

Human Resources Committee

June 21, 2016

The **Human Resources Committee** met Tuesday, June 21, 2016, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Rachel Sloan, Susanne Galbraith, Kathy Wilcox and Jeff Erlenbusch. Also present were Union Representative Police Chief Doug Colombik, Public Works Director Scott Gray, PW/PU Office Clerk/Receptionist Dianna Larson, City Planner-in-Training/Grant Writer Dawn Colton, Fire Chief Gary Warren and Deputy City Clerk/HR Director/Committee Recorder Linda Wilkins.

Committee Chairperson Rachel Sloan called the meeting to order and notified members that item 6 was being move to the 2nd position on the agenda, item 2 was moved to the 4th item on the agenda.

1. Requests of Citizens

None

2. Review job description for Planner II

City Planner-in-Training/Grant Writer Colton made a few small changes in the following sentences under "Summary of Work", page 1 as follows: "Prepares staff reports and recommendations for special use permits and land use projects." "This positions prepares updates for the subdivision regulations, other development plans, assists in annexation and public right-of-way vacation activities.".. Committee Member Wilcox asked if there had been information obtained regarding a Planner II job description. Committee Member Galbraith had information from the website planning.org and read the qualifications for a Planner II, there was discussion regarding the education requirements. After this discussion it was decided, under the heading "EDUCATION AND EXPERIENCE" to change Associate's Degree to Bachelor's and add the following language at the end of the paragraph "or combination of equivalent education and experience."

***Committee Member Wilcox moved to approve the Planner II job description with revisions as noted, seconded by Committee Chairperson Sloan. Upon roll call vote the motion passed unanimously.*

3. Approve job description for PW/PU Administrative Assistant/Building Permit Technician

The following changes will be made to the job description per MMIA's recommendations typing speed will be changed to 35 wpm with 100% accuracy on a 5 minute test. It will be noted under summary of work that this is a full time permanent position. Physical requirements were also in accordance with MMIA recommendations. Preferred experience will be changed to one year.

***Committee Member Galbraith moved to approve the PW/PU Administrative Assistant/Building Permit Technician job description w/recommended changes; seconded by Committee Chairperson Sloan. Upon roll call vote the motion passed unanimously.*

4. Review Detective position

***Committee Member Wilcox moved to review the detective position; seconded by Committee Member Galbraith.*

Chief Colombik commented on the job description and made recommendations for change. We do have a detective lieutenant badge so no new badge would need to be purchased.

The position description provided to committee members was reviewed and it was recommended the following changes be made: any reference in the job description to Assistant Chief of Police will be changed to Chief of Police or Captain. Under Nature of Work add in the first sentence

after administrative duties "as well as field duties". After confidentiality add: "Maybe required to work other hours on street duty, as necessary." Under other duties change city manager to "Mayor". Under the heading "**EDUCATION AND EXPERIENCE**" under the last bullet point "five years" will be changed to "eight years"; and the following sentence will be added to the end "Must have obtained an advanced certificate in police officer standards and training.". Physical requirements will be also added. Job description will be reviewed with changes made at the next Human Resource Committee Meeting.

Committee Member Galbraith moved to submit Detective Lieutenant to MMIA for review of job description with revisions.

Upon roll call vote the motions passed unanimously.

5. Fireman Vacation Leave

Deputy City Clerk/Human Resource Director Wilkins explained to the committee that while reviewing the current contract she discovered that vacation had been accrued at the incorrect amount. The accrual rate has been changed to the correct amount, but it need to be decided what should be done about the incorrect accruals. She has been in contact with Dan Rice and he substantiated the calculation, and reviewed an opinion by former City Attorney Huss which stated the lookback period for the city to recoup any of the time is two years. Committee Member thought that since it was a clerical error that we should move forward.

***Committee Member Galbraith made the motion to recommend to City Council that from 6/15/16 Human Resource correct, the vacation accrual rate for firefighters and move forward since this was a clerical error in the past, seconded by Committee Member Wilcox. Upon roll call vote the motion passed unanimously*

6. Background Check Policy Review

Information regarding two background check companies was brought to the committee for review, it was discussed that the background check information was part of the Personnel Policies under Section 2-A Recruitment and Selection and this section of the Personnel Policy is to be reviewed on an annual basis, so it was discussed that the whole section should be brought back to the committee for review and that pricing from the background check providers would also be provided.

***Committee Member Wilcox moved to bring the policy back and background check fee schedules, seconded by Committee Member Galbraith. Motion passed unanimously.*

7. Adjournment

***Committee Member Galbraith moved to adjourn, seconded by Committee Chairperson Sloan. Motion passed unanimously*

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,



Chairperson Rachel Sloan



Recorder Linda Wilkins