

Human Resources Committee

January 22, 2013

The **Human Resources Committee** met Tuesday, January 22, 2013, at 12:00 p.m. in the Conference Room at City Hall. Present were Committee Chairperson John Uden, Committee Members Bill Melnik, Mark Ahner and Roxanna Brush. Also present were Councilpersons John Hollowell, Jerry Partridge, Sue Galbraith and Dwayne Andrews, Mayor C.A. Grenz, City Clerk Becky Stanton, HR/Payroll Officer Billie Burkhalter, Connie Watts, Finance Clerk and Committee Recorder Linda Wildman.

1. Roll Call

- Noted above

2. Elect Chairperson of Committee

Nominations were taken for Chairperson of the Human Resource Committee.

*** Committee Member Melnik moved to nominate John Uden for Human Resource Committee Chairperson. Motion seconded by Committee Member Brush and on roll call vote motion passed with Ahner, Brush and Melnik in favor. Chairperson Uden abstained.*

3. Establish City Hiring Plan for Second Half of this Fiscal Year

Mayor Grenz explained his intentions to change the hiring policy and suggests the Human Resource Committee do interviews and screening with recommendations to him for hiring.

Committee Member Ahner pointed out that due to miscommunication or lack of understanding things had gone awry in regards to positions particularly from Jan 1st thru June 30, 2013. The City Clerk and the Mayor had made an agreement when the final budget was made for FY12/13. Committee Member Ahner would like the City to get on track with positions regarding Finance & Administration as well as City Attorney and Public Works Director positions. He explained the agreement with the City Clerk's office was for a half- time Finance Clerk, full- time Deputy City Clerk and full- time Human Resource/Payroll Clerk thru June 30, 2013. At that time the City Clerk, Mayor and Council will negotiate the half time Finance Clerk position for FY13/14. He said if Linda Wildman chose to put in for the Finance Clerk she would be a valuable resource and allow for training of the new Deputy City Clerk. Also there would be a person hired to shadow the Utility Billing Clerk from January 1, 2013 until the current Utility Billing Clerk retires. Committee Member Ahner recommended to the Mayor to allow the hiring of the person chosen for the Utility Billing Clerk. Mayor Grenz has approved the hiring of Linda Wildman for the Finance Clerk position.

Committee Member Ahner requested a hiring plan for the City Attorney and the Public Works Director. He disagreed with the Mayor's proposal for the entire Human

Resource Committee to be involved in the interview process and suggested possibly two members, along with the immediate supervisor and the Mayor. It would not be necessary for the Mayor to sit in on an interview unless he so desired. He also pointed out that it might be advantageous to have an outside person. As an example, someone who has an engineering background sitting on an interview panel for the Public Works Director for their professional input.

Chairperson Uden suggested it would be appropriate for the Human Resource Committee to be advised of any openings and they could then recommend an interview panel for those positions.

Committee Member Ahner said the position descriptions and hiring should go to Council as a whole after Human Resource Committee makes its recommendation. There was further discussion concerning changing of the current policy.

Councilperson Hollowell inquired about our current interview and hiring policy and how it works. City Clerk Stanton explained her department's interview process as an example.

*** Committee Member Brush moved to recommend that we review the City's interview process. Motion seconded by Committee Member Uden.*

Councilperson Hollowell suggested the hiring process, as well as the interview process, needs to be reviewed and clarified.

*** Committee Member Brush amended the motion to include "review of the interview and hiring policy for the City". Motion seconded by Committee Member Uden. Upon roll call vote; motion was passed with Committee Member Melnik voting nay.*

Chairperson Uden and Committee Member Ahner inquired about the status of the Public Works Director and City Attorney applicants. There were two applicants for the Public Works Director. The City Attorney's posting closed Tuesday and applicants will be forwarded to the Mayor when the Human Resource Officer returns from vacation.

Mayor Grenz stated he wants to go through the job description for Public Works Director and possibly combine positions. Chairperson Uden says State law allows the Mayor to combine positions by Executive Order and it falls within his powers as Mayor. The City Attorney job description has been approved by this Committee.

4. Address proposed amendment(s) of Deputy City Clerk's position description

Councilperson Galbraith questioned why the Deputy City Clerk's job description keeps coming back to the Human Resource Committee for changes when it had been approved both by Human Resource Committee on December 4th and the Council on December 11th and then had come back to Human Resource again on December 28th for changes. The Human Resource Committee has the power to approve the job

description. She stated from an e-mail from City Attorney Huss that on December 19, 2012, that he did not like "preference will be given"; however, said "preferred " was ok. That is is the current job description. She wondered why was this being discussed again.

