

Human Resources Committee
September 21, 2016

The **Human Resources Committee** met Wednesday, September 21, 2016, at 5:15 p.m. in the Council Chambers at City Hall. Present were Committee Members Susanne Galbraith, Kathy Wilcox and Jeff Erlenbusch. Also present were City Clerk Lorrie Pearce, Police Chief Doug Colombik, Public Utilities Director Allen Kelm and Deputy City Clerk/HR Officer/Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens

None

2. Committee Member Comments

None

3. Unfinished Business

A. Discussion and recommendation to Full Council- MMIA policy changes

***Committee Member Galbraith moved to postpone discussion and recommendation on policy changes until the City Attorney and MMIA have had time to review them, seconded by Committee Member Erlenbusch. On roll call vote the motion **passed** unanimously, 3-0.*

4. New Business

A. Discuss process for review of City position descriptions - due Dec 31, 2016

Rotation over the next three months, Linda will send an e-mail to department directors asking for review of the positions descriptions related to their department.

B. Discuss draft position descriptions template for City non-union positions

HR Officer Wilkins provided to the committee a model position description from the University of Cincinnati, there was discussion around this model and it was decided to use the model with some modifications to include at the top of the of the position description who supervised the position along with exempt or non-exempt status.

***Committee Member Wilcox moved to have HR Officer Wilkins create the template a new job description for the City of Miles City based on the Cincinnati model with revisions discussed, seconded by Committee Member Galbraith. On roll call vote the motion passed unanimously, 3-0.*

It was recommended that HR Officer Wilkins provide a copy of the University of Cincinnati complete model for use when reviewing current position descriptions.

C. Discuss and make recommendation(s) concerning Police Administrative Assistant Position Description (i.e., Dispatch)

Add to the position description driver license required and occasional on-call may be required.

***Committee Member Galbraith moved to approve the General Office Clerk Position Description for the City of Miles City Police Department and add that they need to have a valid Montana Driver's License and also type 45 wpm with no errors and revisions as stated, seconded by Committee Member Erlenbusch.*

Committee Chairperson Wilcox commented that in the spirit of moving toward the Cincinnati model job classification could be General Office Clerk, but the Job Position Title itself would be Police Administrative Assistant. Under non-exempt position, first bullet of Essential Functions Sexual Violent Offender Registry, with (SVOR) after.

Committee Member Galbraith amended her motion to send the position description to MMIA and a resolution to send to council for wage, seconded by Committee Member Erlenbusch.

On roll call vote the motion passed unanimously, 3-0.

D. Discuss process for development of wage scales for City non-union positions

Chairperson Wilcox stated this came out of the Minnesota Plan the Committee was given and suggested that at this time the members take it home to review and bring back comments and continue to refine.

E. Discuss and make recommendation(s) concerning establishing base wage rate for current City Planner II position

HR Office Wilkins reported to the committee she has spoken to Attorney Larry Martin and is waiting for a phone call back from him for clarification on the resolution and letter to the employee.

5. Schedule Committee's Next Meeting: consider Wed, Oct 5, 2016 5:15 pm

Next meeting is scheduled for October 19 @ 4:00 p.m. Meetings will be earlier in the months of November and December.

6. Adjournment

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

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

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins