

PERSONNEL COMMITTEE

JUNE 25, 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 Bridgette Kabat, City Administrator, Laura Alkire, Law Director, and Kelly Chalfant, Human Resources Manager.

REVIEW JOB DESCRIPTION FOR IT TECHNICIAN

Ms. Chalfant distributed a proposed job description for the new position of IT Technician. She said that no action is requested at this time, and this position will be part of the 2020 budget. Ms. Chalfant said that the pay range will be \$30,000 to \$50,000 depending on qualifications. Ms. Kabat explained that currently these duties are outsourced. Ms. Williams asked to whom they are outsourced. Nathan Sommers, GIS Specialist, said that Presidio does the work at the rate of \$185 per hour this year and the rate goes up each year. Mr. McCarthy asked about the IT staff. Mr. Sommers explained that networking is a weak point in our current IT staff. He said that recently there was a switch that went down in Public Utilities, and you don't always get the same technician when you outsource, so it can delay repairs while the technician familiarizes themselves with the City's system. He said that the IT Technician will be responsible to know what we have, monitor it, know the weak points, security, and provide recommendations moving forward. He said that they will also cover the help desk and will absorb the summer internship position by getting new computers set up. Ms. Williams asked when they are looking for action on this position, and Ms. Kabat said within the next couple of months. Mr. McCarthy asked how many users are on the City's network. Mr. Sommers said that there are approximately 100 computers, 179 named users, but closer to 200 users.

STATUS UPDATE ON CURRENT VACANCIES

Ms. Chalfant gave an update on current vacancies in the City. She said that applications for communication officers are being accepted until August 4; applications for the Utilities Commissioner's position are being accepted through July 19, and to date we have received three applications. Ms. Chalfant said we have received 16 applications for part-time firefighter and those are being reviewed to see if the applicants meet our requirements. She stated that we have two police officers who begin on July 1 that will be attending the police academy. We have received 54 applications for police officer and although there are currently no vacancies, we could possibly have as many as three openings next spring or summer. Ms. Chalfant stated that the Administration is looking at the structure of the Finance Department due to the resignation of the Deputy Finance Director and Payroll Clerk, and the introduction of Right Stuff software for payroll.

UPDATE ON WAGE & COMPENSATION STUDY

Ms. Chalfant said that a conference call is scheduled for July 2 to discuss the scope of the wage and compensation study with Zashin & Rich. Ms. Kabat said the contract has been signed and the conference call will be the kick-off of the study.

There being no further business, the meeting adjourned at 5:13 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next regular meeting: Tuesday, July 23, 2019 at 5:00 p.m.