

TENATIVE AGENDA
June 25, 2013, 5:30 p.m.
Study Session Meeting – Council Chambers, Ely City Hall

- I. CALL TO ORDER

- II. ADDITIONS OR OMISSIONS:

- III. OLD BUSINESS: (Pages)

- IV. NEW BUSINESS (Pages 2-5)
 - 1. Robert Ege- MNDOT Traffic Engineer-169 Signal
 - 2. Hiring Policy
 - 3. Other Boards, Committees and Commissions
 - 4. Police Commission
 - 5. Civil Enforcement

Adjourn

CITY OF ELY HIRING POLICY

EQUAL OPPORTUNITY EMPLOYER

The City of Ely is committed to hiring qualified employees without regard to race, color, creed, religion, national origin, sexual orientation and marital status, status with regard to public assistance, disability or age. Selection for employment with the City of Ely is based on job-related qualifications and is contingent on satisfactory results on exams, tests, as required by law, and/or specific qualifications to perform its job duties, among other things.

1. **VACANT POSITION.** The employment process begins when a position is vacant and needs to be filled. The City Clerk- Treasurer with the assistance of the appropriate department head creates or modifies the job description outlining the related criteria and responsibilities.
2. **COUNCIL APPROVAL.** The City Council must approve the position, job description and search process. Positions are posted and/or advertised when required by labor agreements. If a job is open to external as well as internal applicants, the job will be advertised. Positions shall be posted in the local and area papers, advertised on local radio, and posted on the City Hall bulletin board. Positions may be advertised elsewhere depending on the predicted ability to recruit and attract qualified applicants.
3. **INTERNAL POSTING.** A majority of full-time city positions participate in union membership and require that internal posting occur prior to looking outside of city employees for hiring. The internal postings will be displayed at City Hall and at the primary job site for assurance of availability to all City employees. After ten (10) working days, if there are no internal candidates, the City will proceed with posting externally.
4. **EXTERNAL POSTING.** Positions will be posted through local and area newspapers. Positions may be advertised elsewhere depending on the predicted ability to recruit and attract qualified applicants. Job descriptions will be available at the City Clerk's office. All interested parties will be asked to fill out all forms in regard to the hiring position, including (a) application form; (b) veteran's preference DD214; (c) additional forms or requests for information which may be added depending on the nature of the position; and (d) releases and/or authorizations to conduct a criminal background investigation, if requested. All application packets will include a copy of the job description for the position being hired, and will be available at the City Clerk's Office.
5. **INDEPENDENT SCREENING RATING.** Upon close of the application period, the Employee Relations Committee shall perform an independent screening of applications in which the applicants have met the minimum qualifications for said position. Applicants who do not meet the minimum qualifications, will not proceed to the independent screening process.

The independent screening shall be performed in compliance with the Veteran's Preference Act. The each applicant's qualifications shall be ranked based upon the position job description. As determined by the Employee Relations Committee, criteria for ranking shall include, but shall not be limited to: training, related experience, credentials, and other necessary qualifying factors relevant to said position.

In utilizing a 100 point rating scale, the maximum qualification subtotal for any position shall be 85 points before Veterans' Preference Points are awarded to individuals who qualify for the veteran's preference. Without seeing the actual names of the applicants, the Employee Relations Committee will determine the number of applicants, based on their rankings, who shall be recommended for an interview by the interviewing committee.

The Employee Relations Committee will return to the Clerk- Treasurer a list of the applicants and each applicants corresponding ranking.

6. INTERVIEW. The interviewing committee will generally be comprised of: one council member (using a rotation system), one designee from the Employee Relations Committee, the Clerk-Treasurer, and the appropriate department head, and one member of the applicable board or commission or designee from the department. The interviewing committee for Department Heads shall be the City Council.

A predetermined set of questions will be prepared by the Clerk-Treasurer and/ or interview committee. The Clerk- Treasurer will administer the interview process. An individual interviewer's questions may vary from the predetermined set of questions if the interviewer is following up on an applicant's previous answer. However, all questions will be specific to the position and the applicant's previous response. The follow-up questions may not inquire into the personal life of the interviewee, and must be in compliance with the City of Ely's hiring practices and Minnesota State law.

7. TESTING: Additional testing may be required for certain positions as part of the interviewing process. Testing will first cover an evaluation of the applicants' training and experience conducted by the City Clerk-Treasurer or designee. Other job-related tests may be conducted as determined by the City Clerk-Treasurer and in compliance with federal and state laws.
8. REFERENCES, CRIMINAL HISTORY AND DRUG TESTING: At the clerk/administrator's discretion, an interviewee's references and conviction history be may assessed. Conviction history shall be obtained through the Bureau of Criminal Apprehension. If a drug test is a reasonable requirement of hiring and done in compliance with Minnesota law, the clerk/ administrator may request that the individual who is offered the position perform a drug test.
9. RECOMMENDATION, OFFER, AND NOTIFICATION. The interviewing committee members will forward their recommendations to Council for final approval and hiring. The City Clerk-Treasurer or designee will prepare and send an offer letter to the

successful finalist after personally extending, over the phone or in person, the offer of employment. The Clerk- Treasurer must discuss with the finalist any pending pre-employment testing and outstanding requirements. The Clerk- Treasurer or designee will also prepare letters for all other applicants to notify them of their status.

All applicants will be notified in writing from the Clerk's office regarding the outcome of their application and hiring. The Clerk- Treasurer will send a letter to all veterans who applied for the position, indicating that veteran's preference points were applied to the individual's application. In addition, the letter will state whether the veteran was selected for an interview.

10. APPLICATION RETENTION: All applications shall remain on file with the City for a period of one year after the position has been filled. For police positions, the application retention period shall be two years.

During the application retention period, if a same or similar position opens, the City Council may, in their sole discretion, fill said position with applicants/interviewees from a previous employment search or, in the alternative, begin a new hiring search and follow the process outlined above.



Claire Huisman < claire.huisman@ely.mn.us >

MNDOT

1 message

Harold Langowski < elyod@ely.mn.us >

Mon, Jun 3, 2013 at 3:59 PM

To: Claire Huisman < claire.huisman@ely.mn.us >, Ross Petersen < rpetersen@ely.mn.us >, Ely Timberjay < ely@timberjay.com >, Tom Coombe < tcoombe@aol.com >

The traffic lights on Sheridan Street will be bagged starting Wednesday June 5th for MNDOT's traffic and pedestrian study of the Sheridan and 1st ave East intersection. During this study process if anyone has any questions or concerns they can contact Robert Ege, MNDot Traffic Engineer at 218-725-2788 or email robert.ege@state.mn.us

The full report of the study will be reviewed at the June 25, 2013 Ely Council study session at Ely City Hall.

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