

Human Resources Committee
May 2, 2017

The **Human Resources Committee** met Tuesday, May 2, 2017, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, John Uden and Jeff Erlenbusch. Also present were City Clerk Lorrie Pearce, Utility Billing Clerk Patti Bissell, Councilperson Rick Huber, Local 283A President Tom Spielmon, Public Works Director Scott Gray, Mayor John Hollowell, 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

None

4. New Business

A. Discussion: Processes for collecting license and permit fees (Mayor Hollowell)

Using a flow process chart Chairperson Wilcox and those present discussed the current process for citizens obtaining a park permit. Mayor Hollowell would like to see a written policy to address information required for reserving park shelters, the insurance requirements of the City and MMIA for special events held at public parks, and alcohol variance requirements. Currently, the Water Department has been scheduling small park gatherings with larger venues being scheduled with the Public Works Director. Utility Billing Clerk Bissell has expressed concern over these responsibilities being left with the Water Department as she believes the Water Department Staff is not adequately trained to perform this function. Public Works Director Gray expressed the Water Department has been doing the smaller venue scheduling for a number of years, and believed this was a convenience for citizens. There was discussion as to whether the water department should continue booking the reservations for small events or if this should be moved up to the Public Works department. There was discussion on having the function of reserving of park shelters moved up to the Public Works Department since this function is specific to that department. One of the major concerns was the insurance certificate requirements and how this would affect small groups. Director Gray said that the insurance certificate was primarily for large groups and or groups having something dangerous associated with their event. Clerk Bissell said that the smaller events do take a lot of time and that if she was going to continue with this duty she would like it added to her job description and receive additional compensation. Director Gray would consider moving this duty up to the Public Works department and the duty would be added to the Public Works Director job description and/or the Administrative Assistant. The Mayor is responsible for signing the alcohol variances. A new form was discussed for collection of the various information required to reserve park shelters at parks and City Clerk Pearce said she would work on the form to collect all the information that was necessary for reserving the park as she had previously developed a guide for reserving park shelters.

B. Review, revise: draft revisions to City position description template and p/p.

Chairperson Wilcox stated that the committee would be looking at what the position description policy changes against the position description template. HR Officer Wilkins had sent the position description policy to MMIA and they reviewed the policy, MMIA thought the policy was good and only needed to have physical limitations added. Chairperson Wilcox reviewed the changes to the policy with a few changes made. The revised position description policy outlines what should be in a job description and HR will maintain them all. The committee is working on standardizing position descriptions to have wage scales that are consistent across the board and to clarify duties and support job grade assignment based on position description. The Mayor would review changes to the position description and HR would make a recommendation to Finance Committee for an increase in wage, if there is a change . Committee Member Uden stated that this was outstanding and long overdue and would recommend any

changes happen prior to the next fiscal year budgeting process. Clerk Pearce stated performance evaluations were just done in April or possibly make it earlier. Chairperson Wilcox stated that it would be good. HR Officer Wilkins stated the Performance Evaluation Policy should be changed to a more specific date. Chairperson Wilcox stated that we would clean up the policy and bring it back for further review.

Moving to the template, a draft copy of the Position Description template was reviewed for conformance with the revised job description policy. Committee Member Uden, under working conditions, stated that the Fire and Police Department face exposure to hazardous material and life threatening situations and asked to be placed under Working Conditions. Director Gray stated his employees face issues such as confined space. Committee Member Uden also commented that some employees face bio hazards. HR Officer Wilkins will find the current language for bio hazards.

C. Review, revise: draft- new City Job Classification and Wage Scale p/p new FY 2018 Wage Scale table

Chairperson Wilcox began discussion on the Job Classification and Wage Scale Policy. HR Officer Wilkins thought the language of eastern Class 2 Municipalities be deleted, since there are only 6 Class 2 cities in the entire state of Montana. The committee agreed that the Grade Level Classifications would need to be changed in accordance with the current City Structure. Clerk Pearce commented that this was for non-union people. Chairperson Wilcox explained this would be a grade and step system, each position would be assigned a grade according to class. Job duties should describe why the position exists or if there was supervision. It was suggested to add expertise in number 4(b). Years of relevant experience will be considered when hiring and individual licenses or certifications that may be required. Steps would also apply to years of service. Clerk Pearce stated that longevity is in addition to base pay, based on MCA. Chairperson Wilcox stated that 6(c) should be taken out if it doesn't apply. Add certifications and or licenses relevant to the job. There was discussion on rewarding for performance. Committee Member Galbraith thought that this would cause a problem in the budgeting processing, she thought that money should not be attached to exceptional performance. Exceptional performance was removed from the policy. Further discussion will continue on this policy. Wage scale will be reviewed once a year by the HR committee. Committee Member Uden stated that unions have a lot to say about conducting a wage survey. Yearly was changed to periodically. This will come back for further review.

D. Discuss and recommend: most appropriate approach to completing the draft Wage Scale table for FY 2018 use

Chairperson Wilcox stated to think about what the percentage would be between steps. Further consideration will be given to the wage scale table. Committee Member Galbraith thought this was good in theory. Committee Member Erlenbusch stated that each step was longevity. Chairperson Wilcox said there was no problem in changing steps to longevity. Chairperson Wilcox stated that whatever the code dictates will be put in for longevity. Longevity years will be done for steps.

5. Schedule Committee's Next Meeting: consider Tues, June 6, 5:30 pm

6. Adjournment

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

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,


Chairperson Kathryn Wilcox


Recorder Linda Wilkins