



September 15, 2025

MEMO TO: MINOT CIVIL SERVICE COMMISSION
Miranda Schuler
Terri Phillion
Scott Burlingame

FROM: KELLY BECK, HR DIRECTOR

RE: AGENDA FOR Wednesday, September 17th AT 10:00 AM –
Council Chambers –City Hall

1. Police Captain Assessment Center Process

It is recommended Civil Service review and approve the proposed new Police Captain Assessment Center Process which will now include Sergeants being able to test for Captain

2. Program Management Analyst

It is recommended Civil Service review and approve the proposed Job Description and Pay Grade for the new Program Management Analyst for the Police Department

3. Senior Officer & Master Officer Promotions

It is recommended Civil Service review and approve the proposed new requirements for Senior Officer and Master Officer Career Ladder Promotions

4. Hiring Procedure for Police Officer

It is recommended Civil Service review and approve the proposed new hiring requirements for Police Officer

5. Cemetery Superintendent to Cemetery Manager

It is recommended Civil Service ratify the administratively approved downgrading of the Cemetery Superintendent position to Cemetery Manager and Job Description

6. Administrative Business Analyst

It is recommended Civil Service ratify the administratively approved new position and Job Description of Administrative Business Analyst I & II



7. Ratification of Quarter 3 2025 Employment Lists

It is recommended Civil Service ratify the following administratively approved Quarter 3 2025 Employment lists:

- Administrative Business Analyst- September 2025
- Administrative Clerk- August 2025
- Airport Facility Technician- August 2025
- Airport Facility Technician- June 2025
- Airport Operation Technician- July 2025
- Building & Grounds Worker- August 2025
- Bus Driver- August 2025
- Bus Driver- July 2025
- Cemetery Manager- August 2025
- Deputy Police Chief- August 2025
- Dispatch Shift Supervisor- June 2025
- Dispatcher- June 2025
- Equipment Operator, Lead- July 2025
- Financial Clerk- June 2025
- Heavy Equipment Operator- August 2025
- Heavy Equipment Operator- July 2025
- Light Equipment Operator- August 2025
- Light Equipment Operator- June 2025
- Property Assessment Specialist- July 2025
- Public Works Lab Technician- August 2025
- Fire Captain- September 2025

8. Additional Members to Civil Service Commission

It is recommended Civil Service approve adding two new members to the Civil Service Commission