

MINUTES

Grand Forks Civil Service Commission June 13, 2019 scheduled meeting

Chairperson Vanyo called the Grand Forks Civil Service Commission meeting to order at 3:30 PM in the City Hall Council Chambers. Commissioners Nies, Burlog, Svoboda, and Reitmeier were present.

APPROVAL OF MINUTES

A motion was made by Commissioner Burlog to approve the minutes from the May 9, 2019 Grand Forks Civil Service Commission meeting. The motion to approve was seconded by Commissioner Nies. A vote was taken and all were in favor, motion carried.

SELECTION CRITERIA CHANGE

The Engineering Department recommended establishing the Construction Inspector position selection criteria as an automatic promotion based upon department certification and budget approval. A motion was made by Commissioner Nies to approve the Construction Inspector selection criteria. The motion to approve was seconded by Commissioner Svoboda. A vote was taken and all were in favor, motion carried.

REQUEST TO REMOVE CANDIDATES FROM ELIGIBILITY REGISTER

The Police Department recommended to remove Parker Knaack and Daniel Macias from the Community Service Officer register due to the inability to meet the pre-employment requirements for the position. A motion was made by Commissioner Nies to approve the Construction Inspector selection criteria. The motion to approve was seconded by Commissioner Svoboda. A vote was taken and all were in favor, motion carried.

ELIGIBILITY REGISTERS

Deputy Clerk of Court

The Municipal Court department recommended establishing the Deputy Clerk of Court position eligibility register at 79.000 points and include 4 candidates on the register. Judge Boucher was present to answer any questions regarding the process. Commissioner Burlog moved to approve and establish the register at 79.000 points and place 4 candidates on the register. Commissioner Nies seconded the motion. A vote was taken and all were in favor, motion carried.

Paulette Casavan
Lori Ringuette
Cynthia Kavadas
Melinda Thompson

Regional Emergency Response Coordinator

The Health department recommended establishing the Emergency Response Coordinator position eligibility Register at 76.500 points and include 4 names on the register. Javin Bedard, Environmental Manager, was present to answer any questions. Commissioner Svoboda moved to approve and establish the register at 76.500 points and place 4 candidates on the register. Commissioner Reitmeier seconded the motion. A vote was taken and all were in favor, motion carried.

Matt Nelson
Sean Johnson
Sandra Simonson
Jeremy Breillatt

CADD/ GIS Specialist

The Engineering department recommended establishing the CADD/ GIS Specialist eligibility register at 80.000 points, which includes 1 name on the register. Commissioner Nies moved to approve and establish the register at 80.000 points and place 1 candidates on the register. Commissioner Svoboda seconded the motion. A vote was taken and all were in favor, motion carried.

Joel Holweger

REASSIGNMENT REGISTERS

Water Utility Worker – Water Distribution

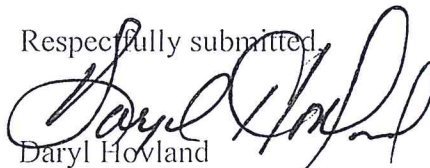
The Water Department – Water Distribution recommended establishing the Water Utility Worker – Water Distribution position reassignment register at 87.00 points and include 1 candidate on the register. Melanie Parvey, Water Works Director, was present to answer any questions regarding the process. Commissioner Reitmeier moved to approve and establish the register at 87.00 points and place 1 candidate on the register. Commissioner Nies seconded the motion. A vote was taken and commissioners Reitmeier, Nies, and Svoboda were in favor, Commissioner Burlog opposed, motion carried.

Dean Anderson

A motion was made by Commissioner Svoboda to adjourn the meeting; it was seconded by Commissioner Burlog. A vote was taken and all were in favor, motion carried, and the meeting was adjourned at approximately 3:48 P.M.

Minutes prepared by Gretchen Guetter, Human Resources.

Respectfully submitted,



Daryl Hovland
Human Resources Director