

Civil Service Commission Minutes

September 13, 2016

Conference Call

Members present:

Barb Christianson
Judy Greff
Greg Ingemunson
Dawn Morris
Dan Mosteller
Shannon Williams

Others present:

Aaron Arnold, BHR director of legal and human resource services
Heather Perry, BHR director of policy and special projects
Ellen Zeller, BHR director of classification and compensation

Chairman Christianson called the meeting to order at 10 a.m. CDT.

1. Approval of minutes

Commissioner Morris moved that the minutes of the June 2, 2016 conference call be approved. Commissioner Mosteller seconded the motion. Commissioners Christianson, Greff, Ingemunson, Morris, Mosteller and Williams voted in favor of approving the minutes.

2. Pay Grade approvals

a. Disability claims program supervisor

Ellen Zeller discussed the need to create the new class to include to existing positions currently classified at Human Services Program Specialist I, pay grade GJ. The recommendation for the new class is a pay grade GJ.

Commissioner Morris moved to approve the pay grade J for the new class. Commissioner Ingemunson seconded the motion. Commissioners Christianson, Greff, Ingemunson, Morris, Mosteller and Williams voted in favor.

b. Assistive daily living services coordinator

Zeller recommended the pay grade GI for the new Assistive Daily Living Services Coordinator class. It will include two new positions to comply with federal requirements for conflict-free case management.

Commissioner Williams moved to approve the pay grade GI for the new class. Commissioner Greff seconded the motion. Commissioners Christianson, Greff, Ingemunson, Morris, Mosteller and Williams voted in favor.

c. Game, Fish and Parks (GF&P) law enforcement officer

A pay grade review of the GF&P Law Enforcement Officer classification was conducted at the request of the Secretary of Game, Fish and Parks. The request was to move it from paygrade GH to GI. Zeller recommended the pay grade be approved at GI.

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

3. Next meeting

The next Civil Service Commission meeting was scheduled for Wednesday, October 26, 2016.

4. Adjourning meeting

Commissioner Morris moved that the meeting be adjourned. Commissioner Greff seconded the motion. Commissioners Christianson, Greff, Ingemunson, Morris, Mosteller and Williams voted in favor adjourning the meeting at 10:15 a.m.