

RESOLUTION NO. 4390

A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING POSITION DESCRIPTIONS

WHEREAS, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

AND WHEREAS, the City Council finds that certain revisions to such policies should be adopted;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. That the following revised policy: Position Descriptions attached as Exhibit "A"
2. Such policy shall become effective February 9, 2021 upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 9TH DAY OF FEBRUARY, 2021.



John Hollowell, Mayor

ATTEST:



Mary Rowe, City Clerk



EXHIBIT "A"
CITY OF MILES CITY
PERSONNEL POLICY

Section 3:	Employment Information
Effective :	02/09/2021
Last Revised:	06/27/2017 06/06/2017 10/07/2014

Position Descriptions
Resolution 4390

- This policy supersedes all previous policies and/or handbooks published by the City of Miles City.
- Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

POLICY

It is the policy of the City of Miles City ("City") that all City positions shall have a current Position Description, and that all Position Descriptions shall be maintained by the Human Resources Office.

PURPOSE

- To establish a framework for developing standardized Position Descriptions for all City of Miles City positions;
- To clarify and publicize the duties, expectations and qualifications of each City position;
- To support determination of the appropriate position/job classification and grade for each position.

PROCEDURE

1. All City position descriptions (PD) shall be written in a standardized format, using the approved PD template.
2. Each PD shall be written as a cooperative effort between the appropriate Department Director, the Human Resources (HR) Director and City Council HR Committee.
3. Each PD must be approved for use by the City Council HR Committee.
4. An approved PD shall include the following elements:
 - a. Position title
 - b. Job Class
 - c. Fair Labor Standards Act (FLSA) Status
 - d. Department
 - e. Immediate Supervisor/Accountable To

- f. Summary of Work (brief)
 - g. Essential Accountabilities and Expected Outcomes
 - h. Minimum Requirements
 - i. Desirable Qualifications
 - j. Performance Standards
 - k. Working Conditions
 - l. Physical Requirements
 - m. Approval Signatures
 - n. Effective Date
 - o. Revised Date when revisions are made
5. Each current position description will be reviewed annually and recommendations for updates and changes noted in writing by the Department Director.
 - a. The Department Director will communicate the completion of the annual review and all recommendations for updates and changes to the HR Officer in writing.
 6. When a new position is requested by a Department Director, the Department Director will draft a new PD using the approved tool, and submit it along with a written explanation about the need for the PD to the HR Officer.
 7. The HR Officer will transmit requests for updates and changes to current PDs, and requests for new PDs, to the Human Resource Committee of the City Council for review and approval.
 8. Employees may review and/or secure copies of their position description at their request. There will be no charge to obtain a copy. Requests may be made through the Human Resources Office.
 9. Employees may request changes be made to their position description at any time. Making a request is not a guarantee of a change being made.



EXHIBIT "A"
CITY OF MILES CITY

Position Description

Position Title

Last Revised	
Effective	
FSLA Exempt	
Job Class	
Department	
Accountable to	

SUMMARY OF WORK

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

- 1.
- 2.
- 3.
- 4.
- 5.

MINIMUM REQUIREMENTS

Education (knowledge)

Experience (skills, abilities)

Certificates/Licenses

(Position Title)

DESIRABLE QUALIFICATIONS

Knowledge:

Skills:

Abilities:

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Quality – The extent to which an employee’s work is completed thoroughly and correctly following established process & procedures.
- Productivity/Independence/Reliability – The extent to which an employee produces a significant volume of work efficiently in a specified amount of time. Ability to work independently with little or no direction/follow-up to complete task / job assignment.
- Job Knowledge – The extent to which an employee possesses and demonstrates an understanding of work instructions, processes, equipment and material required to perform the job. Employee possesses the practical and technical knowledge required of the job.
- Interpersonal Relationships/Cooperation/Commitment – the extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, and/or outside contacts. Employee accepts and responds to change in a positive manner. Accepts job assignments willingly, takes responsibility for own performance and job assignments.
- Attendance – The extent to which an employee is punctual, observes prescribed work breaks/lunch hours and has an acceptable overall attendance record.
- Adherence to Policy – The extent to which an employee follows City policies, procedures and work conduct rules. Complies with and follows all safety rules and regulations.
- Overall Performance

WORKING CONDITIONS

Stand

Sit

Lift

Noise

Hazardous materials exposure

Travel

Other

PHYSICAL REQUIREMENTS

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director/Officer.

HR Director/Officer: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature