

## MINUTES

### **Grand Forks Civil Service Commission November 14, 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 Nies to approve the minutes from the October 17, 2019 Grand Forks Civil Service Commission meeting. The motion to approve was seconded by Commissioner Svoboda. A vote was taken and all were in favor, motion carried.

A motion was made by Commissioner Nies to approve the minutes from the October 28, 2019 Grand Forks Civil Service Commission meeting. The motion to approve was seconded by Commissioner Svoboda. A vote was taken and all were in favor, motion carried.

#### 2020 SELECTION CRITERIA

Commissioner Svoboda moved to approve the proposed 2020 Selection Criteria as presented (On file in the Human Resources Department). Commissioner Reitmeier seconded the motion to approve. A vote was taken and all were in favor, motion carried.

#### TEMPORARY SELECTION CRITERIA CHANGE

The Waterworks Department requested the Water Service Worker, Wastewater/ Stormwater Service Worker, Wastewater Treatment Plant Operator, and the Water Plant Operator position selection criteria be temporarily changed to try and increase the number of applicants as there has been a significant decrease in the most recent processes and they have had an inability to hire candidates. Melanie Parvey, Waterworks Director, spoke to this item:

#### **Selection Criteria Change/Addition – Waterworks Department**

##### **Current Criteria:**

4034	Water Service Worker	Non-Exempt	Exam - 25pts. Interview - 50pts. Dept. / 25pts. HR
4044	Wastewater/Stormwater Service Worker	Non-Exempt	Exam - 25 pts., Interview -50 pts., Dept./HR 25 pts.
4054	Wastewater Treatment Plant Operator	Non-Exempt	Exam - 25 pts., Interview -50 pts., Dept./HR 25 pts.
4064	Water Plant Operator	Non-Exempt	Exam - 25 pts., Interview -50 pts., Dept./HR 25 pts.

##### **Proposed Criteria:**

4034	Water Service Worker	Non-Exempt	Interview – 75 pts. Dept. / 25pts. HR
4044	Wastewater/Stormwater Service Worker	Non-	Interview -75 pts., Dept./HR 25 pts.

		Exempt	
4054	Wastewater Treatment Plant Operator	Non-Exempt	Interview -75 pts., Dept./HR 25 pts.
4064	Water Plant Operator	Non-Exempt	Interview -72 pts., Dept./HR 25 pts.

Commissioner Nies made a motion to approve the proposed temporary changes to the Selection Criteria for the Waterworks positions for 6 months to provide for an adequate evaluation. The motion to approve was seconded by Commissioner Reitmeier. A vote was taken and all approved, motion carried.

**RE-EMPLOYMENT REGISTER REQUEST**

A motion was made by Commissioner Nies to approve a request for Jerome Lowe to be placed on the Reemployment Register for Sanitation as an Equipment Operator, Senior. The motion to approve was seconded by Commissioner Svoboda. A vote was taken and all were in favor, motion carried.

A motion was made by Commissioner Reitmeier to adjourn the meeting; it was seconded by Commissioner Svoboda. A vote was taken and all were in favor, motion carried, and the meeting was adjourned at approximately 3:47 P.M.

Minutes prepared by Gretchen Guetter, Human Resources.

Respectfully submitted,



Tangee Bouvette  
Human Resources Director