

City of Ramsey
Agenda
Personnel Committee
Tuesday May 28, 2013
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Resolution to End the I.T. Specialist's Probation
 2. Resolution to Revise the Personnel Policy - Section 4.3 - Internal Recruitment Process
 3. Resolution to Promote Two Police Department Employees
 4. Resolution to Establish a Policy Regarding Non-employee Interview Panel Participants
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to End the I.T. Specialist's Probation

Background:

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

Mr. Jason Fredrickson was hired for the position of I.T. Specialist on October 10, 2012, and was subject to a six-month probationary period. Mr. Fredrickson has successfully completed the required six-month probationary period and the Finance Director recommends retaining Mr. Fredrickson as a full-time regular employee.

Notification:

Observations/Alternatives:

Staff recommends removing Mr. Fredrickson from probation effective immediately and retaining him as the full-time regular I.T. Specialist.

Alternatives: Staff does not recommend any other action.

Recommendation:

To remove Mr. Fredrickson from probation effective immediately and retain him as the full-time regular I.T. Specialist.

Funding Source:

There are no additional funds required to remove Mr. Fredrickson from probation.

Council Action:

Motion to approve resolution #13-05-089 which confirms the recommendation of the Personnel Committee to remove Mr. Jason Fredrickson from probation and retain him as the City's full-time regular I.T. Specialist.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

05/23/2013 02:27 PM

Form Started By: Colleen Lasher

Started On: 05/16/2013 04:29 PM

Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-089

**RESOLUTION TO END THE PROBATIONARY
PERIOD OF THE I.T. SPECIALIST**

WHEREAS, Mr. Jason Fredrickson began working as the I.T. Specialist on April 10, 2012, and was subject to a six-month probationary period; and

WHEREAS, Mr. Fredrickson has successfully completed the required six-month probationary period; and

WHEREAS, staff recommends removing Mr. Fredrickson from probation effective immediately and retaining him as the full-time regular I.T. Specialist.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

Motion to approve resolution 13-05-089 confirming the recommendation of the Personnel Committee to end the probationary period for Jason Fredrickson, effective immediately and retain him as the full-time regular I.T. Specialist.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of May, 2013.

Personnel Committee

4. 2.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Revise the Personnel Policy - Section 4.3 - Internal Recruitment Process

Background:

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

In an effort to more efficiently conduct the City's recruitment process, to have a greater ability to consider qualified applicants earlier in the process, and to reduce unnecessary costs associated with external recruitments, a slight revision to the current policy may be in order. Currently, section 4.3 of the Personnel Policy - Internal Recruitment Process, is as follows:

"For the purposes of this section "employee" includes regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves and paid-on-call firefighters. Casual employees and board and commission members are not "employees" for the purposes of this section."

The specific proposed revision would change the policy language as follows:

~~For the purposes of this section "employee"~~ The following groups of people are eligible to apply during an internal recruitment: ~~includes~~ regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not ~~"employees"~~ eligible to apply during an internal recruitment. ~~for the purposes of this section.~~

It is important to note, the policy includes, and would continue to include, the following text: "The internal recruitment process in no way prohibits the City from seeking and hiring qualified applicants through an external recruitment process." "If a candidate cannot be secured through an internal recruitment process, an external recruitment process will be conducted."

Notification:

Observations/Alternatives:

Staff recommends revising Section 4.3 of the Personnel Policy as follows: The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Alternative #1: Do not revise the policy.

Pros: maintains consistency with past practice.

Cons: not revising the policy may be a missed opportunity to streamline the recruitment process, apply "Strategic Planning Imperative IV: An Effective Organization," and to reduce recruitment costs.

Alternative #2: Council may approve, reject or modify the proposed language as desired.

Recommendation:

Staff recommends revising Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Funding Source:

There are no additional funds required to revise this policy; there are potential savings.