Mayor Grenz wants to see changes made to include claims in the Deputy City Clerk's position description. He suggested that needs to be included as the Finance Clerk position is agreed upon only until June 30, 2013. If the Finance Clerk position is eliminated, those duties would have to be put back into the Deputy Clerk position description, and he would like to see that in this job description before someone is hired.

City Clerk Stanton stated she was specifically told by the December 4th Human Resource Committee to advertise for those positions.

Mayor Grenz asked why he was not asked to sit in on the interviews and mentioned the prior Mayor did. City Clerk Stanton said Mayor Whalen did not sit in on all interviews. Chairperson Uden pointed out that Mayor Whalen sat in on all police officer interviews.

Mayor Grenz explained that he had received legal advice and, due to past practice, he has no choice but to hire the internal applicant for the position of Deputy City Clerk to prevent a lawsuit. However, he did not want to sign off on the Deputy City Clerk hiring sheet without changes to the job description which best fits the City of Miles City. He wants one thing added before he will sign off on the hiring. He said when the City Clerk takes the only applicant, a friend of hers, and says that is the only applicant, it is flawed. However, he will sign it.

Human Resource/Payroll Clerk Burkhalter stated she takes offense to the statement that a "friend" was hired. The applicant was a qualified internal applicant.

Councilperson Hollowell asked if Mayor Grenz was threatening the Committee by not hiring until they change the job description and what he likes.

Mayor Grenz said he is willing to sign off on the hiring sheet if they put that into the job description.

Chairperson Uden pointed out that the Committee could amend the job description for Deputy City Clerk.

Committee Member Ahner said he did not think it was a problem with the Clerk's office to have accounts payable in both the Finance Clerk and the Deputy City Clerk's position descriptions.

*** Committee Member Ahner made a motion to include in the Deputy City Clerk's job description "Receive purchase requisitions and determine if requested purchase amount is within the remaining appropriation. Sort and categorize purchase order, invoices, and claims; input the data into the computer. Prepare*

claims approval list and submit to Mayor or Finance Committee for approval. Following the Mayor or Finance Committee approval of the claims approval list, prepare and print the checks. Following the preparation and execution of checks, distribute and mail the checks to the appropriate vendor". Motion seconded by Committee Member Uden. Upon roll call vote motion was passed unanimously.

City Clerk Stanton spoke about her understanding of the Finance Clerk position. It currently includes accounts payable and receivable and she is concerned about too much responsibility being placed upon the new Deputy City Clerk, especially during budget. It is a very busy time of the year and there will be a large learning curve with Budget Prep and the budget process. She understood that the half time Finance Clerk's position would be up for negotiation after June 30, 2013, however, she feels it is a necessary position.

Finance Clerk Wildman stressed her concerns about the lack of staffing if the part-time position is eliminated. During the budget process the Clerk's office also has a large volume of claims, council and committee meetings, billing for all licenses, contracts, leases and other, as well as auditors present doing depreciation and other year end business. Having performed both the Deputy City Clerk and Finance Clerk functions for most of her career, she is aware of the work load and time constraints.

Chairman Uden asked if the Mayor would indicate to our City Clerk that the Deputy City Clerk, Finance Clerk and part-time Utility Billing Clerk positions can be confirmed. Mayor Grenz said he will do that with the understanding that the Deputy Clerk sign off on the changes to that job description.

Human Resource/Payroll Clerk Burkhalter pointed out that they did nothing wrong in this process and the same process has been done numerous times before and after her tenure as Human Resource/Payroll Clerk. She asked to be included in the interview process in the future as the Committee makes changes to the policy.

Mayor Grenz asked that Connie Watts officially accept the new job description of Deputy City Clerk. Ms. Watts said she would be happy to accept the position.

5. Request of Citizens

Mary Elizabeth Irion, 141 Balsam, asked Committee Members Ahner and Brush if they had asked to be on the Human Resource Committee or were they appointed. Each member commented that they were appointed. Chairperson Uden explained a Councilperson can request to be placed on a committee, however, it is the Mayor's choice to select whom he desire; with the consent of Council.

