

**ST. LOUIS COUNTY
CIVIL SERVICE COMMISSION**

Court House
Duluth, Minnesota

The St. Louis County Civil Service Commission met on Monday, July 24, 2023 at 1:30 P.M. in HR Conference Room 2, Ground Floor, Courthouse, Duluth, MN.

Members present: Ms. Lindsay Snustad, Member
Ms. Julie Waltenburg, Alternate

Others present: James Gottschald, Director, Human Resources and Administration
Megan Haworth, Human Resources Advisor
Emily Masterson, Information Specialist III

1. Julie Waltenburg, Alternate, called the meeting to order.
2. A motion was made by Lindsay Snustad and seconded by Julie Waltenburg to approve the minutes of the May 8, 2023, meeting as submitted.
3. A motion was made by Lindsay Snustad and seconded by Julie Waltenburg to approve the minutes of the June 12, 2023, meeting as submitted.
4. The next item on the agenda under new business was consideration of the revised classification specification for Capital Planning Manager. Brian Fritsinger, Deputy County Administrator and BreAnn Graber, Budget and Business Improvement Manager proposed revising the Capital Planning Manager class spec specifically adding a sustainability component and removing supervisory job duties. The Capital Planning Manager is a single incumbent class and the former occupant retired earlier in 2023. Administration wanted to use the vacancy as an opportunity to reassess the role of the class and balance it with emerging needs of the county. The Capital Planning Manager position historically reported to Property Management and was anticipated to be supervisory, as such it was assigned

to the Civil Service Supervisors collective bargaining unit. The primary job duties of the position were focused on capital planning.

However, Administration wishes to utilize the position to handle capital planning with a heavy focus on sustainability. It was reported that this position would not only be a resource to Property Management, but also act as a capital planning and sustainability resource for all county departments. Therefore, it was determined that the position would be moved to County Administration. Further, it was not anticipated that it will be a supervisory position going forward, therefore the class spec was updated to remove supervisory statements and a joint petition will be made to the Bureau of Mediation Services to move the position from the Civil Service Supervisors Unit to the Civil Service Basic Unit.

With a heavy focus on sustainability and given that this will no longer be a supervisory position, a proposal was made to change the title to Sustainability and Capital Planning Coordinator. Throughout the class spec, language was updated to reflect the new focus on sustainability in the county's capital planning efforts. Additional language was added to the Kind of Work, Illustrative Examples of Work, and Requirements of Work sections of the class spec. A majority of the updates were made in the Illustrative Examples of Work section to make the class spec more concise and accurately reflect the work the position will be expected to perform. The Requirements of Work section was also heavily updated to reflect the emphasis on sustainability while also addressing the relevant knowledge, skills, and abilities required to address capital planning and to be a collaborative partner for other departments. Additionally, the minimum qualifications were also updated to reflect training and experience that has a focus on either capital improvement planning or sustainability. Given that the position will no longer be supervisory, supervisory language was removed throughout the spec and replaced with standard statements.

A motion was made by Lindsay Snustad, seconded by Julie Waltenburg, and the revised class spec was unanimously approved.

DIRECTOR'S COMMENTS

- Director Gottschald informed the Commission the county has received three additional applications for the Civil Service Commission member vacancy for a total of five applicants. He stated the applications have already been forwarded on to the County Board where they will have three weeks to review the candidates. Director Gottschald stated the three-week mark is approaching and anticipates the final approval will be made at the County Board meeting to be held on August 8.
- Director Gottschald briefed the Commission that the county is preparing for the August 1 legislative changes as quite a few of the updates will impact the county. He stated the updates the county will be implementing as of August 1 will include changes to the cannabis ordinance which will legalize the use of recreational marijuana. He stated the county will need to make changes to its pre-employment drug testing policy and determine if the smoke-free/tobacco-free workplace policy is compliant as well. Director Gottschald stated the county is also monitoring the Public Employment Labor Relations Act (PELRA) as the legislative changes include management rights over staffing ratios which will make it a subject of mandatory bargaining. Additional changes regarding PELRA include reporting new employees to the collective bargaining units, access to the premises for employee orientation and the change will also expand the list of information the county is required to provide to the union. Director Gottschald stated he is confident the county will be able to comply with the new law. Director Gottschald added there will also be changes to the Sick and Safe Leave law however, those will not take effect until January 2024. He stated the county has a generous sick leave policy and will have no issues complying with the change. He added the legislative update will now include temporary employees and the list of people the employee is allowed to use sick leave for will also expand. He stated the Paid Family Medical Leave will also see some updates, however the implementation date is January 2026 as the State of Minnesota still needs time to create an agency to manage the new paid leave law.
- Director Gottschald updated the Commission regarding the status of the collective bargaining process. He stated the Deputy Sheriff unit will be going to

the County Board on July 25 for its first pass and he anticipates the contract will be fully ratified by August 1. He stated the new contract will include a Memorandum of Understanding that will allow for lateral hires from outside law enforcement agencies. This will allow qualifying candidates to start county employment with potentially a higher level of compensation and benefits and advance through the salary ranges as though all the work experience was gained through St. Louis County. Director Gottschald is hopeful this will attract more experienced candidates who would typically pass on a position because they do not want to start all over again with respect to compensation and leave accruals. Director Gottschald added the County Attorneys Investigators unit has also settled their contract, the Attorney unit is currently in mediation and the Merit Supervisory unit is still in the process of ratifying their contract.

- Lastly Director Gottschald informed the Commission that the Human Resources department will soon be in the process of implementing the Workforce timesheet system for the Public Health and Human Services department now that acceptance testing is largely completed. He stated it's the largest department within the county and will require an extensive amount of training, but the change will help streamline the current timekeeping process.

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "James R. Gottschald". The signature is written in a cursive, flowing style with a large, prominent "J" and "G".

James R. Gottschald
Director of Human Resources and Administration