Council Action:

Motion to approve resolution #13-05-090 which confirms the recommendation of the Personnel Committee to revise Section 4.3 of the Personnel Policy - Internal Recruitment Process, as follows:

The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/23/2013 02:28 PM
Started On: 05/16/2013 04:31 PM

Form Started By: Colleen Lasher

Final Approval Date: 05/23/2013

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-05-090

**RESOLUTION TO REVISE THE PERSONNEL POLICY - SECTION 4.3 -
INTERNAL RECRUITMENT PROCESS**

WHEREAS; the City’s Personnel Policy addresses the process of conducting internal and external recruitments; and

WHEREAS, in an effort to continually improve efficiencies and effectiveness of the organization staff suggests a revision to the current policy; and

WHEREAS, the revision would allow for contracted individuals actively working at the Municipal Center to be eligible to apply during internal recruitments.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution #13-05-090, to revise section 4.3 of the Personnel Policy, as follows: “The following groups of people are eligible to apply during an internal recruitment: regular and temporary employees, paid and unpaid interns, public works seasonal workers, active police reserves, paid-on-call firefighters and contracted individuals actively working at the Municipal Center. Casual employees and board and commission members are not eligible to apply during an internal recruitment.”

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of May 2013.

Personnel Committee

4.3.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Promote Two Police Department Employees

Background:

This case will be acted upon by the City Council later this evening during the regular meeting as part of the consent agenda.

At the April 23, 2013, regular City Council meeting, council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer. The title of that position was not considered that evening.

Staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain. Four candidates were interviewed for the Sergeant position and 3 candidates were interviewed for the Lieutenant or Captain position. It is staff's recommendation to promote Mr. Bradly Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Captain (or Lieutenant if so directed).

At the May 14, 2013, Personnel Committee meeting the Committee recommended that the Police Department continue to operate under the same structure that was in place prior to the resignation of Captain Dwyer, having two captains. (The City Council will approve or deny the Personnel Committee's recommendation at tonight's meeting.)

Notification:

Patrol Officer interviews were completed on Wednesday, May 22, 2013 and the candidate is currently in the background investigation stages of the recruitment.

Mr. Bradly Bluml is currently a Patrol Officer/Investigator.

Mr. Timothy Frankfurth is currently a Sergeant.

The replacement investigator will be determined by Chief Way; investigators typically serve 1-year appointments as determined by the Police Chief.

Observations/Alternatives:

Staff recommends promoting Mr. Bradly Bluml to the position of Sergeant and to promote Mr. Timothy Frankfurth to the position of Captain.

Alternative #1 would be to revise the current organizational structure, eliminating one captain position (the Patrol Captain) and changing it to a Lieutenant position; this is not staff's recommendation.

Pros: Unknown

Cons: The current organizational structure has proven to be effective, it allows the Captains to be trained in both command areas and for a seamless transition to each duty. In addition, it would continue with the compound command structure with easily identifiable Supervisors of the Department.

Alternative # 2: Council may approve, reject or modify the proposed language as desired.

Recommendation:

To authorize staff to to promote Mr. Bradly Bluml, effective May 29, 2013, to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at step 4 which is \$39.78 per hour.

Funding Source:

The funding required for this action, including factoring in the wages and benefits for a replacement Patrol Officer, is a savings of \$28,451.

Council Action:

Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

Attachments

Resolution

Draft minutes from the 05-14-13 PC Meeting

PC Packet of 05-14-13

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Reviewed By

Kurt Ulrich

Final Approval Date: 05/23/2013

Date

05/23/2013 02:33 PM

Started On: 05/16/2013 05:22 PM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION # 13-05-092

RESOLUTION TO PROMOTE TWO POLICE DEPARTMENT EMPLOYEES

WHEREAS council directed staff to begin a process to fill the position that was vacated by the resignation of Captain Dwyer; and

WHEREAS, staff conducted a five day internal promotional recruitment for two positions: 1) Sergeant, and 2) Lieutenant or Captain; and

WHEREAS, staff recommends promoting Mr. Bradly Bluml, effective May 29, 2013, to the position of Sergeant at step 4 which is \$35.51 per hour and promoting Mr. Timothy Frankfurth, effective May 29, 2013, to the position of Captain at step 4 which is \$39.78 per hour.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,

Confirms the recommendation of the Personnel Committee to do the following:

Motion to approve resolution #13-05-092, confirming the recommendation of the Personnel Committee, to promote Mr. Bradly Bluml to the position of Sergeant at step 4 which is \$35.51 per hour and to promote Mr. Timothy Frankfurth to the position of Captain at step 4 which is \$39.78 per hour.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of May, 2013.