6. Committee members' comments

Committee Member Ahner asked to see a position description for the Public Works Director and, if the Mayor decides to combine positions, he would like to see

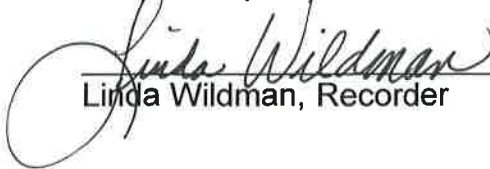
those changes.

City Clerk Stanton asked what would happen to the two applicants for the Public Works Director position. Committee Member Ahner explained that if the job description was changed substantially, it may have to be re-advertised. After further discussion it was decided to get direction from the City Labor Consultant Larry Martin. Mayor Grenz agreed to contact him. Chairperson Uden asked the Mayor to inform him when he receives information from Mr. Martin so that he can make a request to re-advertise with the new job description. All applicants can then apply and interviews can be scheduled.

7. Adjournment

****** *Committee Member Melnik moved to adjourn the meeting. The motion was seconded by Committee Member Brush and passed. The meeting was adjourned at 12:55 p.m.*

Respectfully submitted,



Linda Wildman, Recorder



Chairperson John Uden

****AMENDED****
HUMAN RESOURCES COMMITTEE
AGENDA

DATE: Tuesday, January 22,2013

TIME: 12:00 Noon

PLACE: City Hall Conference Room

AGENDA:

- 1) Roll Call
- 2) Elect Chairman of Committee
- 3) Establish City Hiring Plan for Second Half of this Fiscal Year
- 4) Address proposed amendment(s) of Deputy City Clerk's position description.
- 5) Citizen Request.
- 6) Committee members' comments.
- 7) Adjournment

Public comment on any public matter that is not on the agenda at 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.

**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

CITY OF MILES CITY
POSITION DESCRIPTION
(12-4-12)

POSITION: Finance Clerk

DEPARTMENT: Finance & Administrative Services

ACCOUNTABLE TO: City Clerk

SUMMARY OF WORK: This position is responsible for all accounts payable and all accounts receivable (excluding Utility Billing). This position also provides for complex financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up-to-date, and that vendors and suppliers are paid within established time limits. Works closely with Department Directors and public.

JOB REQUIREMENTS:

Nature of Work: This position performs duties which require attention to accuracy, detail, and timeliness. The duties include general secretarial tasks, perform day to day processing of accounts payable transactions to ensure that municipal finances are maintained in an effective, up-to-date and accurate manner. This position requires minimal physical involvement and consists mainly of sedentary work in an office environment. Maintains confidentiality of sensitive information.

Knowledge, Skills and Abilities: Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; operate Word, Excel, Quick-books, Budgetary and Accounting programs. Skilled in operating office tools and equipment. Ability to perform mathematical computations accurately and quickly; to communicate effectively both verbally and in writing; to establish successful working relationships; to work under pressure with frequent interruptions; to work with angry or difficult customers.

Personal Contacts: Daily contact with the public and employees.

Supervision Received: Supervision from the City Clerk

Working Conditions/Physical Demands: This position frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Occasionally lift and/or move up to 25 pounds.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties: Bill and maintain all accounts receivable (licenses, contracts, agreements, leases, miscellaneous). Receive purchase requisitions and verify for

accuracy and that they comply with financial policies and procedures. Sort and categorize purchase order, invoices, and claims for data entry. Prepare claims approval list and submit to Mayor or Finance Committee for approval. Following the Mayor or Finance Committee approval of the claims approval list, prepare and print checks. Following the preparation and execution of checks, distribute and mail the checks to the appropriate vendor all scan all documents. Monthly follow up on all outstanding checks. Assist City Clerk, Deputy City Clerk and Human Resource/Payroll Officer as needed. Perform other related duties as required and other duties as assigned by the City Clerk, and state or local laws and regulations

EDUCATION AND EXPERIENCE AND MINIMUM QUALIFICATIONS:

Previous experience in Accounts Payable/Receivable is highly preferred. The position requires knowledge of clerical office functions including reception and phone etiquette; strong keyboard skills and a thorough knowledge in computer word processing /data entry and spreadsheets. Must be able to communicate effectively, orally and in writing, establish and maintain effective relationships; and adhere to the strict standards of confidentiality. Must be able to operate typical office machines such as computers, phone system, calculators, copiers, fax and scanners.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equal to a high school diploma plus two year of post high school education in accounting or secretarial. Must be able to demonstrate proficiency in word processing, spelling, grammar, letter composition and basic mathematic skills and familiarity with basic principles of bookkeeping.

