

PERSONNEL COMMITTEE

DECEMBER 12, 2018

The meeting was called to order at 5:34 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy, Barry VanHoozen, and Becky Williams. Also present were Bridgette Kabat, City Administrator, and Kelly Chalfant, Human Resources Manager.

REVIEW PROPOSED JOB DESCRIPTIONS

Ms. Chalfant distributed proposed job descriptions for Public Information Officer and Inspector. Ms. Kabat stated that the PIO position was discussed at the last City Council meeting. She said they reached out to the Northwest Water and Sewer District for the job description for their full-time PIO. She said they have not come up with an hourly rate yet, and they are checking with other communities to see what they pay. She said this is the initial proposal for duties and they welcome any comments, recommendations, or critiques. Ms. Williams asked how much was in the budget for this position and who this person would report to. Ms. Kabat said they would report to her, and she did not have her budget with her, but she would email the committee that information.

Ms. Kabat said the inspector would be housed under the City Engineer. Initially this position would be used only on City projects where we currently hire out the inspection services, but they believe it can grow into doing new subdivision construction inspection. This would give us more control, and perhaps save developers time and money. This position would also be responsible for prevailing wage duties. Ms. Williams asked why ODOT certification is not required. Ms. Kabat said that she will check with the City Engineer and Service Director again, but her recollection is they don't feel this certification is needed. Mr. McCarthy asked if the educational requirement is enough. Ms. Kabat said that some of the firms we currently have performing the work said that their inspectors have experience, but no more education than what we are requiring. Ms. Kabat said that she can have Mr. Dariano and Mr. Eckel at next month's meeting. Ms. Williams asked when they would like to fill this position, and Ms. Kabat said they would like to have someone in place by the end of the first quarter. No action was requested on either job description.

OTHER BUSINESS

Ms. Kabat said that they are waiting for the Law Director's input on the job description for the Assistant Prosecutor position.

Ms. Williams said at the Safety Committee meeting the police chief's position was discussed, and Ms. Kabat informed the committee that the Mayor is working on the process. Ms. Kabat said that they have reviewed the job description and it is good. She said the Mayor is working to roll out a plan at the next City Council meeting. Ms. Kabat said that they received the scores from the police lieutenant assessment center, but they have not received the individual narratives yet. She said this process will probably be put on hold because the next step is interviews.

Ms. Williams asked if we will be receiving an end of year report for the clinic. Ms. Chalfant reported that they have hired a doctor who starts in January, and he will be working three days a week. She said they should receive the end of year information sometime in January.

Jim Hagen, 10741 Avenue Road, said that with regards to the inspector position, the City will need to have insurance in case of an error. Ms. Kabat said that is already included in the City's insurance policy.

There being no further business, the meeting adjourned at 6:17 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Monday, January 14, 2019 at 5:30 p.m. which is a change from the regular date and time.