

PERSONNEL COMMITTEE

JUNE 24, 2014

The meeting was called to order by Chairman Barry VanHoozen at 5:00 p.m. Committee members present were Todd Grayson, Tim McCarthy and Barry VanHoozen. Also present were City Administrator Bridgette Kabat, Law Director Mathew Beredo, and Human Resources Manager Kelly Chalfant.

REVIEW OF PAY RANGE FOR PREVAILING WAGE COORDINATOR

Ms. Chalfant explained that the prevailing wage coordinator's position was overlooked when pay ranges were established for the other permanent part-time positions. She distributed a suggested pay range for the position. The Committee discussed the duties and responsibilities of the prevailing wage coordinator. Ms. Chalfant said that twenty hours per week are budgeted for the position, but he only works as needed. Mr. Grayson asked if we have looked at sub-contracting the job out. Mr. Beredo noted that according to State law, the job has to be done by a City employee. Ms. Kabat said that the Administration will provide the Committee with the number of hours worked based on active projects. Mr. Grayson asked for the total hours worked last year too.

The Committee agreed 3-0 to recommend approval of the pay range for the prevailing wage coordinator.

There being no further business, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

Barry VanHoozen, Chairman
Personnel Committee

Next meeting: Tuesday, July 22, 2014 at 5:00 p.m.