



**NOTICE OF  
PUBLIC MEETING**

The Minot Civil Service Commission will hold a regular meeting on

**Tuesday, June 20, 2023 at 10:00 AM in the City Council Chambers at City Hall.**

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At the time of the preparation of this notice, the following items have been placed on the agenda:

1. Presentation of the proposed 2024 Compensation Plan for the City of
2. Request for Approval of New Job Description- Assistant City Manager
3. Request for Approval of New Job Description- Planning and Code Enforcement  
Assistant

Dated this 16<sup>th</sup> day of June, 2023

A handwritten signature in cursive script, reading "Lisa Jundt", is written over a horizontal line.

Lisa Jundt, Clerk of Commission



June 16th, 2023

MEMO TO: MINOT CIVIL SERVICE COMMISSION  
Miranda Schuler  
Laurie Davis  
Terri Phillion

FROM: LISA JUNDT, CLERK OF COMMISSION

RE: AGENDA FOR Tuesday, June 20, 2023 AT 10:00 AM –  
Council Chambers –City Hall

1. Presentation of the Proposed 2024 Annual Pay and Classification Plan for the City of Minot

The Commission will take public comment on the proposed 2023 Annual Pay and Classification Plan at this meeting.

Included is a copy of the proposed 2023 Compensation Plan for the City of Minot. This step in the Annual Plan process is for the Commission to conduct a public meeting on the plan and to take final action on it, within 60 days of its receipt, with or without modification. The Plan is then to be forwarded to the City Council for confirmation as submitted, or for modification and confirmation as part of the Annual Budget process.

As part the plan preparation process, information has been gathered to survey the market area for any changes in salaries for the benchmark positions by extracting salary survey data on specific benchmark job classes from municipalities and counties in the designated North Central portion of the United States.

Based on the information provided in the various markets, and internal statistical information regarding recruitment and retention, the proposed plan recommends changes in range for various positions and recommendations regarding its annual maintenance and implementation.

Highlights of the plan will be reviewed at this meeting.

2. Request for Approval of New Job Description- Assistant City Manager

At this time, we are requesting Commission approval of the following attached job description for Assistant City Manager.



3. Request for Approval of New Job Description- Planning and Code Enforcement Assistant

At this time, we are requesting Commission approval of the following attached job description for Planning and Code Enforcement Assistant.