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.
- Observes work hours.

--Demonstrates punctuality.

--Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

--Demonstrates telephone usage and etiquette.

--Performs general clerical and receptionist duties.

--Performs general accounts payable and receivable duties

--Maintains confidentiality of sensitive information.

--Team building skills

--Effective organizational skills

--Time management skills

--Stress management skills

Approved by Human Resource Committee: 12/4/12

Signed: Linda Wildman Date: 12/19/12

Supervisor: Becky Stanton Date: 12/19/12

Rebecca Stanton

From: Susanne Galbraith
Sent: Friday, January 18, 2013 1:10 PM
To: Becky Stanton
Subject: FW: Email Requested Re: Dep. City Clerk Job description
Attachments: Memo Style.pdf

Becky,

Wanted to pass this along to you for your information.

I hope that you are feeling better.

Take good care.

Sue

Date: Wed, 16 Jan 2013 11:05:38 -0700
Subject: Fwd: Email Requested Re: Dep. City Clerk Job description
From: egriffithlaw@gmail.com
To: sgalbrth@hotmail.com

----- Forwarded message -----

From: **Erica D. Griffith** <egriffithlaw@gmail.com>
Date: Wed, Jan 16, 2013 at 11:02 AM
Subject: Email Requested Re: Dep. City Clerk Job description
To: [Sgalbraith@hotmail.com](mailto:sgalbraith@hotmail.com), Butch Grenz <mayor@milescity-mt.org>

Susan,

Please find attached the email that Jerry sent to Butch Regarding concerns with the job description of the Deputy City Clerk that you requested.

I only have archived access to these emails so it is scanned and attached as a PDF.

Thank you,

Erica D. Griffith
Attorney at Law

Krutzfeldt & Jones, LLP
507 Pleasant Street
Miles City, Montana 59301
(406) 234-1222
(406) 234-5864 (FAX)
egriffithlaw@gmail.com

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George Huss

From: George Huss [bhpc@midrivers.com]
Sent: Thursday, December 20, 2012 4:55 PM
To: 'Butch Grenz'
Cc: Jana Mueller
Subject: RE: job discription
Attachments: HR Committee minutes of 12-5-12.pdf; Dep City Clerk job description 12-04-12 HR.pdf

Mayor –

I requested that the Clerk's office provide me with the most current version of the proposed job description for Deputy City Clerk. I am attaching what they provided to me. It does not contain the wording "preference will be given" The only reference to anything being "preferred" is under Education and Experience, where it states: "Experience in public finance and municipal administration will be preferred or an equivalent combination of education and experience" The phrase "will be preferred" has an entirely different meaning then "preference will be given".

You had previously asked me whether it was a good idea to have in the Deputy Clerk's job description the phrase: "Preference will be given to Certified Municipal Clerks". I told you that it was a bad idea. As phrased, if there were two or more applicants, one of which had a certification as a "Certified Municipal Clerk", the City would be required to give preference to that applicant regardless of the qualifications of applicants who did not have the certification. You could end up with a situation in which an applicant had 20 years experience as the City Clerk in Dickinson, N.D. but they would not get the job as against an applicant who had the a certification and absolutely no experience in a City Clerk or Deputy City Clerk position. An applicant could have a Masters in Business Administration and be a CPA, but an applicant with the certification would have priority, regardless of experience, education or training.

The language in the current draft of the job description of "Experience in public finance and municipal administration will be preferred or an equivalent combination of education and experience" gives the City the flexibility to consider relevant experience and education and to meet the requirements of the Montana Governmental Code of Fair Practices that all hiring be on the basis of merit and qualifications.

The attached job description conforms to the actions of the Human Resources Committee at its December 5, 2012 meeting. I have attached a copy of those minutes.

George W. Huss

BROWN AND HUSS, P.C.

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bhpc@midrivers.com

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From: Butch Grenz [<mailto:mayor@milescity-mt.org>]

Sent: Wednesday, December 19, 2012 7:29 PM

To: George W. Huss

Subject: job discription

Jerry if you could e mail me something to the effect that it is your legal opinion that the phrase "preference will be given...." In the job description for the deputy clerk is a bad idea. After the Human Responce committee had instructed the clerk's office to remove it, it keeps being put back in. Thank you. I bet you can't wait to get away from all this!