

Human Resources Committee December 28, 2012

The **Human Resources Committee** met Friday, December 28, 2012, at 12:00 p.m. in the Conference Room at City Hall. Present were Chairperson John Uden, Committee Members, Bill Melnik, and John Hollowell. Also present were, Deputy City Clerk Connie Watts, Deputy City Attorney Erica Griffith and Recorder HR/Payroll Officer Billie Burkhalter. Committee Member Dwayne Andrews was absent.

1. Roll Call:

- Noted above

2. Final Review of deputy City Clerk's position description:

Chairperson Uden explained he spoke to City Attorney Huss and apparently there was still an issue with the Deputy City Clerks position description as the word preferred was still in it but the rest of the position description was consistent with what the Committee and City Clerk decided was appropriate.

*** Chairperson Uden moved to delete the word "preferred" on page 4 under Education and Experience and replace it with "or an". Motion seconded by Committee Member Melnik and on roll call vote the motion passed unanimously.*

3. Review job descriptions of City Attorney:

Chairperson Uden explained the job description was prepared by the current City Attorney so it must be correct.

*** Committee Member Hollowell moved to approve the City Attorney job description. Motion seconded by Committee Member Melnik and on roll call vote the motion passed unanimously.*

4. Request of Citizens

- None

5. Committee members' comments

Committee Member Hollowell questioned how the grievance's were progressing and questioned what was going on with the Public Works Director position. Chairperson Uden replied the grievances were progressing and he didn't know if the Public Works Director position had even been advertised. HR Officer Burkhalter stated that the position had been advertised. The City received two internal applications and the Mayor had been informed and she had been advised by him that he would address this after the New Year. Chairperson Uden stated, based on policy and procedure, there will be an interview of these two individuals and he personally does not feel the Mayor should be on the interview panel because he has no knowledge of the position.

5. Adjournment

** *Chairperson Uden moved to adjourn the meeting. The motion was seconded by Committee Member Uden and passed. The meeting was adjourned at 12:10 p.m.*

Respectfully submitted,



Billie D. Burkhalter, Recorder



Chairperson John Uden

**HUMAN RESOURCES COMMITTEE
AGENDA**

DATE: Friday, December 28, 2012

TIME: 12:00 Noon

PLACE: City Hall Conference Room

AGENDA:

- 1) Roll Call**
- 2) Final review of Deputy City Clerk's position description.**
- 3) Review job description of City Attorney.**
- 4) Citizen Request.**
- 5) Committee members' comments.**
- 6) Adjournment**

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the City to address. :Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on the matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

- Experience in public finance and municipal administration or and equivalent combination of education and experience.

This is the last sentence under Education and Experience located on page 4 and the primary change is the deletion of the word "preferred".

**CITY OF MILES CITY
DEPUTY CITY CLERK
POSITION DESCRIPTION
Revised 12/4/12**

POSITION: Deputy City Clerk

DEPARTMENT: Financial and Administrative Services

ACCOUNTABLE TO: City Clerk

SUMMARY OF WORK: This position is responsible for maintaining Management and Records Retention, assisting with payroll in absence of Payroll Clerk, and assisting City Clerk with all accounting and general ledger booking duties. Assisting with recording and preparing Council and Committee agendas, packet and minutes. This position is responsible for assisting in maintaining ordinances, resolutions, and bylaws adopted by the City Council.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative and accounting duties requiring attention to accuracy, detail and timeliness. This position includes attending and recording City Council and Committee minutes as Directed by City Clerk. This position is responsible for maintaining a structured work environment and assists with accurately processing the City's payroll in the Payroll Clerks absence. The position is a typical sedentary office environment with occasional travel by air/car may be required. Variety and complexity of activities makes the position a high stress occupation. This position maintains confidentiality of sensitive information and requires minimal physical involvement.

Personal Contacts: Daily contact with all City Employees, Department Directors, Mayor and the Public.

Supervision Exercised: Supervision of subordinate employees within the Finance

and Administration Department which may involve implementing work schedules, training, and instructing the employees.

Supervision Received: Supervision from City Clerk.

Essential Functions: This position requires ability to train employees, prepare reports, calculate, review written material, record information, type, communicate, answer a telephone, and use of a computer for the purpose of operating Word, Excel, Budgetary, and Accounting programs.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties:

Organize and maintain a structured work environment in the sections which he/she supervises. Assists in recording the proceedings of the City Council and City Committees; enter in a book all ordinances, resolutions, and bylaws adopted by the City Council; keep a record of all licenses, permits, leases, contracts, agreements and other City documents. Assist with (in payroll clerk's absence) and accurately prepare and process the City's payroll within the time period established by applicable regulations. Organize and maintain an accurate collection and storage of City records, letters, documents, leases, contracts, official documents and miscellaneous correspondence. Perform other related duties as required and other duties as assigned by the City Clerk, Mayor, and state or local laws and regulations.

Personnel Management:

Organize and maintain a structured work environment in the sections which he/she supervises. Train and instruct subordinates in the performance of their assigned tasks and responsibilities. Organize and implement a schedule of work. Will have the authority to discipline and recommend termination to the City Clerk in compliance with State Law.

Payroll:

Assist with the preparation of the City's payroll so that paychecks are issued in a

timely manner. Assist the compilation of payroll reports and payments by deadlines set by law, such as quarterly payroll withholding, unemployment, and worker's compensation. (In payroll clerk's absence)

Management Information Systems:

Organize and maintain the City's Management and Records Retention system Information system which allows the expedient retrieval of information. Keep records of all licenses, permits, leases, contracts, agreements and documents authorized by the City. Maintain organized system for minutes, ordinances, resolutions and all City documents. Maintain all vehicle/equipment title information. Maintain computer backup of Accounting, Budgeting and Billing Programs.

Council/Committee Meetings:

Prepare with the approval of the Mayor, all Council and Committee Agendas and supporting documentation to be presented to City Council and public. Maintain follow-up of all finalized Council/Committee action and information. Maintains electronic submission of City's Ordinances to Municipal Code Corporation.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of State's BARS (Budgetary Accounting Reporting System), accounting practices and procedures, information systems management, personnel management, Accounting Software, Budget Prep, Word and Excel computer software, and State and Federal laws and regulations.

Skills: This position requires skills in the use of typewriter, computer, copy machine, 10-key adding machine, and a variety of office equipment and machines.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions, read ordinary print or type; attention to accuracy, timeliness and detail; establish effective working relationships with fellow employees, supervisors, and the public and requires good organizational skills.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a

combination of education and experience equivalent to:

- Certified Municipal Clerk qualifications
- Post Secondary Education in Accounting, Business Administration, and/or Public Administration with a minimum of two years experience as a bookkeeper, payroll clerk, and/or business manager.
- Experience in public finance and municipal administration ^{or/and} will be preferred ^{and} ~~or~~ an equivalent combination of education and experience.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties
- Maintains accurate and timely records
- Prepares and submits accurate and timely reports
- Deals tactfully and courteously with the public and other City Employees
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Maintains a structured and organized work environment.
- Prepares and processes the City's payroll in a timely manner
- Maintains an accurate collection and storage of City documents
- Maintains confidentiality of sensitive information

Approved by Human Resource Committee: _____

Signed: _____ Date: _____

Supervisor: _____ Date: _____

Revised 4/2008