

Civil Service Commission

November 10, 2021 – 5:35pm

**Present:** Chairman Mike Hawkins; Commission members Nate Falkenstein, John Potkalitsky, and Melissa Hunter.

**MOTIONS**

- **Ms. Hunter moved, Mr. Potkalitsky seconded and motion carried unanimously on a voice vote to accept the minutes from the October 13 meeting**

Mr. Hawkins explained the reason for this meeting is the Police Department requested another dispatch exam after only seven had taken the exam in August of this year. He further stated that while there has been interest in lateral transfers from individuals working on a contract basis for the City in dispatch, they are not currently classified civil service. In order for these interested individuals to be employed by the City on a full-time basis, they would need to take the civil service exam. Mr. Hawkins also noted that the Police Department can opt to leave the window for accepting lateral transfer open-ended until the need is filled.

Mr. Potkalitsky asked what happens if someone is hired to the full-time dispatch position and doesn't work out, to which Mr. Hawkins responded the City would likely continue employing contact dispatch workers. Mr. Hawkins continued by explaining the difficulties in finding qualified individuals for the dispatch role, and how it requires specialized skills.

Mr. Potkalitsky questioned whether individuals with a customer service background might be more attuned to the job of dispatch, or whether the City might need to pivot to a more part-time focused staff.

Ms. Hunter questioned whether potential applicants might be discouraged by the antiquated perception that civil service positions like these are extremely competitive.

Discussion was had as to what type of person would be an interested candidate, and where those individuals could be reached.

Mr. Falkenstein questioned what type of incentives might the City be able to offer for lateral transfers that currently are not.

Mr. Potkalitsky suggested a meeting with current and former dispatchers to gain their feedback on the selling points for open dispatch positions, and through brainstorming, perhaps discover ideas that had not previously been considered.

- **Mr. Potkalitsky moved and Ms. Hunter seconded, to take the necessary steps to hold a dispatch exam. Motion carried unanimously by a voice vote.**

**NEW BUSINESS**


- None

Mr. Falkenstein moved to adjourn, Ms. Hunter seconded, and motion carried unanimously on a voice vote to adjourn at 6:03pm

Date: 12-13-2021

Attest: 

Jon Hoover, Civil Service Commission Secretary

Presiding Officer: 

Mike Hawkins, Chairman