

Human Resources Committee
February 6, 2019

The **Human Resources Committee** met Wednesday, February 6, 2019, at 5:30 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 and Human Resources Officer/Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Election of Chairperson

***Committee Member Erlenbusch moved to nominate John Uden as Chairperson; no second.*

***Committee Member Galbraith moved to nominate Kathy Wilcox as Chairperson, seconded by Committee Member Erlenbusch. On roll call vote motion passed 3-0.*

2. Request of Citizens

None

3. Committee Member Comments

Committee Member Galbraith requested that meetings begin at 6:00 p.m. as this time is more in line with her personal schedule.

4. Discussion and Recommendation: City Engineer Position Description

The committee reviewed the City Engineer position and made the following **changes** to the position description. Job Class will be Professional/Technical. Under MINIMUM REQUIREMENTS, Certificates/Licenses the words “certification and” will be inserted prior to “registration”.

***Committee Member Erlenbusch moved to approve the position description with changes as noted, seconded by Committee Member Galbraith. On roll call vote the motion passed 3-0.*

5. Discussion and Recommendation: Wage Scales

HR Officer Wilkins presented a wage scale matrix to the committee for their review. The matrix was based on calculating backwards from the base wage developed by the 2012 Wage Survey. The probationary wage was calculated at 84% of the base wage and the incrementally increased over a period of 15 years. The committee recommended keeping the 84% of the base wage as the probationary wage and then developing percentages for each year of employment, i.e. 85% of the base at the end of the six month probationary period and moving forward to the 8th year at 92% of the base and by the 10th year of employment the employee will have reached the base wage. It was noted that employees will still be receiving the annual longevity increase of \$.05 per hour.

The committee also discussed adding a line in the matrix for the Professional/Technical category for the Civil Engineer position. Based on the “O-net” website, maintained by the U. S. Department of Labor, it was determined that the median wage of \$73,650 would be a good wage to offer a Civil Engineer who is a certified Professional Engineer registered with the state of Montana possessing a professional engineering stamp. Director Speelmon thought this would help the City save money. The City currently pays on average in the range of \$180 - \$210 per hour for services provided by a contracted Civil Engineer, depending on the project. Hiring a civil engineering would save the City money by not hiring an outside engineer for certain projects.

The committee asked HR Officer Wilkins to prepare the wage matrix with the changes outlined above for presentation to the Finance Committee.

***Committee Member Erlenbusch moved to approve the wage matrix with changes as noted and present the revised schedule to the Finance Committee, seconded by Committee Member Galbraith. On roll call vote the motion passed 3-0.*

6. Other
None

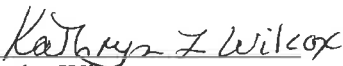
7. Next Meeting: To be determined
Next meeting is scheduled for Tuesday, March 5, 2019 at 6:00 p.m. Items of discussion: Performance Evaluations, Position Descriptions, and Annual Training.

8. Adjournment

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

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,



Chairperson Kathy Wilcox



Recorder Linda Wilkins