

GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JULY 10, 2019

Mr. Robert Calderone called the meeting to order at 6:14pm and noted Mr. Clark Westfall and Mrs. Kimberly Baer were present. Also present was Pam Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the June 12, 2019 meeting minutes. Mrs. Baer motioned to adopt the minutes and Mr. Westfall seconded the motion.

CORRESPONDENCE

- Expense report ending June 30, 2019 was not available for this meeting. Melinda stated the only change from last month's report would be the \$412.28 printing amount for the revised Civil Service rule books.
- Commission reviewed and signed the following Staffing Requisition:
 - Fire Lieutenant (Promotion)
 - Mrs. Baer asked for confirmation there is an active list for this position. Melinda confirmed there is. Melinda also informed Commission that during the last IAFF negotiations, the number of IAFF candidates that can be certified from a promotion list was increased from three to five.
- Payroll Status Form for the payroll clerk was not available as planned for this meeting. Will include this at next month's Civil Service meeting.

NEW BUSINESS

- Discussion of Parks Planning and Development Position
 - Pam discussed with the Commission that it was the Director of Public Service's desire to change the current Parks Superintendent job to the role of Parks Planning and Development Administrator. Copies of both the current job description for Parks Superintendent and the newly created job description for Parks Planning and Development Administrator were distributed to the Commission members. Pam stated the job description for the Parks Superintendent goes back to 2006. Pam reviewed both the changes and the areas that were similar in both job descriptions. Pam stated the focus of the new position would be on planning, budgeting and community relations versus operations. Pam stated none of the KSAs for the position are different than the Superintendent position with the exception of adding "skill in project management". Pam stated the years of experience were changed from three to five but that this could be changed back if it was a sticking point with the Commission. Pam also stated the pay grade and pay were going to remain the same with the new job. Pam stated one of the challenges the city faces are all the acres of park lands the city has acquired and the Public Service Director and Parks Board realizes they need someone overseeing how we are going to utilize the land including having a master plan for the area. Pam states she believes there is an old master plan but believes it needs updated. Pam told the Commission there is a Parks Supervisor

who handles all the hands-on supervision of the Parks staff and with another layer of supervision the Parks Superintendent position gave the Parks Division, it was causing confusion with communicating with the staff. Pam stated we don't have a superintendent role in any of our other divisions/departments. Pam stated the objective is really to just refocus the position. Pam also stated it would be a lateral move for the current Parks Superintendent. Pam stated if the job were vacant, the City does not have anyone else qualified and would have to go to the outside to hire, so we would like to move forward with changing the job title of the current Parks Superintendent to assume this new role.

- Mrs. Baer raised a concern that raising the experience from three years to five years and taking out the language of equivalent training and experience could make it harder to qualify candidates in the future who may be otherwise qualified for the position.
- Pam told the Commission she had posed the question on equivalent training to the government HR group and wanted the Commission's feedback if this language should be kept. Mr. Westfall stated absolutely it should stay in the job description. He gave the example of being in the military and having hall tech experience which was the position also responsible for fighting fires. He stated this example would apply if someone were applying for a fire fighter job and would count as equivalent experience.
- Mrs. Baer stated she would be less concerned about losing the equivalency language if we were moving the qualifications from five to three years. Mrs. Baer states she doesn't want to get in the position down the road where the Commission can't qualify someone who may have good experience or an equivalence of training and experience.
- Mr. Calderone stated if we leave the language out, it makes qualifying individuals more black and white. It just depends what the city wants in these circumstances.
- Mrs. Baer stated if it was her, she would put the language back in the job description.
- Pam asked the Commission how they would look at experience differently if the language was still in the job description. Mr. Calderon stated he would look at other education that might be equivalent. Mrs. Baer gave an example of someone applying with 4 years experience in Parks and Recreation management but other years experience managing another area. With the way the current job description is written, the experience has to be five years of management experience in Parks and Recreation.
- Mr. Calderone asked if the person that holds the Parks Superintendent job meets the qualifications of the new job. Pam stated he does.
- Pam asked if the Commission was ok with the job description. Mr. Calderone stated the description was up to the City and the Commission does not approve that.
- Mr. Calderone stated the main issue the Commission needed to determine was if they were ok moving the current Parks Superintendent into this new position, essentially reclassifying him into the position of Parks Planning and Development Administrator. Mr. Calderone stated the jobs are relatively similar and that he had no issue with moving the person in the Parks Superintendent role to the new position.
- Pam stated she is imagining if the Commission is ok moving the individual, she will need to pass the job description through city council.
- Mrs. Baer also reminded Pam she could always change the job description again later to expand on qualifications.
- Mr. Westfall asked for clarification on who the immediate supervisor was for the Parks employees. Melinda stated there is currently a Parks Supervisor who the staff reports to and the Parks Supervisor has been reporting to the Parks Superintendent who reports to the Director of Public Service. Mr. Westfall asked Pam who was

signing evaluations of the Parks staff. Pam responded with the Service Supervisor and then Valerie Wax Carr, Director of Public Service.

- Mrs. Baer asked how the Service Department was handled prior to Valerie Carr being Service Director. Melinda stated there was a Deputy Service Director at one point who the Service Supervisors reported to and that this position was something Valerie was looking at possibly budgeting for again.
- Mr. Calderone clarified that all supervisory responsibilities were taken out of the new job description. Pam confirmed this. Mr. Calderone asked if the city wanted to leave something in the job description about supervision in case the position would again have this role at some point in the future. Pam stated that doing that has only created communication issues in the past.
- Mrs. Baer asked why the job description asked for five years of experience with supervision and management when the position is not going to supervise or manage anyone. Pam stated she should probably lose the supervisor word out of the description but leave the management part. Mrs. Baer stated the position is really looking for more of a planner job.
- Mrs. Baer asked if the current person is wanting more pay with the job. Pam stated he is not. Mrs. Baer asked if he had input on the job description. Pam stated he did.
- Mr. Westfall asked if the city wanted them to make a motion on moving the current Parks Superintendent to the new position of Parks Planning & Development Administrator. Pam stated the city wanted the decision to be made by the Commission at this meeting. Mr. Westfall motioned to approve the current Parks Superintendent to assume the new position and Mrs. Baer seconded the motion.

OLD BUSINESS

N/A

NEXT MEETING:

The next Civil Service Commission meeting is scheduled for August 14, 2019 at 6:00pm.

There being no further business, Mr. Westfall motioned for the meeting to adjourn and Mr. Calderone seconded this motion. The meeting adjourned at 6:56pm.

Respectfully submitted,

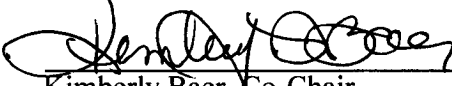
Melinda Svenson



Robert Calderone, Chair

8/14/19

Date



Kimberly Baer, Co-Chair

8/14/19

Date

Clark Westfall, Member

Date