

Human Resources Committee
September 16, 2015

The **Human Resources Committee** met Wednesday, September 16, 2015, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush, Committee Members Mark Ahner and Ken Gardner. Also present was Deputy City Clerk/Committee Recorder Linda Wilkins. No Audience

Committee Chairperson Brush called the meeting to order.

1. Approval of Deputy City Clerk/Human Resource Officer job description.

Chairperson Brush asked Deputy City Clerk Linda Wilkins to speak on the subject:

She stated it is a good practice to have a separation of duties between Human Resources and the Payroll Clerk. This new Job description combines duties of of the Deputy City Clerk and HR Officer, ensuring the city is in compliance with state, federal, and local regulations.

There was discussion regarding the wording of the job description. Committee Member Ahner went through the language of the job descriptions and changes were made to the language and noted by Recorder Linda Wilkins.

***Committee Member Ahner moved to approve The Deputy City Clerk/Human Resource Officer job descriptions with changes that were discussed during the course of the meeting. The motion was seconded by Committee Member Gardner.*

There was discussion concerning City Attorney Dan Rice reviewing the job description and the committee members determined this was not necessary. Committee Member Gardner agreed the separation of duties would provide good checks and balances.

***On original motion, motion passed unanimously.*

2. Approval of Accounting/Payroll Clerk job description

There was discussion regarding the wording of the job description. Committee Member Ahner went through the language of the job descriptions and changes were made to the language and noted by Recorder Wilkins.

***Committee Member Ahner moved to approve the Accounting/Payroll Clerk job description with changes as recommended. The motion was seconded by Committee Member Gardner. Motion passed unanimously.*

3. Request of Citizens

None

4. Committee Member Comments

None

5. Adjournment

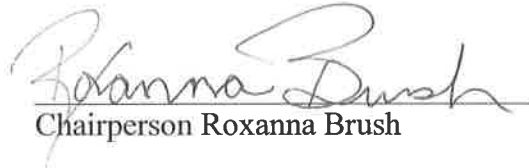
***Chairperson Brush moved to adjourn the meeting. The motion was seconded by committee Member Gardner and passed.*

The meeting was adjourned at 6:28 p.m.

Respectfully submitted,



Recorder Linda J. Wilkins



Chairperson Roxanna Brush