

**HUMAN RESOURCES COMMITTEE
MEETING APRIL 14, 2014**

MEMBERS PRESENT: Bob Finsland, Mike Herrick, Denise McDonald, Esther Dalbec

OTHERS PRESENT: Debbie Bergstrom, Sue Heskin, Cammi Koneczny

The meeting was called to order at 4:00 p.m.

1) Approve Updated Job Descriptions:
A) Parts & Materials Clerk

Koneczny explained the revisions to the Parts & Materials Clerk job description. The new computer program they will be using requires more technical skill. The position will also now require a commercial driver's license. This requirement will allow the Parts & Materials Clerk to be able to assist the Mechanics with moving vehicles and equipment around.

- B) Library Manager Circulation Services**
- C) Library Manager Technical Services**
- D) Library Clerk**
- E) Library Assistant**

Herrick questioned the lifting requirement of 50 pounds in the Library Assistant job description.

Heskin replied that the requirement should be in both the Library Assistant and Library Clerk job descriptions.

Motion by McDonald, seconded by Herrick, to approve the updated job descriptions. APPROVED

2) Approve Request to Fill Positions:
A) Parts & Materials Clerk with proposed increased wage range.

Koneczny explained the reason for the proposed increased wage range.

Motion by McDonald, seconded by Herrick, to approve the request to fill the Parts Materials Clerk position with the proposed increased wage range. APPROVED

B) GIS Student Worker

Motion by Herrick, seconded by McDonald, to approve the request to fill the GIS Student Worker position. APPROVED

C) Firefighter

Motion by Herrick, seconded by McDonald, to approve the request to fill a Firefighter position. APPROVED

3) Approve Library Request to Fill & Change Positions as Follows:

- A) Hire two PT (13 hours/week) Library Clerks**
- B) Reclassify current FT Librarian I to Librarian II**
- C) Increase hours of current PT Librarian I from 13 to 22 hours/week**

D) Increase hours of current PT Library Page from 4 to 7 hours/week

Motion by McDonald, seconded by Herrick, to approve the Library request to fill and change positions.

APPROVED

4) Approve Extension of Acting Public Works Superintendent.

Koneczny requested extending the Acting Appointment of Nathan Johnstad to Public Works Superintendent. She is working with Public Works administration and the Mayor to make a recommendation to the Committee at their May 19th meeting.

Motion by Herrick, seconded by McDonald, to approve the extension of Acting Public Works Superintendent.

APPROVED

5) Receive and File Monthly Personnel Report for March 2014.

Motion by McDonald, seconded by Herrick, to receive and file the Monthly Personnel Report for March 2014.

APPROVED

Motion by Herrick, seconded by McDonald, to adjourn at 4:30 p.m.

UNANIMOUSLY APPROVED