Personnel Committee

4. 4.

Meeting Date: 05/28/2013

By: Colleen Lasher, Administrative Services

Information

Title:

Resolution to Establish a Policy Regarding Non-employee Interview Panel Participants

Background:

The City currently does not have a policy that addresses who can or should participate in the interview process for hiring City employees. Recently, there have been some discussions regarding the make-up of the interview panel.

During the May 14, 2013, Personnel Committee, Mayor Strommen supported discussion on what positions are appropriate to have Council or Commissions involvement.

Naturally, the City includes Council Members in the interview process for the position of City Administrator. In the past, Council Members have been invited to participate in Department Head interviews as well. Since 2010, the position of Economic Development/Marketing Manager and the position of Economic Development Manager have included Council Members seated on the EDA and the Chair or Vice-chair of the EDA.

Staff conducted an informal survey among several of the metro area human resources professionals and found that: all responding cities include Council Members in the interview process for the position of City Administrator/City Manager and some cities stated a practice of including Council Members for department head interviews as well. Alternatively, a few cities stated that (for non City Administrator/City Manager positions) Council Members and Commissioners are invited to a "meet and greet" after the candidate has been identified.

Specific expertise of Council members and Chair/Vice-chairs of committees can bring valuable discussion to the process and help to choose the best candidate for the job. It is always critical that panel members understand proper Interviewing techniques and potential pit-falls in order to avoid claims of discrimination, etc.

Notification:

This case will not be presented for City Council action until the June 11, 2013 regular City Council meeting.

Observations/Alternatives:

Options the Personnel Committee may wish to consider:

- 1) City Administrator: Include Council Members on the interview panel for City Administrator only.
- 2) City Administrator and Department Heads: Include Council Members on the interview panel for City Administrator and Department Heads.
- 3) City Administrator, Department Heads, and positions serving as a liaison to a board or commission: Include Council Member(s) and the Chair/Vice-chair of the respective board or commission.
- 4) Case-by-Case: Establish the participants of the interview panel on a case-by-case basis as determined by the consensus at an earlier work session--**prior** to the receipt of applications. This option is not recommended by staff.

In any case, staff recommends the following protocol: Participation of non-employee panel members will not be mandatory, if there is a scheduling conflict a designee may serve as an alternate, the interview schedule will not be delayed based on participant availability, all participants must be *trained, and **open meeting law applies.

*Training is available and recommended for interview panel members.

League of Minnesota On-line Training / Cost \$30.00 / Certificate of Completion Provided
Course HR103—Select for Success: Effective Interviewing and Hiring

This course will help you effectively gather information to improve your evaluation of candidates while avoiding legal pitfalls.

Course objectives:

- Use a gap analysis to define position requirements.
- Develop an interview selection process that meets the veteran's preference requirements.
- Develop legally defensible interview questions that gather information to effectively evaluate candidates.
- Create legally defensible documentation of the selection process.

****Open Meeting Law (From the League HR Manual on Hiring)** "The names of applicants become public only if they are chosen for an interview by the appointing authority. In most cases, the hiring authority will be the city council or city manager. Cities need to be aware that if the Council (or a quorum or committee of the Council) or a civil service commission conducts interviews, the Open Meeting Law will apply. Candidates may be less willing to apply for or be interviewed for the job opening since they may not want their current employer to know they have applied."

Recommendation:

Staff recommends establishing a policy that identifies non-employee interview panel participants; for the sake of discussion, four options or alternatives are listed above.

Funding Source:

There is no funding required for this action.

Council Action:

Motion to approve a resolution which confirms the recommendation of the Personnel Committee to approve a policy regarding non-employee interview panel participants.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
05/23/2013 02:32 PM
Started On: 05/16/2013 05:20 PM

Form Started By: Colleen Lasher

Final Approval Date: 05/23/2013