

**Human Resources Committee**  
**July 26, 2016**

The **Human Resources Committee** met Tuesday, July 26, 2016, at 6:00 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 Police Chief Doug Colombik, RSVP Project Director Betty Vail and City Clerk/Committee Recorder Lorrie Pearce.

Committee Chairperson Rachel Sloan called the meeting to order.

1. Request of Citizens  
None

2. Review 911 Dispatch Supervisor job description

Chief Colombik stated that it is not necessary to put wording in "cannot work from home", there is currently a Personnel Policy in place covering this subject. Regular hours are 8:00 a.m. to 5:00 p.m., Monday through Friday with on call. Three years of experience should cover the city's requirements.

Committee Member Wilcox commented that she and Committee Member Erlenbusch noticed a lot of repetitive language between Key Task and Duties and Ability it was agreed that repetitive language should be removed.

Committee Member Galbraith asked if the Supervisor is under the supervision of the 911 Board. Chief Colombik stated the 911 Supervisor is an employee of the City and under the supervision of the Chief of Police, but maintains communication with the 911 Board. Recommended City Attorney Rice review the job description to ensure that supervision is clear. It was also suggested that the job description be the same format as other City job descriptions.

*\*\*Committee Member Galbraith moved to approve subject to clarification with in the job description that the 911 Supervisor is under the direct supervision of the chief of police, remove duplication between the heading Key Tasks and Duties and Ability, along with assigning Deputy Clerk/Human Resource Director Wilkins putting the job description into the City's format, seconded by Committee Member Erlenbusch. Upon roll call vote the motion passed unanimously.*

3. Review RSVP Director Job description

Director Vail updated the language of the position description to comply with the Corporation for National and Community Service recommendations.

*\*\*Committee Member Galbraith moved to accept the position description with revisions as recommended by the Corporation for National and Community Service, seconded by Committee Chairperson Sloan. Upon roll call vote the motion passed unanimously.*

4. Adjournment

*\*\*Committee Member Wilcox moved to adjourn, seconded by Committee Chairperson Sloan. The motion passed unanimously.*

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

Respectfully submitted,

  
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Chairperson Rachel Sloan

  
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Recorder Lorrie Pearce