

Civil Service Commission Minutes

February 7, 2017

Conference Call

Members present:

Barb Christianson
Bob Grandpre
Judy Greff
Greg Ingemunson
Dawn Morris
Dan Mosteller

Others present:

Heather Perry, BHR director of policy and special projects
Shelly Rounds, BHR classification and compensation staff
Ellen Zeller, BHR director of classification and compensation

Chairman Christianson called the meeting to order at noon CDT.

1. Approval of agenda

Commissioner Morris moved to approve the agenda as presented. Commissioner Greff seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris and Mosteller voted in favor of approving the agenda.

2. Approval of minutes

Commissioner Ingemunson moved that the minutes of the December 12, 2016, conference call be approved. Commissioner Mosteller seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris and Mosteller voted in favor of approving the minutes.

3. Pay Grade approvals

a. Lead Employment Specialist

Zeller reviewed a new classification to be used in the Department of Labor and Regulation.

Commissioner Morris moved to approve the new classification. Commissioner Greff seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris and Mosteller voted in favor of the new classification.

b. Sensory Therapy Coordinator

Zeller reviewed a new classification to be used for a specialist at the Human Services Center (HSC).

Commissioner Ingemunson moved to approve the new classification. Commissioner Grandpre seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris and Mosteller voted in favor of the new classification.

c. HSC Operations Supervisor

Zeller recommended moving this classification from pay grade GH to GI and reviewed job duties that had been added to the position.

Commissioner Greff moved to approve the pay grade change. Commissioner Ingemunson seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris and Mosteller voted to approve the pay grade change.

4. Next meeting

The next Civil Service Commission was scheduled for March 21-22, 2017, at the State Capitol.

5. Adjourning meeting

Commissioner Mosteller moved to approve the new classification. Commissioner Ingemunson seconded the motion. Commissioners Christianson, Grandpre, Greff, Ingemunson, Morris and Mosteller voted to adjourn. Commissioner Christianson adjourned the meeting at 12:20 p.m.