

Human Resources Committee
April 19, 2018

The **Human Resources Committee** met Thursday, April 19, 2018, at 5:15 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and John Uden. Excused was Jeff Erlenbusch. Also present were Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins and Fire Chief Branden Stevens.

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. Review and Recommendation: Position Description, Administrative Assistant/Building Permit Technician

There was discussion on adding the additional verbiage for the park permit duties. It was decided to not to add the additional verbiage as it was already covered under Areas of Job Accountability and Performance bullet point "Complete Special Event Permits and Park User Permits".

***Committee Member Galbraith moved to leave the job description of Administrative Assistant/Building Permit Technician as it previously was, seconded by Committee Member Uden. The motion passed unanimously 3-0.*

B. Review and Recommendation: Position Description – Logistical Support Position

After discussion regarding part paid firefighter duties, the committee agreed that Logistical Support position descriptions cover the duties required and made the "Last Revised" and "Effective" dates May 1, 2018 and the Job Class "Part Paid".

***Committee Member Uden moved to accept the Logistical Support Position description as presented and amended, seconded by Committee Member Galbraith. The motion passed unanimously 3-0.*

C. Discussion: Exit Interview Information

The committee suggested the question "Did you at any time experience harassment during your employment?" They also asked that the comments be forwarded to department directors for their information.

5. Next Meeting: Thursday May 3, 2018 @ 5:15 p.m.

4. Adjournment

***Committee Member Galbraith moved to adjourn, seconded by Committee Member Uden. The motion passed unanimously 3-0.*

The meeting was adjourned at 5:48 p.m.

Respectfully submitted,


Chairperson Kathy Wilcox


Recorder Linda Wilkins