

Subject St. Louis County Civil Service Commission

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Overview

This bill updates the special law governing St. Louis County civil service provisions, which was originally enacted in 1941. In general, throughout the bill, “civil service director” is updated to “human resources director” and transition language from 1941 is deleted. The bill makes other technical, substantive changes to update the law.

Summary

Section	Description
1	Commissioners; appointment; qualifications. Updates language.
2	Appointment of human resources director. Updates language.
3	Meetings; records; rules and regulations. Strikes language including rules governing compulsory retirement at a fixed age, and directing certain rules to conform to federal regulations of the Social Security Board. According to the Social Security Administration’s website, the board was replaced by an administrator in 1946. https://www.ssa.gov/history/boardmembers.html
4	Duties of the director. (f) Strikes provisions governing salary and wage schedules approved by the civil service commission and provides for the human resources director to develop, administer, and update plans as approved by the county board. Strikes paragraph (h) relating to vacancies, much of which is in section 13, where the updates are made. Modifies provisions governing probationary periods; they may not be less than the full-time equivalent of six months and not more than the full-time equivalent of 12 months, not to exceed 24 calendar months. Authorizes probationary periods for transfers, voluntary demotions, and appointments from the reemployment list. Probationary periods may be extended beyond 24 calendar months in limited circumstances. Paragraph (l) strikes requirements of reporting to the civil service commission.

Section	Description
5	<p>Unclassified civil service.</p> <p>Removes judicial employees, home demonstration agents, “inmate and patient help” at county institutions, publicly employed medical staff, and the county recorder from a list of unclassified service employees and adds the deputy directors, county administrator, and deputy administrators to the unclassified service. Specifies that a total of nine full-time equivalent clerical employees are included in the unclassified service. By default, any position not listed in the unclassified service and not governed by other statutes, are part of the classified service.</p>
6	<p>Classification plan.</p> <p>Strikes 1941 transition language and revises the remainder for current operations, including requiring the classification plan to identify unclassified services.</p>
7	<p>Allocation of positions.</p> <p>Strikes 1941 transition language and revises the remainder for current operations, including authorizing the director to reallocate positions between classes.</p>
8	<p>Additional classes.</p> <p>Restates the provision for clarity.</p>
9	<p>Reemployment.</p> <p>Authorizes former employees who request reemployment to be placed on a reemployment list for up to two years following resignation in good standing (previously limited to one year). Strikes “layoffs” from the title since that is covered in section 15.</p>
10	<p>Tests.</p> <p>Simplifies and modernizes language. Removes prohibition on credit accrual during the provisional period since that is stricken in section 4 (para. (h)).</p>
11	<p>Rejection of application; refusal to test or refer.</p> <p>Strikes outdated language and modernizes language.</p>
12	<p>Prohibiting or obstructing persons from taking tests.</p> <p>Prohibits certain conduct, including obstruction, coercion, and falsification of records. This section is substantially similar to the repealed section 383C.049.</p>
13	<p>Vacancies.</p> <p>Updates provisions and incorporates some of the stricken provisions from section 4 in order to have it all in one section. Authorizes former employees seeking reemployment and new applicants to be referred together and considered simultaneously. Specifies procedures for vacancies to be filled promotionally and vacancies to be filled from an open list. Provides for emergency appointments but prohibits successive emergency appointments.</p>

Section	Description
14	Transfer and demotion of employees. Authorizes the director to transfer a qualified probationary employee from one position to another position within the same job class and department and authorizes the voluntary demotion of a permanent qualified employee.
15	Layoff of employees. Updates language.
16	Certification of payrolls. Updates language and specifies documents required before approval of payments.
17	Commission may subpoena witnesses. Updates and simplifies language.
18	Political activity. Updates and simplifies language.
19	Discipline listed in this section requires cause. Updates and simplifies language and clarifies the appeals process and the commission's role.
20	Penalty. Reduces the penalty for willful or culpable negligent violation of the civil service statutes from a gross misdemeanor (up to one year in jail and/or \$3,000) to a misdemeanor (up to 90 days in jail and/or \$1,000).
21	Inconsistent acts repealed. Strikes an outdated cross-reference to a 1931 law related to veteran's preference in hiring. State law now provides for veteran's preference in hiring in Minn. Stat. § 197.455.
22	Repealer. Repeals: § 383C.036, transition provisions from 1941, and obsolete provisions relating to a county board of education. § 383C.047, authorizing civil lawsuits for violations of the statutes governing the St. Louis County Civil Service Commission. § 383C.049, prohibiting certain conduct, including obstruction, coercion, and falsification of records; provisions of which are incorporated into section 12. § 383C.052, obsolete reporting requirements. § 383C.053, requiring office for the civil service commission in the county seat, limiting expenses related to the commission. § 383C.059, relating to transfer of employees, obsolete, but addressed in the section governing transfer and demotion of employees.
23	Effective date. Provides that the bill is effective after the county files its approval of the law with the secretary of state.



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