

# Civil Service Commission Minutes

June 15, 2017

Conference Call

## **Members present:**

Judy Greff  
Greg Ingemunson  
Dawn Morris  
Shannon Williams

## **Others present:**

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

Commissioner Morris, acting as chair, called the meeting to order at 10:05 a.m. CDT.

### **1. Approval of agenda**

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

### **2. Approval of minutes**

Commissioner Ingemunson moved that the minutes of the March 21, 2017, hearing be approved. Commissioner Greff seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted in favor of approving the minutes.

### **3. Pay Grades for new classes:**

Zeller presented information about the pay grades for three new classes for approval:

- a. Wildland firefighter, pay grade GD**
- b. Laundry leader, pay grade GE**
- c. Epidemiology Surveillance Coordinator, pay grade GK**

Commissioner Greff moved to approve the pay grades. Commissioner Ingemunson seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted in favor of the recommended pay grades.

#### **4. FY18 Pay Structures**

Zeller presented eight pay structures for the commission's consideration, including general, law enforcement, medical and five career bands (accounting, engineering, environmental science, information technology, nursing). She explained that the market values of each pay structure had been updated to be consistent with market survey data collected from surrounding state governments and in-state public and private businesses. Because the legislature did not appropriate funds for salary increases for state employees, the minimum salaries did not change from FY17.

Commissioner Williams moved to approve the salary structures. Commissioner Ingemunson seconded the motion. Commissioners Greff, Ingemunson, Morris, and Williams voted to approve the eight pay structures.

#### **5. Adjourning meeting**

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

Commissioner Christianson adjourned the meeting at 10:20 a.m.