

Human Resources Committee

April 18, 2013

The **Human Resources Committee** met Thursday, April 18, 2013, at 6:05 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 Mayor C.A. Grenz, Councilperson John Hollowell, Flood Plain Administrator/Auto Cad/Asst. to Public Works and Utilities Samantha Malenovsky, Engineering Secretary Dianna Larson, 283A President and Water/Wastewater Operator Thomas Speelmon, Grant Writer Dawn Colton and City Attorney Dan Rice and Committee Recorder HR/Payroll Officer Billie Burkhalter.

1. Roll Call

- Noted above

2. Review Job Description for Engineering & Operations Clerk/Receptionist

Committee Member Ahner stated in the amended job description under "Supervision Received: under the direct supervision of Public Works & Public Utilities" he would recommend that there only be one direct supervisor, which should be the Public Utilities Director. The Committee and Secretary Larson were in agreement. Committee Member Ahner noted that Secretary Larson would still be accountable to both the Public Works and Public Utilities Directors.

Chairperson Uden noted the current job description was completed in 1994 and questioned why it had not been updated sooner as Secretary Larson has been doing more duties. He further questioned who authorized her to take on additional duties, and if her supervisor had approved it.

Committee Member Brush stated she is aware that Secretary Larson's wages are frozen and questioned if this request to change her job description is going to be used in the future to argue her point on wages. Secretary Larson replied yes. Committee Member Brush stated she had another problem she wanted to point out, as Secretary Larson is changing the position completely from an office clerk receptionist to an administrative assistant and she wants the Committee to be aware of that. She further stated there are several duplications of "answering the phone and taking messages" and that is basically clerical duties. She questioned what "BOA" stood for and requested this be spelled out in the job description. Committee Member Brush further recommended under "Education and Experience" that Word Perfect and Word Processing be deleted, as these programs are no longer taught. She explained that under "Job Performance Standards" it states "ability to handle multiple interruptions and priorities throughout the day" and that is everyone's job. Also, "communicate effectively with diverse and sometimes irate individuals" is called "customer service".

Committee Member Ahner pointed out that preferences in Word Perfect and Word Processing it could state "demonstrate proficiency in applicable software

programs” and any repetition in the job description should be eliminated. He also requested clarification on the difference between a secretary and administrative assistant.

Chairperson Uden noted that Secretary Larson takes minutes at the meetings that are outside of regular business hours and she is getting paid overtime and questioned who authorized that overtime. Secretary Larson stated she would assume her supervisor did. Chairperson Uden stated that would be something they would have to look at because overtime is really getting out of hand with the City. He further stated the City is experiencing exorbitant amounts of overtime and they would have to address that issue in the proposed job description.

Mayor Grenz questioned what would be the difference in compensation with the proposed job description for Secretary Larson. Mr. Speelmon, 283A President, responded that under the Wage Analysis Survey, her position was evaluated only as a secretary; her extra duties were never considered. He currently does not have a dollar amount, but once this job description is completed they plan on having this position reevaluated. Committee Member Ahner stated he believed that changing the job description and changing the compensation were two separate issues.

Committee Member Brush stated she was unwilling to approve this amended job description as presented, but would be willing to go through the description if it was the Committees intent to make changes.

Mayor Grenz stated he would need to confer with the City’s labor attorney to see if changing this would cause any problems. He further requested Mr. Speelmon to contact the other unions and non-union personnel and let them know that this is the only job description that would be done. He pointed out that the City has to look into a \$200,000 cut, and doesn’t want to see that turn into \$300,000.

Chairperson Uden stated that the Committee is here to protect Secretary Larson as an employee but also to protect the City, minute changes in a job description can have a significant impact on finances and responsibilities that an employee is assuming.

Councilperson Hollowell noted that when he was a Human Resource committee member this issue had been brought to them by Secretary Larson and another employee who requested an accurate job description to reflect their extra responsibilities. Chairperson Uden called point of order due to Councilperson Hollowell having a personal interest in the situation by referencing his sister. Councilperson Hollowell disagreed stating that her job description had previously been approved and therefore that was not an issue. Chairperson Uden stated that Councilperson Hollowell’s sister is involved in a grievance, which makes it inappropriate for him to discuss it. City Attorney Rice stated the conflict is noted on record, if there is a remaining point it can be made. Councilperson Hollowell stated he was not trying to make a point or persuade the Committee, he was just trying to explain how this came about.

Secretary Larson stated she does not understand what is going on with this

process and why it has taken so long to have the facts straight.

Committee Member Ahner requested Secretary Larson make the cosmetic changes to the position as discussed by the Committee and to make a distinction between the two discussed titles. He also wants the Labor Attorney to have a chance to review this especially in regards to the Letter of Agreement that was adopted, that states the City will not change language over a three year period. He believes that the Letter of Agreement meant not necessary position descriptions it meant contractual language in the three contracts the City has with the Unions, but needs clarification.

