

PERSONNEL COMMITTEE

JULY 23, 2019

The meeting was called to order at 5:00 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy, Barry VanHoozen and Becky Williams. Also present were Laura Alkire, Law Director, and Jon Eckel, Service Director.

REVIEW JOB DESCRIPTION FOR IT TECHNICIAN

Ms. Williams stated that this item was also on last month's agenda, and last week she asked Ms. Chalfant to send out the job descriptions for IT Manager and Software Specialist for comparison with the IT Technician job description. Mr. McCarthy said that the job description says that this new position would manage the City's website. He asked who was doing that now. Ms. Alkire said that the Software Specialist handles the majority of it, with some assistance from other staff members. Ms. Williams stated that at last month's meeting the Committee was told that the salary range would be \$30,000 to \$50,000 and this position would absorb the summer intern position. No action was requested.

REVIEW JOB DESCRIPTION FOR SAFETY COORDINATOR

The Committee reviewed the proposed job description for a Safety Coordinator. Ms. Alkire said that there is a need for safety training not only for the utilities and service departments, but also for police, fire and the administrative staff. Mr. Eckel stated that both he and Ms. Chalfant are passionate about this issue and while he was the WWTP Superintendent, he wrote a safety program. At that time the WWTP employees were the confined space rescue "team" for the whole City. Mr. Eckel said that employees in the service and utilities departments are getting classroom safety training, but he does not feel they can get the full spectrum without hands-on training. He said that our safety program should not be based on luck, but should be based on training and experience. He said that the summer staff should also have safety training because they are high school and college kids who have no prior training. Mr. Eckel said that besides confined space training, other areas that need to be addressed include air monitoring, setting up safe traffic control, excavation, trenching, shoring, and fire drills. He said each building has an Emergency Action Plan, but most employees are not aware they exist. Mr. VanHoozen asked where this position would fall in the City structure. Mr. Eckel said that he does not know, but as part of his new position he would like to work to get this implemented. Ms. Alkire said that this request is timely because it is proposed that it would be a new position in 2020 so the Zashin and Rich study could take a look at other communities to see how they handle this position. Mr. VanHoozen said that his only comment is that it's a jump from the fifteen hours a week that Cardinal Compliance Consultants is providing safety training to forty hours a week. Ms. Alkire said that the City has a large investment in its employees and equipment. She said this position would have a daunting task to see what's going on throughout the City. Mr. McCarthy said that he does not see this position having an impact on police and fire because they have their own training. No action was requested.

OTHER BUSINESS

Ms. Williams said that she will need to reschedule next month's meeting and some possible dates were chosen. Mr. McCarthy said that he will send an email with his availability.

There being no further business, the meeting adjourned at 5:29 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next regular meeting: Monday, August 26, 2019 at 5:00 p.m. Which is a change from the regular date.