Kenneth Butler to approve the agenda item seconded by Julie Waltenburg 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 Deputy Sheriff Sergeant-Corrections. In conjunction with auditing the Correctional Officers, an audit was also conducted of the Sergeants. Of the nine (9) incumbents in the class, one (1) was identified to participate in the audit. On April 11, 2022, Catherine Roseth, Human Resources Senior Advisor, interviewed the participant, and on April 26, 2022, was provided with forms the sergeants are required to complete as part of their work. With this information supported by their supervisors, revisions to the class spec were made. Within the Illustrative Examples of work section, the first line supervisory statement was revised. A few other updates were made to reflect the current work being performed and removed duties that were no longer being performed. The spec was also updated with the addition of the standard attendance and supervisory safety statements. Within the Requirements of Work section, the supervisory knowledge statements were revised to be consistent with other supervisory class specs. Additionally, the standard confidentiality statement, standard computer skill statement, and skill statements required for the class, and were added. The ability statements required for the class were also revised/added. Finally, within the Minimum Qualifications for Work section, the promotional language to reflect the new title of the classes able to promote to this class were updated.

Director Gottschald reported that the Department was working with the

Jail/911 bargaining unit and the civil service supervisory unit to transition the Correctional Sergeants to the civil service supervisors bargaining unit as first line supervisors rather than the former lead worker role. The process to submit a joint petition needed to occur within a specified window. A motion was made by Julie Waltenburg to approve the agenda item effective September 10, 2022, seconded by Kenneth Butler 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 GIS Technician. Mr. David Yapel, Planning Manager for the Planning Department, proposed updates to the GIS Technician class. The class has been vacant since it was last revised on December 17, 2012, however since the Technician level does not require experience, the Planning Department wanted to keep this option available for potential recruitments in the future. Because the GIS Technician class is a county-wide class, in addition to approval by the Planning Department, the Land & Minerals, Public Works, Auditor's Office and Sheriff's Office approved the proposed changes as well. Throughout the class spec, various statements were reworded to be more concise and improve readability. Within the Illustrative Examples of Work section, duplicated statements were removed, and the safety statement was revised. Within the Requirements of Work section, the communication and working relationship statements were revised and the standard computer skills and confidentiality statements were added. 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.
7. The next item on the agenda was consideration of the revised class specification for GIS Specialist. Again, Mr. Yapel, Planning Manager proposed revising the GIS Specialist class spec, specifically adding the advancement language within the Minimum Qualifications for Work section. With this revision, a GIS Technician can advance to the GIS Specialist class after two (2) years in the position with the recommendation of the director of the department. The Specialist class was also last updated on December 17, 2012, and is a county-wide class, so in addition to approval by the Planning

Department, the Land & Minerals, Public Works, Auditor's Office, and Sheriff's Office approved the proposed changes as well. Throughout the class spec, various statements were reworded to improve readability. Within the Illustrative Examples of Work section, the safety statement was revised to be consistent with our standard statement for line staff. Within the Requirements of Work section, the communication and working relationship statements were revised and the standard computer skills and confidentiality statements were added. A motion was made by Julie Waltenburg to approve the agenda item seconded by Kenneth Butler and agreed to by all members present via roll call vote to approve.

8. The next item on the agenda was consideration of the revised class specification for GIS Principal. Mr. Yapel, Planning Manager, proposed revising the GIS Principal class spec, specifically adding the advancement language within the Minimum Qualifications for Work section. With this revision, a GIS Specialist can advance to the GIS Principal class after four (4) years in the position with the recommendation of the director of the department. This class spec has not been updated since the class was approved by the St. Louis County Board on March 23, 2013. Because the GIS Principal class is a county-wide class, in addition to approval by the Planning Department, the Land & Minerals, Public Works, Auditor's Office and Sheriff's Office approved the proposed changes as well. Throughout the class spec, various statements were reworded to improve readability. Within the Illustrative Examples of Work section, the actual duties performed by employees working in the class were clarified. In the Requirements of Work section, various statements were revised to be concise, the computer skill, lead worker, communication, and working relationships statements were revised to be consistent with other updated class specs. Lastly, the standard confidentiality statement was added. A motion was made by Kenneth Butler to approve the agenda item seconded by Julie Waltenburg and agreed to by all members present via roll call vote to approve.
9. The next item on the agenda was consideration of the revised class specification for Workers' Compensation Case Coordinator. This class has not been updated since it was created on March 1, 2011. Mr. Joe Austin,

Safety and Risk Manager, proposed revising the Workers' Compensation Case Coordinator to become the Insurance and Claim Specialist. These changes are necessary to accurately reflect the work being performed now and in the future. Within the Illustrative Examples of Work, the first list of duties is common to both Property/Auto and General Liability work and Workers' Compensation work. Thereafter, the duties are separated based on the assigned program area. Within the Requirements of Work, statements were revised to be concise, and statements were revised/added to be consistent with other updated class specs. Lastly, within the Minimum Qualifications for Work, the areas of acceptable experience were expanded, and the requirement to possess a valid driver's license was added. 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.

