

**AGENDA FOR A PERSONNEL COMMITTEE  
MEETING FOR THURSDAY, JANUARY 21, 2016  
6:00 PM, SMALL CONFERENCE ROOM,  
SECOND FLOOR MUNICIPAL BUILDING**

(Councilmen Reynolds, Brown, Reed, and Rockhold)

- I. CALL TO ORDER – Councilwoman Sharon Lynch, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held November 10, 2015
- IV. NEW BUSINESS
  - 1. Training rate for Public Works positions;
  - 2. Changes to the Smoking Abatement Policy;
  - 3. Addition of a Fleet Maintenance Coordinator in the Police Dept.;
  - 4. Reinstatement of Sanitation Supervisor and Street Supervisor positions within Public Works.
  - 5. Reclassification request in Finance Department for IT employee.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, November 10, 2015 at 6:00 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilwoman Sharon Lynch, who presided over the meeting. Members attending included Warren Bigley, Nancy Wilcox, Roger Brown, JR Carpenter, and Sharon Lynch.

Others attending included Pam Salvage, Rick Lemley, Rickie Yeager, Eric Jiles, Kim Coram, John Rockhold, and Jim Reed.

MINUTES – Mr. Brown moved, seconded by Mr. Carpenter, to approve the minutes from the meeting held October 27, 2015, and the motion was adopted by unanimous vote.

MAYOR'S SALARY – Mr. Bigley stated that he originally had questions and since our last meeting he has done his own comparisons and research.

Ms. Lynch stated that Huntington's Mayor's salary has been \$75,000.00 since 2008, and if they had kept up by increasing by percentages, he would have been making over \$120,000.00, as Mr. Brown had said. Over the years we have had people run for the Mayor's position from the police or fire department, or someone from City government. But, if you are a family person with children, there is no incentive for younger people to be interested in politics. It is not an 8-hour job, she said, and you look at the position and not the person. The Personnel Committee had recommended a range of \$90,000.00 - \$110,000.00 last September for the Mayor. In 2008 the salary was increased from \$60,000.00 to \$68,000.00.

Other cities in WV have a city manager, Mr. Rockhold stated, and they are also paying a mayor. Parkersburg has a mayor only, he said.

Ms. Coram asked about the fringe benefits that go on the w-2 for the mayor, and Ms. Salvage said Mayor Colombo does not drive the City car for personal use. When Mr. Jiles said that was not an additional expense to the City, Ms. Coram stated that it goes on their w-2 and is part of their compensation package.

What we have not, Ms. Lynch stated, is a city vehicle used by other people.

The salaries for other cities do not include benefits, Ms. Wilcox stated, and did not know how that was calculated.

As the mayor's salary was discussed last year, Ms. Lynch asked why it was not included in the budget, and Ms. Salvage explained the new mayor would not take office until January 2017 and there is no reason for a higher amount to be included. Ms. Wilcox asked why the mayor's increase was pulled from the ordinance that Council considered September 2014, and Ms. Salvage they had not decided on an actual figure at that time.

MOTION – Ms. Wilcox moved, seconded by Mr. Bigley, to recommend \$90,000.00 for the mayor's position, and forward it on to City Council.

VOTE – the motion was adopted by majority vote with Mr. Bigley, Ms. Wilcox, and Ms. Lynch voting “yes” and Mr. Brown and Mr. Carpenter voting “no”.

ASE CERTIFICATION – Ms. Salvage had distributed estimates of \$18,130.00 that would be needed if everyone passes the certification tests, but it may only be for one half year and the estimate is now \$12,000.00.

Ms. Wilcox asked if the City paid if the employees take the test more than once and the city is recommending we pay for the first test, and the employee will pay to retake the test. The registration is \$36.00. Ms. Wilcox said the city should pay twice, since people can be nervous taking tests.

Mr. Rockhold asked if there was any reason our employees then could go somewhere else and get a job after receiving the certifications as there are openings for mechanics, and Ms. Salvage said there was not. We could ask for the fee back if they left, and that would be \$70.00.

When Ms. Lynch asked if we require police or fire employees to pay back their training if they leave, Ms. Salvage said we did not.

The employee does become more valuable, Mr. Carpenter stated, and they should pay for the second test.

MOTION – Ms. Carpenter moved, seconded by Mr. Brown, to recommend the proposed certification to Council, and that the city pay for testing once per certification, and the motion was adopted by unanimous vote.

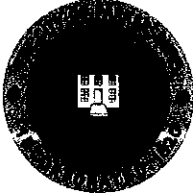
#### MINIMUM WAGE –

MOTION – Ms. Wilcox moved, seconded by Mr. Carpenter, to recommend that council adopt a minimum wage increase from \$8.00 to \$8.75 effective January 1, 2016, and the motion was adopted by unanimous vote.

The meeting adjourned at 6:35 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk



POSITION TITLE: Fleet Maintenance Coordinator  
DEPARTMENT: Police  
DIVISION: Civilian

GRADE:

**NEW**

GENERAL STATEMENT OF DUTIES: Coordinates maintenance functions related to Police vehicle maintenance. Duties include, but are not limited to the following:

- 1) Maintain fleet database – adds, deletes, registrations, insurance, etc.
- 2) Monitor fleet database for routine maintenance (oil changes, annual inspections, etc.) and work with the Central Garage to schedule service.
- 3) Prioritize & schedule service for unexpected repairs and monitor for completion. Get details from driver on the problem and communicate issues to Central Garage.
- 4) Oversee the migration of cars each time new cars are purchased.
- 5) Assist with paperwork for vehicle purchases, sales and disposals.
- 6) Maintain a database with information on each vehicle and its maintenance history including each time vehicle is serviced, what service was performed, cost of any repairs, etc.
- 7) Distribute new and renewal registrations and insurance cards.
- 8) Pickup and drop-off vehicles for service as needed.
- 9) Other duties as assigned.

Reports directly to the Police Chief.

REQUIREMENTS: High school diploma (or equivalent) with a minimum of one (1) year fleet maintenance experience preferred. Valid driver's license.

Good computer skills. Good oral and written communication skills. Requires the exercise of considerable discretion and independent judgment. Proficiency in organizing, prioritizing and multi-tasking. Ability to establish and maintain effective work relationships with other employees and officials.

PHYSICAL DEMAND LEVEL: Sedentary.

FLSA CLASSIFICATION: Non-Exempt.



POSITION TITLE: Sanitation Supervisor  
DEPARTMENT: Public Works  
DIVISION: Sanitation

GRADE: S-1



**GENERAL STATEMENT OF DUTIES:** Manages, directs, and supervises the Waste Management Division of the Public Works Department. Responsible for planning, assigning and supervising the activities of several crews engaged in the collection and disposal of refuse and recycling. Requires the exercise of considerable discretion and independent judgment. Duties include, but are not limited to, the following:

- 1) Plans, coordinates and directs the activities of the waste and recycling operations including planning and prioritizing work/projects, ordering needed materials / supplies / equipment rentals, assigning work, providing general work instructions for staff and reviewing work during and upon completion.
- 2) Provides guidance and assistance to staff.
- 3) Assures that services delivered by staff meet quality and timeliness standards.
- 4) Monitors trash route pickups and recycling center activities.
- 5) Responsible for the selling of recycled materials, including finding buyers, negotiating for the best price, coordinating the shipment of materials, etc.
- 6) Oversees the division staff including: payroll time entry approval, participating in the hiring process, completing performance evaluations, scheduling leave and handling performance / disciplinary issues.
- 7) Directs the maintenance, repair, improvement and replacement of equipment.
- 8) Oversees the purchasing of equipment, supplies and materials necessary for the operation of the division.
- 9) Receives and investigates refuse complaints from the general public and meets with the Public Works Director to resolve issues and complaints, when needed.
- 10) Enforces work safety rules and regulations.
- 11) Investigates injuries and vehicle accidents.
- 12) Ensures that proper operational guidelines and procedures are followed.
- 13) Responsible for the general direction and administration of a variety of solid waste reduction programs, including:
  - (a) Recycling (administers Federal, State and County grants, prepares and monitors recycling budgets and, as well as recycling locations and operations).
  - (b) Oversees the recycling public education program.
- 14) Assists in the preparation of and monitors the division's budget.
- 15) Coordinates activities with other divisions in the Public Works Department.
- 16) Provides leadership and direction in the development of short and long range goals and objectives.
- 17) Maintains a variety of records and prepares a variety of reports.
- 18) Attends staff and other meetings as assigned.
- 19) Performs related duties as required.

Reports directly to the Public Works Director.

**ACCEPTABLE EXPERIENCE AND TRAINING:** High School diploma; 3 years supervisory experience and 3 years waste management experience preferred; or an equivalent combination of experience and training.

Basic computer skills (Microsoft Word, Excel, email). Good interpersonal and communication skills. Requires the exercise of considerable discretion and independent judgment. Ability to make decisions about assigned duties in an independent manner. Skill in planning, organizing, and directing work and employees. Ability to maintain confidentiality and use discretion in dealing with sensitive information. Proficiency in organizing, prioritizing and multi-tasking. Competent in analyzing facts, exercising sound judgment and arriving at valid conclusions. Ability to establish and maintain effective work relationships with other employees, officials, representatives of other organizations, and the general public.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Commercial Driver's License (class B).

**ESSENTIAL JOB FUNCTIONS:** Ability to write, speak, hear and read; walking; receiving and giving instructions; long term memory; abstract reasoning; decision making; directing others; working with the public; driving vehicles; leadership skills.

**PHYSICAL DEMAND LEVEL:** Medium

**FSLA CLASSIFICATION:** Exempt

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of methods, materials, tools, and techniques used in solid waste management and recycling operations. Knowledge of hazards and applicable safety precautions of the work. Knowledge of the City Charter and City Code regarding public works functions and activities. Knowledge of methods and techniques of effective supervision and management. Skill in planning, organizing and directing through subordinate staff, the efficient and effective delivery of services. Skill in evaluating operations, procedures, and policies and implementing improvements. Skill in modeling professional, creative problem solving behaviors and attitudes for subordinate staff. Skill in promoting and enforcing safe work practices. Ability to plan, assign, train, organize, motivate and supervise employees in the operation and maintenance of the City's waste management and recycling division. Ability to establish and maintain effective working relationships with subordinates, other supervisors, city officials and the public. Must possess initiative and dependability.



POSITION TITLE: Street Supervisor  
DEPARTMENT: Public Works  
DIVISION: Streets

GRADE: S-1

**Revised**

**GENERAL STATEMENT OF DUTIES:** Manages and supervises the Street Division of the Public Works Department. Responsible for the planning, assigning and supervising the activities of several crews engaged in the maintenance and repair of city streets, sidewalks, alleys, and storm drains. Requires the exercise of considerable discretion and independent judgment. Duties include, but are not limited to, the following:

- 1) Plans, coordinates and directs the activities of the street maintenance and repair operations including planning and prioritizing work/projects, ordering needed materials / supplies / equipment rentals, assigning work, providing general work instructions for staff and reviewing work during and upon completion.
- 2) Provides guidance and assistance to work crews.
- 3) Inspects work sites before, during and after completion of work to ensure satisfactory completion.
- 4) Assures that services delivered by staff meet quality and timeliness standards.
- 5) Oversees the division staff including: payroll time entry approval, participating in the hiring process, completing performance evaluations, scheduling leave and handling performance / disciplinary issues.
- 6) Directs the maintenance, repair, improvement and replacement of equipment.
- 7) Oversees the purchasing of equipment, supplies and materials necessary for the operation of the division.
- 8) Receives, investigates and resolves complaints from the general public and meets with the Public Works Director to resolve issues and complaints, as needed.
- 9) Enforces work safety rules and regulations.
- 10) Investigates injuries and vehicle accidents.
- 11) Assists in the preparation and monitoring of the division's budget.
- 12) Provides leadership and direction in the development of short and long range goals and objectives.
- 13) Coordinates activities with other divisions in the Public Works Department.
- 14) Develops and oversees a comprehensive preventative maintenance program.
- 15) Exercises initiative and independent judgment in resolving operational problems and policy matters that may arise.
- 16) Maintains a variety of records and prepares a variety of reports.
- 17) Performs technical and other administrative duties related to assigned activities.
- 18) Attends staff and other meetings as assigned.
- 19) Performs other duties as required.

Reports directly to the Public Works Director.

**ACCEPTABLE EXPERIENCE AND TRAINING:** High School diploma & 3 years' experience in street maintenance & repair or related field, and 3 years supervisory experience. or an equivalent combination of experience and training.

Basic computer skills (Microsoft Word, Excel, email). Good interpersonal and communication skills. Requires the exercise of considerable discretion and independent judgment. Ability to make decisions about assigned duties in an independent manner. Thorough knowledge of the principles and practices of Public Works activities. Skill in planning, organizing, and directing public works projects and employees. Ability to maintain confidentiality and use discretion in dealing with sensitive information. Proficiency in organizing, prioritizing and multi-tasking. Competent in analyzing facts, exercising sound judgment and arriving at valid conclusions. Ability to establish and maintain effective work relationships with other employees, officials, representatives of other organizations, and the general public.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Commercial Driver's License (class B).

**ESSENTIAL JOB FUNCTIONS:** Ability to write, speak, hear and read; walking; lifting, reaching, carrying; stooping, bending, squatting; climbing; receiving and giving instructions; directing others; decision making; driving vehicles; extreme heat or cold; wet or humid; equipment with moving parts.

**PHYSICAL DEMAND LEVEL:** Medium.

**FLSA CLASSIFICATION:** Exempt.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of methods, materials, tools, and techniques used in the maintenance and repair of division responsibilities. Knowledge of the street and drainage systems of the City, including location and size of mains, hydrants and valves. Knowledge of established safety standards required in the workplace. Knowledge of the City Charter and City Code regarding public works functions and activities. Knowledge of methods and techniques of effective supervision and management. Knowledge of applicable City policies, laws and regulations affecting divisional activities. Skill in planning, organizing and directing through subordinate staff, the efficient and effective delivery of services. Skill in evaluating operations, procedures, and policies and implementing improvements. Skill in modeling professional, creative problem solving behaviors and attitudes for subordinate staff. Skill in promoting and enforcing safe work practices. Skill analyzing problems, identifying realistic solutions, projecting consequences of proposed actions and contributing to a consensus which can be implemented. Ability to listen well and communicate effectively with employees and members of the public. Ability to identify and maintain the confidentiality of sensitive and important information while using diplomacy and tact. Ability to organize and prioritize workload and manage multiple projects. Ability to assign, train, supervise, and participate in the operation and maintenance of the street and drainage system operations.





## I. **SMOKING ABATEMENT POLICY**

### Policy Philosophy:

The City of Parkersburg is committed to providing all employees a safe, healthy and productive work environment. The City is also concerned about infringing on the right of each employee in regards to smoking or not smoking.

However, extensive studies by the National Center for Disease Control, American Cancer Society and other organizations strongly indicate that smoking is a leading cause of cancer, heart disease and other illness. Further studies indicate that non-smokers that work and/or live around smokers are subject to these same illnesses and diseases.

Therefore, in the interest of all employees, the City is instituting the following Smoking Abatement Policy.

### Policy:

It is the policy of the City of Parkersburg that the smoking of cigarettes, cigars, pipes and other smoking paraphernalia and/or the use of any tobacco products is prohibited in all City owned property.

### City Owned or Leased Vehicles:

Smoking in the cabs of City owned or leased vehicles is permitted. However, when there are two or more occupants of the vehicle, preference will be given to the non-smoker.

### Policy Disciplinary Measures:

Progressive disciplinary measures as outlined in the City's Personnel Policy and Procedure Manual shall be applied to any employee not observing this policy.



**NEW**

# PERSONNEL POLICIES & PROCEDURES

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SUBJECT  
**TOBACCO-FREE WORKPLACE POLICY**

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EFFECTIVE DATE  
01/15/2016

REPLACES

PAGE  
1 of 1

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## **I. STATEMENT OF POLICY**

The City of Parkersburg is committed to providing all employees a safe, healthy and productive work environment.

## **II. ELIGIBILITY:**

This policy applies to:

- All employees
- Elected officials of the City of Parkersburg
- Volunteers
- Interns

## **III. MAJOR PROVISIONS:**

The use of tobacco products (smoking of cigarettes, electronic cigarettes, cigars, pipes and other smoking paraphernalia; snuff; chewing tobacco; etc.) is prohibited:

- In all City owned property, including all City owned buildings and vehicles.
- In all City owned outdoor areas (parks, training areas, etc.) by an employee while working.
- By employees at all times when working and on non-City property (streets, alleys, citizens homes, businesses, etc.).

Tobacco use is permitted outside of City buildings, however the person must be 15 feet or more from any entrance door.

All cigarette butts, etc., must be disposed of properly.

Violation of this policy will result in disciplinary action.