

AGENDA FOR A PERSONNEL COMMITTEE MEETING
WEDNESDAY, APRIL 14, 2021, 6:00 PM
EXECUTIVE CONFERENCE ROOM
2ND FLOOR, MUNICIPAL BUILDING

(Councilmen Mercer, Reynolds, Rexroad and Richards)

- I. CALL TO ORDER – Councilwoman Sharon Kuhl, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held January 19, 2021
- IV. NEW BUSINESS – discussion and/or action on a job description for the Street and Street Cleaning Department.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, January 19, 2021 at 5:45 PM in the executive 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. Those attending included Councilmen Mike Reynolds, Chris Rexroad, Austin Richards and Sharon Kuhl. Councilman Mercer was absent.

MINUTES – Mr. Reynolds moved, seconded by Mr. Rexroad, to approve the minutes from the meeting held November 10, 2020, and the motion was adopted by unanimous vote.

PERSONNEL POLICY AND PROCEDURE MANUAL – Personnel Director, Sondi Wallace, explained four ordinances concerning our manual that will bring our policies up to federal and state statutes.

The ordinance concerning Equal Employment Opportunity and Equal Pay Policy was combined, having been separate in the past.

The Harassment and unwelcomed conduct and non-retaliation policy was updated with definitions based upon a person's protected characteristic that shows hostility or aversion toward the person. This four-page amendment included the topics of sexual harassment, non-retaliation, open door policy, and our complaint procedure.

The City is "committed to full compliance with all applicable laws and regulations by our employees.....and does not tolerate unethical activities or any conduct in violation of our policies."

The amendment concerning a Code of Professional Conduct is a new policy although we have similar language in our current policy document. It will clarify what is expected of our employees, and how their actions will be corrected, including termination.

Ms. Wallace said that she would be training all City employees on these amendments yearly, and will begin this February or March.

MOTION – Mr. Reynolds moved, seconded by Mr. Richards, to adopt the ordinances and refer to City Council, and the motion was adopted by unanimous vote.

INTERNS IN POLICE DEPARTMENT – Mayor Tom Joyce and Police Chief, Joseph Martin, submitted a proposed ordinance to hire four (4) interns for the Parkersburg Police department for 2080 hours to train individuals to become professional police officers. The hours they will train includes City orientation, Communications and 911, Criminal and traffic law, Defensive tactics and use of force, Desk Duty, Detective shadowing, Evidence and Photography, Firearms, K-9, Physical fitness, Policy and procedures, Report writing, Search and seizure, Taser and Uniformed patrol shadowing.

They did not want to include the syllabus as part of the ordinance because it would probably be amended from time to time at the Chief's discretion as they work through the new program.

AN ORDINANCE CREATING INTERN
POSITIONS WITHIN PARKERSBURG
POLICE DEPARTMENT

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that there are hereby created within the Parkersburg Police Department four non-civil service positions as follows:

1. The positions shall be known and identified as "Parkersburg Police Intern".
2. Compensation shall be paid at the rate of \$10.00 per hour.
3. The Intern syllabus shall be as set forth in the attachment hereto, the provisions of which are incorporated by reference.
4. The implementation of the ordinance shall be subject to and contingent upon the adoption of budget revisions as may be necessary to fund the positions hereby created.

Mayor Joyce told the committee that the state or federal government could come in and change any of these four items above, and he and the Chief are asking to delete #3 above, and that they don't codify the syllabus. Mayor said he has trained hundreds of employees over the years and he knows the Chief may need more time in one section or another.

Chief Martin said some of the interns may be deficient in firearms and need more hours, so he needs to be able to change it to meet the needs of the department.

MOTION – Mr. Reynolds moved, seconded by Mr. Rexroad, to delete #3 of the ordinance, but approve other points of the ordinance and the motion was adopted by unanimous vote.

Mr. Richards asked if they could address "professionally", and Chief Martin said each of the employees would have a uniform so we know who they are and identifiable to the department and the public as well.

There may be candidates going to college, and their schedule needs to be flexible, Mayor Joyce stated. We have done a lot in the last four years to recruit officers and it gets more difficult every time, as there is the safety issue, negative publicity, etc. We have done pay adjustments, and offered bonuses. Chief Martin said at one time they would get 500 applicants, and our last test there were four applicants who showed up to take the test.

The Chief said he looked over past applicants and test scores, and he has seen good applicants get discouraged, and this is to keep them hopefully interested and in our site. We want to try to keep them engaged with our department to capture them permanently.

Ms. Kuhl asked if they needed funds in their department, and Chief Martin said that one vacancy from the current department will fund two interns. We have ten openings at this time, but we are hiring two next week.

Ms. Kuhl asked who would be training the interns, and Chief said our training officer for whichever field they are in at the time. They can keep the scores they have from their last test, or retest to try to do better.

The interns will still have to go to the academy, but we will have evaluations and set them up for success and build better officers, and they will be given drug tests.

MOTION – Mr. Reynolds moved, seconded by Mr. Rexroad, to refer the ordinance on to City Council, as amended, and the motion was adopted by unanimous vote.

The meeting adjourned at 6:20 PM.

Respectfully submitted,

Connie Shaffer, City Clerk

CS

POSITION TITLE: Street Superintendent

GRADE: S-3 (Exempt)

DEPARTMENT: Street & Street Cleaning

Reports Directly to the Public Works Director.

JOB SUMMARY: Manages and supervises both the Street Department and the Street Maintenance and Sign division of the Public Works Department. Responsible for the planning, assigning and supervising activities of several crews engaged in the maintenance and repair of city streets, sidewalks, alleys, and storm drains in the Street Department, and crews engaged in the sweeping and flushing of streets, various aspects of traffic sign maintenance and the removal and control of snow/ice accumulations during the winter season in the Street Maintenance and Sign Department.

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

- 1.) Plans, coordinates, and directs the activities and repair operations in the Street/Street Cleaning Department, 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.) Directs, coordinates and supervises a large number of employees from other divisions during the winter season in the removal and control of snow and ice;
- 4.) Supervises and directs employees in the creation, repair, installation, and design of signs based on Uniform Traffic Control Maintenance laws;
- 5.) Inspect work sites before, during and after completion of work to ensure satisfactory completion.
- 6.) Assures that services delivered by staff meet quality and timeliness standards.
- 7.) Oversees the division staff including: payroll time entry approval, participating in the hiring process, completing performance evaluations, scheduling leave and handling performance / disciplinary issues.
- 8.) Directs the maintenance, repair, improvement and replacement of equipment.
- 9.) Oversees the purchasing of equipment, supplies and materials necessary for the operation of the division.
- 10.) Receives, investigates and resolves complaints from the general public and meets with the Public Works Director to resolve issues and complaints, as needed.
- 11.) Enforces work safety rules and regulations.
- 12.) Investigates injuries and vehicle accidents.
- 13.) Assists in the preparation and monitoring of the division's budget.
- 14.) Provides leadership and direction in the development of short and long range goals and objectives.
- 15.) Coordinates activities with other divisions in the Public Works Department.
- 16.) Develops and oversees a comprehensive preventative maintenance program.
- 17.) Exercises initiative and independent judgement in resolving operational problems and policy matters that may arise.

- 18.)Maintains a variety of records and prepares a variety of reports.
- 19.)Performs technical and other administrative duties related to assigned activities.
- 20.)Attends staff and other meetings as assigned.
- 21.)Performs other related duties as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS:

High School diploma or equivalency, preferably supplemented by relevant formal and continuing education in relevant areas; Two (2) years supervisory experience or an equivalent combination of experience and training.

Basic computer skills (Microsoft Word, Excel, email). Satisfactory interpersonal and communication skills. Requires the exercise of considerable discretion and independent judgement. Proficiency in organizing, prioritizing and multi-tasking.

Possession of a valid Commercial Driver's License (Class A).