

June 10, 2019

MEMO TO: MINOT CIVIL SERVICE COMMISSION
Connie Stauffer
Becky Nelson
Kolette McDonald

FROM: LISA JUNDT, CLERK OF COMMISSION

RE: AGENDA FOR Monday, June 15, 2020 AT 10:00 AM –
Council Chambers – 2nd Floor City Hall

1. Presentation of the Proposed 2021 Annual Pay and Classification Plan for the City of Minot

The Commission will take public comment on the proposed 2021 Annual Pay and Classification Plan at this meeting.

Included is a copy of the proposed 2021 Compensation Plan for the City of Minot. The next step in the Annual Plan process for the plan is then to be forwarded to the City Council for confirmation as submitted, or for modification and confirmation as part of the Annual Budget process.

As part the plan preparation process, information has been gathered to survey the market area for any changes in salaries for the benchmark positions by extracting salary survey data on specific benchmark job classes from municipalities and counties in the designated North Central portion of the United States.

Based on the information provided in the various markets, and internal statistical information regarding recruitment and retention, the proposed plan recommends changes in range for various positions and recommendations regarding its annual maintenance and implementation.

Highlights of the plan will be reviewed at this meeting.

2. Financial Specialist– Employment List and Certification of Candidates

We have received the scores for the nine qualified candidates who tested and interviewed for the position of Financial Specialist in the Finance Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Janet Kuivenhoven
- 2.) Molly Kaylor
- 3.) Randi LaCroix

3. Bus Driver– Employment List and Certification of Candidates

We have received the scores for the five qualified candidates who interviewed for the position of Bus Driver in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) David New
- 2.) Daniel Zizumbo
- 3.) Michael Shekelton

4. Mechanical Inspector– Employment List and Certification of Candidates

We have received the scores for the three qualified candidates who tested and interviewed for the position of Bus Driver in the Community and Economic Development Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Charles Hanson
- 2.) Owen Kilichowski
- 3.) Marcus VanGrinsven

9. Light Equipment Operator– Employment List and Certification of Candidates

We have received the scores for the five qualified candidates who interviewed for the position of Light Equipment Operator in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Daniel Bachmeier *Denotes Veteran’s Preference
- 2.) Douglas Thompson
- 3.) Dwayne Akin*

10. Dispatcher– Employment List and Certification of Candidates

We have received the scores for the ten qualified candidates who tested and interviewed for the position of Dispatcher in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of all ten candidates. The employment list is attached for your review.

- 1.) Samantha Christman
- 2.) Brittany Schneider
- 3.) Stephanie Munos
- 4.) Samantha Newman
- 5.) Jennifer Waldner
- 6.) Chad Dion
- 7.) Priscilla Aguirre
- 8.) Katherine Davis
- 9.) Nicole Reifel
- 10.) Jessica Almer

11. Traffic Maintenance Worker– Employment List and Certification of Candidates

We have received the scores for the nine qualified candidates who interviewed for the position of Traffic Maintenance Worker in the Engineering Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Nathan Derr
- 2.) Derik Ness
- 3.) Robert Crowe

15. Water Treatment Plant Operator I – Employment List and Certification of Candidates

We have received the scores for the nine qualified candidates who tested and interviewed for the position of Water Treatment Plant Operator I in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Marcus VanGrinsven
- 2.) Taos Deane
- 3.) Cory Walston* Denotes Veteran's Preference

16. Water Treatment Plant Operator I Request for Approval of Job Description

At this time, we are requesting Commission review and approval of the attached job description for the position of Water Treatment Plant Operator I .

17. Water Treatment Plant Operator I – Employment List and Certification of Candidates

We have received the scores for the six qualified candidates who interviewed for the position of Water Treatment Plant Operator I in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Ryan Lopez*
- 2.) Joshua Thompson
- 3.) Roderick Brotherton Denotes Veteran's Preference

18. Police Officer – Employment List and Certification of Candidates

We have received the scores for the five qualified candidates who interviewed for the position of Police Officer in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of the top five candidates addition to the floating employment list. The employment list is attached for your review.

- 1.) Erin Bonney
- 2.) Thor Woodward
- 3.) Frankie Riedel *Denotes Veteran's Preference
- 4.) Monica Fuller
- 5.) Patrick Chapman*

19. Police Officer – Employment List and Certification of Candidates

We have received the scores for the ten qualified candidates who interviewed for the position of Police Officer in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of the top seven candidates addition to the floating employment list. The employment list is attached for your review.

- 1.) Robert Dooley
- 2.) Dominic Gunsch
- 3.) Amanda Somerville *Denotes Veteran's Preference
- 4.) Travis Shaw*
- 5.) Jessica Harper
- 6.) Gannon Miller
- 7.) Grant Eisenzimmer

20. PSAP Manager – Employment List and Certification of Candidates

We have received the scores for the five qualified candidates who interviewed for the position of PSAP Manager in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates addition to the floating employment list. The employment list is attached for your review.

- 1.) Kari Stiel
- 2.) Liberty Dancer
- 3.) Margaret Haugan

21. Light Equipment Operator– Employment List and Certification of Candidates

We have received the scores for the fourteen qualified candidates who interviewed for the position of Light Equipment Operator in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top five candidates. The employment list is attached for your review.

- 1.) Juston Rodman *Denotes Veteran's Preference
- 2.) Travis Bullard-Wolf*
- 3.) Derek Skogen
- 4.) Robert Ciccarelli
- 5.) Jesse Schroeder

22. Dispatcher, Senior– Employment List and Certification of Candidates

We have received the scores for the five qualified candidates who interviewed for the position of Dispatcher, Senior in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of the top five candidates. The employment list is attached for your review.

- 1.) Linda Sand
- 2.) Shanlya Van Hill
- 3.) Liberty Dancer
- 4.) Samantha Silva
- 5.) Christian Vorgitch

23. Administrative Clerk– Employment List and Certification of Candidates

We have received the scores for the ten qualified candidates who tested and interviewed for the position of Administrative Clerk in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Trisha Guthrie
- 2.) Sheila Mathieson
- 3.) Megan Smith

24. Dispatcher– Employment List and Certification of Candidates

We have received the scores for the seven qualified candidates who tested and interviewed for the position of Dispatcher in the Police Department. At this time, we are requesting Commission approval of the following employment list and certification of all ten candidates. The employment list is attached for your review.

- 1.) Jeanne Alves
- 2.) Kristina Weber
- 3.) Christopher Liebel
- 4.) Samantha Kamphius
- 5.) Patrick Chapman
- 6.) Patricia Jackson
- 7.) Gavin Werner

25. Bus Driver– Employment List and Certification of Candidates

We have received the scores for the two qualified candidates who interviewed for the position of Bus Driver in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top two candidates. The employment list is attached for your review.

- 1.) James Murray
- 2.) Brook Hermanson

26. Light Mechanic/Substitute Bus Driver– Employment List and Certification of Candidates

We have received the scores for the two qualified candidates who interviewed for the position of Light Mechanic/ Substitute Bus Driver in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top two candidates. The employment list is attached for your review.

- 1.) Brook Hermanson
- 2.) James Murray

27. City Assessor– Employment List and Certification of Candidates

We have received the scores for the qualified candidates who interviewed for the position of City Assessor in the Public Works Department. At this time, we are requesting Commission approval of the following employment list and certification of the top three candidates. The employment list is attached for your review.

- 1.) Ryan Kamrowski
- 2.) Dusty Schlecht
- 3.) Damon Druse

28. Temporary Testing Procedure Modifications due to Covid-19 Considerations

During the global pandemic of Covid-19 during 2020, there were certain testing procedures that were modified to combat the spread of the virus and maintain social distancing guidelines as indicated by health officials/organizations. The exam portion of certain testing procedures were foregone, and interviews were conducted digitally in the interest of public health.