

HUMAN RESOURCES COMMITTEE MINUTES

MARCH 16, 2015 MEETING

MEMBERS PRESENT: Bob Finsland, Mike Herrick, Denise McDonald

OTHERS PRESENT: Debbie Bergstrom, Chris Carlson, Jon Freer, Sandra Freer, Sue Heskin,
Cammi Koneczny, Diane Nelson, Steve Roberts, Jon Shamla

The meeting commenced at 4:00 pm.

1) Request to hold sick leave hour value until retirement for Jon Freer.

Motion by McDonald, seconded by Herrick, to approve the request to hold sick leave hour value until retirement for Jon Freer. APPROVED

2) Approve updated job descriptions.

a) Library Children Services Manager

Motion by McDonald, seconded by Herrick, to approve the updated Library Children Services Manager job description. APPROVED

b) Public Works Director

Motion by McDonald, seconded by Herrick, to approve the updated Public Works Director job description. APPROVED

3) Request to Fill Positions:

- a) Firefighter**
- b) GIS Intern**
- c) Library Children Services Manager + Subsequent Vacancies**
- d) Medium Equipment Operator-Street Division (2 vacancies)**
- e) Staff Assistant-Assessor + Subsequent Vacancies**
- f) Public Works Director + Subsequent Vacancies**

Motion by McDonald, seconded by Herrick, to approve the request to fill positions. APPROVED

4) Environmental Services Division request to fill 27 positions as defined in the previously approved revised organizational structure (see attachment), contingent upon establishment of salaries by City Council.

Roberts explained that the majority of the positions do not have an established salary yet. Of the 27 positions, 17 are currently filled by employee's in existing positions, 3 are currently being filled by temporary agency employees, 4 are currently filled by contracted employees, and the rest are vacant positions. He did not anticipate displacing any current employees.

Motion by McDonald, seconded by Herrick, to approve the Environmental Services Division request to fill positions. APPROVED

5) Receive and File:

- a) Monthly Personnel Report for February 2015.**

Motion by Herrick, seconded by McDonald, to receive and file the Monthly Personnel Report for February 2015.

APPROVED

Motion by Herrick, seconded by McDonald, to adjourn at 4:17 pm.

UNANIMOUSLY APPROVED