10. The next item on the agenda was consideration of the revised class specification for Insurance and Claims Specialist. The Insurance and Claims Specialist class was created on June 5, 2012 and has not been updated since. Mr. Joe Austin, Safety and Risk Manager, proposed revising the Insurance and Claims Specialist class to become the Insurance and Claims Specialist Senior. By adding the suffix Senior, the class is being identified as the higher level class within the series. Within the Illustrative Examples of Work, the first list of duties is common to both Property/Auto and General Liability work and Workers' Compensation work. The duties that follow are separated based on the assigned program area. Within the Requirements of Work, statements were revised to be concise, and statements were revised/added to be consistent with other updated class specs. Within the Minimum Qualifications for Work, advancement language was added so an Insurance and Claims Specialist can advance to the Insurance and Claims Specialist Senior class after three (3) years in the position with the recommendation of the director of the department. Lastly, when recruiting to fill a vacancy, both levels can be advertised with the hopes of attracting a wider applicant pool. A motion was made by Julie Waltenburg to approve the agenda item seconded by Kenneth Butler and agreed to by all members

present via roll call vote to approve.

11. The next item on the agenda was consideration of the revised class specification for Solid Waste Worker Intermediate. Mr. David Fink, Environmental Services Director of the Environmental Services division of the Public Works Department, requested an audit of the Solid Waste Worker Intermediate class. St. Louis County currently employs 20 Solid Waste Worker Intermediate employees where they work at either the 19 Canister Sites and/or the five (5) Transfer Stations, or the Regional Landfill in Virginia. As part of the audit, on December 13, 2021, Catherine Roseth, Human Resources Senior Advisor, toured three different sites with Mr. John Strukel, Solid Waste Operations Supervisor, where she observed the employees perform their duties and interact with members of the public. The department changed their name to Environmental Services when they took on on-site wastewater, therefore the class title is being updated to Environmental Services Worker I. The revisions to this class spec do not require performance of any new tasks or responsibilities but rather document the work that is currently performed. Within the Illustrative Examples of Work (# 1-5) the Environmental Services Worker I was revised to read the same as the proposed Environmental Services Worker II. The duties unique to each class are listed along with the standard attendance and safety class spec duties. 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.

12. The next item on the agenda was consideration of the revised class specification for Solid Waste Worker II. Mr. David Fink, Environmental Services Director requested an audit of the Solid Waste Worker II class. St. Louis County currently employs eight (8) Solid Waste Worker II employees. These employees work at the five (5) Transfer Stations or the Regional Landfill in Virginia. The Environmental Services Worker II is being updated exactly as the Environmental Services Worker I class spec to include the duties unique to each class along with the standard attendance and safety class spec duties. A motion was made by Kenneth Butler to approve the

agenda item seconded by Julie Waltenburg and agreed to by all members present via roll call vote to approve.

13. The next item on the agenda was consideration of the revised class specification for Solid Waste Operations Supervisor. In preparation of an upcoming recruitment, Mr. David Fink, Environmental Services Director, requested an update to the Solid Waste Operations Supervisor class. The Solid Waste Operations Supervisor class spec was reviewed on April 26, 2010. In addition to changing the title of the class to Environmental Services Operations Supervisor, within the Illustrative Examples of Work section, the supervisory statements were combined into the standard supervisory statement for this level. Within the Requirements of Work section, supervisory knowledge statements were revised/added, the communication statement, working relationship statement, and training statement were also revised, and standard computer skills and confidentiality statements were added. Lastly, within the Minimum Qualifications for Work, the training requirements were rephrased to improve readability. A motion was made by Julie Waltenburg 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 updated the Commission on the progress of the recently approved class specification for Apprentice. He stated the next step before bringing the new spec to the Board is to determine the pay grade assignment. He reiterated that the job class will be used in different ways throughout the county and that the pay will be tied to the work of the target job class rather than setting a singular pay grade for all Apprentices within the county. Because of this, Director Gottschald stated a modification to current civil service rule 4.3 has been drafted. He stated the proposed language is being reviewed with the affected bargaining units and will then be brought back to the Commission for its approval. Director Gottschald explained the rule modification would then be included with the overall process for the County Board where they will adopt the job class and the mechanism used to



establish the pay range. They will then begin to look at the different ways the Apprentice class will be used across the county. Director Gottschald stated meetings have already taken place with several union representatives and they are responding to questions as they arise. Director Gottschald said he senses there is support for the proposed rule modification.

- Director Gottschald updated the Commission on the status of the 2023 budget. He reported that all departments have now had their respective budget meetings with Administration. The County Board also had a two-day workshop to walk through Administration's update on what the proposed budget will look like for 2023. He stated the next step in the process is to have individual meetings with the Commissioners, then the Board will establish the maximum levy increase by early September. Director Gottschald stated all vacant positions are being scrutinized to make certain the vacancy warrants being filled. Director Gottschald indicated the 2023 would be tight largely in part due to a failure to release funding during the last Minnesota legislative session. St. Louis County anticipated revenue from the session which now leaves a hole in the funding model.
- Director Gottschald informed the Commission the collective bargaining process has begun. He stated the first session started off with the Teamsters unit which represents the Highway Maintenance Workers within the Public Works Department. Director Gottschald informed the Commission that all St. Louis County labor agreements expire December 31, 2022, and several bargaining sessions have already been scheduled.

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