*** Committee Member Ahner moved to defer consideration of this issue until the changes the Committee has recommended tonight be made and that they have an opportunity to confer with the City's Labor Relations Specialist. Motion seconded by Committee Member Melnik, on roll call vote, motion passed unanimously.*

3. Review City Policy for Recruitment & Selection 1.13.1

Committee Member Ahner explained the Mayor needs the latitude in regards to personnel that he recruits, selects and hires in order to execute the Councils desires. This Mayor may want all control over the hiring of individuals from seasonal employees to Directors, or he may just want to do certain positions, and they need to try to be flexible if future mayors want to have the ability to delegate these functions. He pointed out that there is a provision in the policy that it be reviewed annually for any changes.

Mayor Grenz stated by statue and ordinance all department heads have to be approved by City Council, everything else is the mayor's prerogative.

Attorney Rice explained he reviewed the changes from Attorney Martin and the bullet points from Local Government Center and incorporated it into the policy. Most of the changes he made were concerning the Mayor appointing a hiring committee to do most of the early recruitment and screening.

The following are the recommended changes from the Committee to the Recruitment and Selection Policy submitted by Attorney Rice:

- Equal Opportunity Officer (EOC) will be replaced with "Human Resource/ Payroll Officer"
- Pg 2: first paragraph that references "supervisor must complete a Position Description Worksheet, and submit this form along with the Personnel Requisition to the Hiring Committee for approval" change "Hiring Committee" to "Human Resource Committee"
- Pg 2: "All advertisements must be reviewed and approved by Hiring Committee prior to placement: delete "Hiring Committee" add "Mayor or Mayors designee"
- Step 2 – "Job Registry" Recruitment (3 Working Days Maximum) (F.) change "A member of the Hiring Committee" to "Human Resource/Payroll Officer"
- Step 2 – "Job Registry" Recruitment (3 Working Days Maximum) (G.) change "Hiring Committee" to "Human Resource/Payroll Officer"

shall establish a salary being offered for the position, so long as the salary is within the amount budgeted for said position. If the Mayor feels that an increased salary is necessary, such increased amount must be approved by the City Council”

- Employment Confirmation (B) add “and benefits” after Starting Salary
- Employment Confirmation (C) add after first sentence “The Confirmation Letter must indicate that the appointment is subject to the consent of the City Council, when applicable”

Chairperson Uden requested that City Attorney Rice make the above noted changes and forward it back to the Committee.

4. Request of Citizens

Sam Malenovsky, Flood Plain Administrator, stated regardless of the Grievance she has filed concerning her wages, she would like to request a meeting with the Human Resources Committee to figure this issue out as it has nearly been a year without any resolution. Mayor Grenz stated he did not think they could do that because there are procedures that have to be followed. Administrator Malenovsky replied that mediation was not in the policy either. Chairperson Uden stated they have to follow the legal guidelines, but if Attorney Martin says yes then that would be ok.

Committee Member Brush stated that Mrs. Malenovsky has an offer that came out of the mediation. Administrator Malenovsky stated that “mediation” did not happen as there was no mediator there to conduct it and there was not even any negotiation. After the session was completed she received a one and only offer that was basically take it or leave it with no discussion or common ground. Mayor Grenz stated what he understood from Attorney Martin there was a 2% thrown out on the table, which was preconceived that everyone would go for, and then someone turned around and wanted a \$6 raise. Both Human Resource Officer Burkhalter and Administrator Malenovsky stated this was incorrect. Mayor Grenz then stated he was told today by Labor Attorney Martin about a 2% increase that the Grievant’ s wanted to be retroactive back to July 1, 2012, which the City’s representatives could not mutually agree on. Administrator Malenovsky stated she was offered 2% beginning July 2013 with no other option and stressed that mediation did not take place.

City Attorney Rice explained that to be called “mediation” requires a mediator, a neutral third party that talks to both sides and tries to get them to agree to something, it was a negotiation but not mediation. Committee Member Ahner agreed, further pointing out the City Council had hired an Attorney to serve as a mediator or a hearing officer. Committee Member Brush stated she thought the purpose of the mediation was for her and Councilperson Andrews to bring forward to the Council what they thought they would agree to. Councilperson Hollowell questioned since no mediation had taken place the City had not fulfilled what they said it would do. Human Resource Payroll Officer Burkhalter stated as far as she knew the Grievant’ s had been denied a mediator and agreed mediation had not taken place. Committee Member Brush stated she felt Attorney Martin was very fair.

Chairperson Uden requested that Committee Member Brush contact Labor Attorney Martin and see if there is an option for them to come back before the Committee.

Administrator Malenovsky stated that a recommendation had been previously made by this Committee to have the Salary Survey looked at for those four positions and she is unsure what happened with that recommendation but would be willing to have them do the survey to include those four positions and look at them fairly. Mayor Grenz stated the thing about the Survey is that we all agreed to accept it and her representative accepted it. Administrator Malenovsky stated she did not accept the survey and no one on her behalf could due to her not being in a Collective Bargaining Unit and that is unlawful.

5. Committee Members' comments

- Not addressed

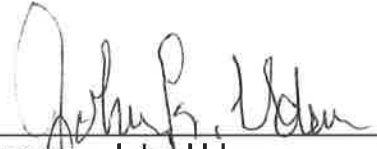
6. Adjournment

****** *Committee Member Ahner moved to adjourn the meeting. The motion was seconded by Committee Member Melnik and passed.*

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,


Billie D. Burkhalter, Recorder


Chairperson John Uden