

**RESOLUTION NO. 4071**


**A RESOLUTION ADOPTING A POLICY GOVERNING APPROVAL OF AND REVISION TO EMPLOYEE POSITION DESCRIPTIONS.**

*WHEREAS*, the City of Miles City wishes to adopt a standardized policy for the review, approval, and revision of employee position descriptions; and has developed a written policy governing the same;

**NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:**

1. The "Position Descriptions" policy, attached hereto as Exhibit "A," and the Position Description template attached hereto as Exhibit "B," are hereby approved and adopted by the Council, effective immediately.
2. This policy shall supersede any previously adopted policies of the same subject matter.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 27TH DAY OF JUNE, 2017.**

  
\_\_\_\_\_  
John Hollowell, Mayor

ATTEST:

  
\_\_\_\_\_  
Lorrie Pearce, City Clerk

Lorrie Pearce, City Clerk



## CITY OF MILES CITY PERSONNEL POLICY

Section 3:	Employment Information
Effective:	06/27/2017
Last Revised:	06/06/17 10/07/2014

### Position Descriptions Resolution #4071

- This policy supersedes all previous policies and/or handbooks published by the City of Miles City.
- Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

## POLICY

It is the policy of the City of Miles City (“City”) that all City positions shall have a current Position Description, and that all Position Descriptions shall be maintained by the Human Resources/Payroll Office.

## PURPOSE

- To establish a framework for developing standardized Position Descriptions for all City of Miles City positions;
- To clarify and publicize the duties, expectations and qualifications of each City position;
- To support determination of the appropriate position/job classification and grade for each position.

## PROCEDURE

1. All City position descriptions (PD) shall be written in a standardized format, using the approved PD template.
2. Each PD shall be written as a cooperative effort between the appropriate Department Director, the Human Resources (HR) Director and City Council HR Committee.
3. Each PD must be approved for use by the City Council HR Committee.
4. An approved PD shall include the following elements:
  - a. Position title
  - b. Job Class
  - c. Fair Labor Standards Act (FLSA) Status
  - d. Department

- e. Immediate Supervisor/Accountable To
  - f. Summary of Work (brief)
  - g. Essential Accountabilities and Expected Outcomes
  - h. Minimum Requirements
  - i. Desirable Qualifications
  - j. Performance Standards
  - k. Working Conditions
  - l. Physical Requirements
  - m. Approval Signatures
  - n. Effective Date
  - o. Revised Date when revisions are made
5. Each current job description will be reviewed annually and recommendations for updates and changes noted in writing by the Department Director.
    - a. The Department Director will communicate the completion of the annual review and all recommendations for updates and changes to the HR Director in writing.
  6. When a new position is requested by a Department Director, the Department Director will draft a new PD using the approved tool, and submit it along with a written explanation about the need for the PD to the HR Director.
  7. The HR Director will transmit requests for updates and changes to current PDs, and requests for new PDs, to the Human Resource Committee of the City Council for review and approval.
  8. Employees may review and/or secure copies of their position description at their request. There will be no charge to obtain a copy. Requests may be made through the Human Resources/Payroll Office.
  9. Employees may request changes be made to their position description at any time. Making a request is not a guarantee of a change being made.

*Reviewed and is recommended by City Human Resource Director.*

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*Reviewed and approved by City Human Resource Committee.*

HR Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*



# CITY OF MILES CITY

## Position Description

*Position Title*

Last Revised	
Effective	
FSLA Exempt	
Job Class	
Department	
Accountable to	

### SUMMARY OF WORK

### ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

- 1.
- 2.
- 3.
- 4.
- 5.

### MINIMUM REQUIREMENTS

Education (knowledge)

Experience (skills, abilities)

Certificates/Licenses

*(Position Title)*

## DESIRABLE QUALIFICATIONS

**Knowledge:**

**Skills:**

**Abilities:**

## PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

## WORKING CONDITIONS

Stand

Sit

Lift

Noise

Hazardous materials exposure

Travel

Other

## PHYSICAL REQUIREMENTS

*I attest that this City of Miles City Position Description accurately reflects the major duties of this position.*

Position Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.*

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.*

HR Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*I, \_\_\_\_\_, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*