

CIVIL SERVICE COMMISSION STUDY SESSION
October 5, 2011

Cheryl Beckett, Vice-Chair, called the study session to order at approximately 8:12 a.m. All Commission members were present, except Mary Doran, who was excused. Chief Examiner Glenn Kibbey and Attorney Mike Piccolo were in attendance.

Agenda Item I.

Salary Review of Chief Examiner classification:

Mr. Kibbey asked Phyllis Gabel to restate her question for Mr. Piccolo from the previous study session, regarding parameters of Commission authority to establish the salary for the Chief Examiner position. She did so. Mr. Piccolo referenced his previous memo to the Commission regarding the subject, and answered the question to Ms. Gabel's satisfaction.

Ms. Beckett and Ms. Gabel summarized the discussion from the previous study session for the benefit of Craig Hult, who had been absent. The Chief Examiner advised the members of procedures and potential outcomes depending on whether it was determined that the current salary range for the position was correct, too high, or too low.

Commission members discussed their thoughts regarding information provided by staff, information provided by the Human Resources Department, potentially comparable positions within the City structure, as well as salary ranges and pay steps. Mr. Kibbey provided information relating to various scenarios discussed. Commission members requested that Mr. Kibbey place the issue on the agenda for consideration during the regular meeting in November, when all members were expected to be in attendance.

Trish Hammett, Human Resources Analyst, arrived at approximately 8:45 a.m. Commission members asked several questions of Ms. Hammett, regarding her recommendation as to the method of determining the salary level for the Chief Examiner. Ms. Hammett noted that she had provided reference to a point factor system in order to illustrate what the point factors would be for a position assigned to the pay range currently occupied by the Chief Examiner. Ms. Hammett stated that the Commission should use comparable positions and reference additional information in order to make a final determination on the appropriate salary range. Ms. Hammett also addressed her prior recommendation to the Commission regarding the appropriate pay plan assignment for the Chief Examiner class, and provided significant new information in support of it. Commission members discussed the new information, stated that they wished such information had been previously available, and asked questions of Mr. Piccolo and Mr. Kibbey regarding their views. Ms. Beckett requested that Ms. Hammett write a memo restating her recommendation, including the new information, for further consideration by the Commission during the November meeting.

Mr. Hult stated that he had to leave the meeting, but summarized his thoughts on the appropriate salary range for the position. Mr. DeWalt stated that he also had to leave, and thanked all in attendance for the information they provided and for the discussion. Both members left the meeting at approximately 9:12 a.m.

Ms. Beckett and Ms. Gabel continued their discussion and asked questions of Ms. Hammett, Mr. Kibbey, and Mr. Piccolo, until approximately 9:25 a.m., when the meeting was adjourned.



Glenn Kibbey
Chief Examiner