

Human Resources Committee
August 24, 2016

The **Human Resources Committee** met Wednesday, August 24, 2016, at 5:15 p.m. in the Council Chambers at City Hall. Present were Committee Members Rachel Sloan, Kathy Wilcox and Jeff Erlenbusch. Absent was Committee Member Susanne Galbraith. Also present were Public Utilities Director Allen Kelm and Deputy City Clerk/HR Officer/Committee Recorder Linda Wilkins.

Committee Chairperson Rachel Sloan called the meeting to order.

1. Request of Citizens
None

2. Nominate a new chairperson

***Committee Member Erlenbusch nominated Committee Member Kathy Wilcox to Chairperson, seconded by Committee Chairperson Sloan. On roll call vote the motion **passed** unanimously, 2-0. Committee Member Wilcox abstained.*

3. Review changes to Personnel Policies

***Committee Member Wilcox moved that the attached changes to Personnel Policies be changed as noted upon review of City Attorney Dan Rice and MMIA Human Resource Specialist Angela Simonson, seconded by Committee Member Erlenbusch. On roll call vote the motion **passed** unanimously, 3-0.*

4. Review job description for part time clerk to the Finance Department

***Committee Member Wilcox moved to approve the General Office Clerk position description as presented, seconded by Committee Member Sloan. On roll call vote the motion **passed** unanimously, 3-0.*

5. Review wage for Administrative Assistant/Building Permit Technician

The findings of a mini-salary survey were presented and arguments presented by Public Utilities Director Kelm to the committee. It was determined through a calculation based on an average of wages published on O*Net website and a survey of Class 2 cities in Montana that a wage of \$20.87/hour would be considered an equitable wage based on the experience required to fill the position as outlined in the current position description.

***Committee Member Erlenbusch moved to pay the updated wage/salary for the Administrative Assistant/Building Permit Technician of \$18.72/hour with \$1/hour additional responsibilities along with \$1.15/hour longevity, seconded by Committee Member Sloan.*

***The motion was amended by Committee Member Erlenbusch to remove the \$1.15/hour longevity since it is a package plan through the union to \$18.72/hour wage plus \$1/hour for additional responsibility for a total \$19.72/hour. On roll call vote the motion **passed**, 2-1. Voting nay Committee Member Wilcox*

***Committee Member Erlenbusch moved to pay the updated wage for the Administrative Assistant/Building Permit Technician at \$20.87/hour retroactive to July 1, 2016, seconded by Committee Member Sloan. On roll call vote the motion passed unanimously, 3-0.*

6. Adjournment

***Committee Member Wilcox moved to adjourn, seconded by Committee Member Erlenbusch. The motion passed unanimously.*

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins