

AGENDA FOR A PERSONNEL COMMITTEE
MEETING FOR WEDNESDAY, MAY 9, 2018,
5:45 PM, MEEKS CONFERENCE ROOM
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Mercer, Barber, Stanley, and Carpenter)

- I. CALL TO ORDER – Councilwoman Sharon Kuhl, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held March 29, 2018
- IV. NEW BUSINESS
 1. Request to reclassify the Code Technician from an H-6 classification to an H-7 classification;
 2. Request to reclassify the Memorial Bridge Office Manager from an H-8 classification to an S-1 position.
- V. ADJOURNMENT

The Personnel Committee of City Council met Thursday, March 29, 2018 at 4:30 PM in the Meeks conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Councilwoman Sharon Kuhl, who presided over the meeting. Members attending included Councilmen Mercer, Stanley, Carpenter, and Kuhl. Councilman Barber was absent.

Others attending included Mayor Tom Joyce, SonDi Wallace, Joe Santer, Everett Shears, Eric Jiles, Chief Matthews, John Reed and Dave McCrady.

MINUTES – Mr. Mercer moved, seconded by Mr. Stanley, to approve the minutes from the meeting held March 20, 2017, and the motion was adopted by unanimous vote.

The committee met at the request of the Personnel Director, Ms. Wallace, to update the City's Personnel Policy and Procedures Manual concerning workplace violence and various other updates in the Benefits section.

The current section concerning workplace violence did not include retaliation or intimidation, Ms. Wallace stated, and that update is better for the City from a liability standpoint.

MOTION – Mr. Carpenter moved, seconded by Mr. Mercer, to refer this section of the policy to City Council, and the motion was adopted by unanimous vote.

Concerning vacation leave, City employees are maxed out at four weeks. Mayor Joyce is asking to allow employees with fifteen (15) years' service to receive five weeks, and this will affect 81 employees on July 1st, and 8 more who are starting to accrue. Firemen will be calculated differently since they work 54 hour weeks and they schedule vacations on 24-hour shifts.

Mr. Carpenter asked if we could just pay the employees if they have maxed out on their vacations, and Mr. Santer stated that the purpose of vacation was for the employees to get away from the workplace. Mayor Joyce added that the public works workers are very busy at seasonal times, and between Christmas and New Years it is not very busy. But, in June, we may not be able to give them vacation.

Most of the other changes were because of antiquated language, Ms. Wallace stated. They are asking to allow any of our employees on military leave to be able to accrue sick leave and vacation time, as we don't pay their salary at those times. It would affect two or three employees right now, but there are others in the National Guard.

On page 70, concerning life insurance benefits, we used the language from P.E.I.A. And, on page 71 there were changes because we changed the police and fire pensions.

MOTION – Mr. Mercer moved, seconded by Mr. Stanley, to refer these changes to City Council, and the motion was adopted by unanimous vote.

Ms. Wallace distributed a memo to the committee concerning a market salary survey and compensation plan. Mayor Joyce stated that sometimes it is hard to find quality applicants. Our past practices have been to call other cities and try to get a salary survey. Any pay plan should have three purposes, he said: get qualified people, retain the best; and internal and external equity. There are firms that do market salary surveys and he feels strongly that you have to do job analysis and fit within the budget.

Ms. Kuhl said she would meet with Ms. Wallace and bring something back to this committee at a later time.

The meeting adjourned at 5:00 PM.

Respectfully submitted,

Connie Shaffer, City Clerk

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**AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2018, Table I, position classifications, of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following re-classifications:

<u>Reclassifications</u>	<u>Current</u>	<u>Reclassified Grade</u>
Code Technician	H-6	H-7



NEW

POSITION TITLE: Code Technician
DEPARTMENT: Public Works

GRADE: H-7
DIVISION: Code

GENERAL STATEMENT OF DUTIES: Performs highly responsible, specialized and confidential administrative tasks. Requires some independent decision-making, based upon general work experience and knowledge of relevant laws, ordinances, policies, and procedures that affect the position. Duties include, but are not limited to the following:

- 1) Administers programs and services for division with minimal direction;
- 2) Composes, types and maintains letters, memoranda, reports and files;
- 3) Organizes and maintains highly confidential files/records for the office and verifies status on pending matters;
- 4) Answers routine correspondence not needing management attention and refers more complex or sensitive issues to the Chief Code Official;
- 5) Schedules appointments and inspections for code officers and chief fire inspector;
- 6) Receives and investigates complaints and problems;
- 7) Serves as first contact with the public;
- 8) Attends Building Enforcement Agency (BEA) meetings and records minutes.
- 9) Prepares a variety of legal documents upon direction;
- 10) Processes construction permit applications;
- 11) Provides relevant information printouts from codes to residential contractors or owners;
- 12) Processes demolition activity including: ordering title opinions; notification to owners; filing violations at courthouse; recording liens; prepares billing for demolitions;
- 13) Maintains cash drawer;
- 14) Resolves action requests of visitors or persons calling on the telephone when possible;
- 15) Refers other action requests to supervisor, department head or other responsible employee for follow-up action;
- 16) Maintains a variety of records and prepares a variety of reports;
- 17) Assigned large volumes of work on a wide variety of subjects to complete within a limited time period;
- 18) Prepares violation letters and bid requests for Development Department Housing Projects.
- 19) Receives and prepares vehicle violation records for Police Department as well as Code Department.
- 20) Maintains data base of vacant property registrations for the Development Department;
- 21) Maintains data base for the billing of grass and weeds mowing;
- 19) Handles confidential matters; and
- 20) Performs related work as required.
- 21) Reports directly to the Chief Code Official.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern office practices, procedures, and equipment; business English and vocabulary; federal, state, and local laws and regulations affecting work; respective departmental programs and services; functions of the City's departments/divisions. Skills: planning, scheduling, and implementing multiple projects at the same time; setting priorities to meet established as well as changing deadlines; working within a fast-paced work environment. Abilities: plan and implement successfully a variety of responsible para-professional administrative assignments with only general direction; make decisions about assigned duties in conformance with federal and state laws, local ordinances, and departmental policies and procedures; communicate effectively and diplomatically, orally and in writing in keeping with assigned duties; establish and maintain effective working relationships with other employees, representatives of other organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by courses from a community and/or technical college in the field of office administration or related field; two (2) years experience in a responsible office support position, including performance of administrative duties, preferably in a public service environment; or an equivalent combination of experience and training.

ESSENTIAL JOB FUNCTIONS: Ability to write, speak, hear and read; prolonged sitting; close vision; eye-hand coordination; receiving and giving instructions; long term memory; abstract reasoning; mathematical calculations; working with the public; performing a variety of duties; decision making.

PHYSICAL DEMAND LEVEL: Sedentary

FLSA CLASSIFICATION: Non-exempt

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BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2018, Table II, Salary exempt position classifications, of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following re-classification:

<u>Reclassification</u>	<u>Current</u>	<u>Reclassified Grade</u>
Memorial Bridge Office Manager	H-8	S-1

New



POSITION TITLE: Memorial Bridge Office Manager
DEPARTMENT: Public Works

GRADE: S-1
DIVISION: Memorial Bridge

GENERAL STATEMENT OF DUTIES: Manages and supervises the Memorial Bridge Division of the Public Works Department. Requires initiative and independent judgment in carrying out the duties of the position within established policies, regulations and procedures. Duties include, but are not limited to the following:

- 1) Plans, organizes, schedules, and implements activities relating to the Memorial Bridge;
 - 2) Schedules and coordinates training for toll collectors;
 - 3) Handles inquiries, requests, and complaints received and meets with the Public Works Director to resolve issues if necessary.
 - 4) Enters payroll time entry for toll collectors and approves payroll records; participates in the hiring process, scheduling leave and handling performance/disciplinary issues. Periodically reviews the work of subordinates;
 - 5) Counsels subordinates orally and in writing;
 - 6) Reviews procedures for conformance with municipal, state and federal regulations;
 - 7) Enforces work safety rules and regulations;
 - 8) Reviews, recommends, and implements office procedures;
 - 9) Exercises initiative and independent judgment in resolving operational problems and policy matters that may arise;
 - 10) Supervises the maintenance of the computer system;
 - 11) Oversees the purchasing of equipment, supplies and materials necessary for the operation of the division;
 - 12) Assists in the preparation of and monitors the divisions budget;
 - 13) Prepares and maintains a variety of complex reports and records;
 - 14) Balances receipts and prepares deposits; and
 - 15) Performs related work as required.
 - 16) Available for after-hours call outs.
- Reports directly to the Public Works Director.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of the following: laws, ordinances, policies, and procedures applicable to the work assigned; methods and techniques of effective supervision and management. Skills: planning, organizing and directing through subordinate staff, the efficient and effective delivery of services; evaluating operations, procedures, and policies and implementing improvements; promoting and enforcing safe work practices; using a personal computer and software applications appropriate for work assignments; ensuring that information is properly identified and/or accurately reported. Abilities: plan, schedule, and implement assigned activities in a timely and effective manner; supervise employees; make decisions about assigned activities independently within the confines of the laws, ordinances, policies, and procedures impacting the department; communicate effectively and diplomatically, orally and in writing; establish and maintain effective working relationships with fellow employees, representatives of other organizations and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school, preferably supplemented by relevant formal and continuing education in related areas; or an equivalent combination of experience and training. Supervisory experience, preferably at the local government level; excellent computer skills.

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

PHYSICAL DEMAND LEVEL: Sedentary

FLSA CLASSIFICATION: Exempt