

**Human Resources Committee  
December 6, 2018**

The **Human Resources Committee** met Thursday, December 6, 2018, at 5:25 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and Jeff Erlenbusch. Excused was Committee Member John Uden. Also present were Public Utilities Director Tom Speelmon, City Clerk Lorrie Pearce 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. Review and Approve: Deputy City Clerk Position Description and Wage

The committee reviewed the Deputy City Clerk Position Description making the position description effective December 7, 2018 with a Job Class of Administrative. Based on the 2012 Wage Survey the base wage was set at \$17.33 per hour with a 5% decrease during the initial six month probationary period.

*\*\*Committee Member Erlenbusch moved that the position description be approved with the changes made, seconded by Committee Member Galbraith. On roll call vote the motion passed 3-0.*

4. Review and Approve: Human Resources Officer Position Description

The committee reviewed the Human Resources Officer Position Description making the position description effective December 7, 2018 with Job Class of Administrative Director. At the fourth bullet on the first page of the position description language was added "Facilitate mandatory training to employees." Under "Minimum Requirements – Education" the first bullet was changed to read "Completion of a high school degree or equivalent and some post-secondary education in Human Resources and Payroll and a minimum of three years of experience as an administrator and/or business manager. Under "Desirable Qualifications, the first bullet was changed to read "Post-Secondary Degree in Human Resources, Accounting, Business Administration, and/or Public Administration with a minimum of three years of experience as an administrator and/or business manager."

*\*\*Committee Member Galbraith moved that the position description be approved with the changes made, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-0.*

5. Next Meeting: to be determined

The next meeting was scheduled for Tuesday, January 15, 2019 at 5:30 p.m. The following items will be included on the next agenda: Discussion of Administrative Wage Scale and the position description for a Civil Engineer.

6. Adjournment

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

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

Respectfully submitted,

  
Chairperson Kathy Wilcox

  
Recorder Linda Wilkins