

CHAPTER 8B

PERSONNEL DEPARTMENT

SECTION:

- 1-8B-1: Creation of Department, Personnel Department
- 1-8B-2: Creation of Office, Personnel Director
- 1-8B-3: Appointment; Bond; Oath
- 1-8B-4: Personnel Director's Duties

1-8B-1: CREATION OF DEPARTMENT, PERSONNEL DEPARTMENT: There is hereby established and created a Personnel Department. Such department is to be under the direct supervision and control of the City Manager. The Personnel Department shall consist of the Personnel Director and such other positions as may be approved from time to time by the City Council.

1-8B-2: CREATION OF OFFICE, PERSONNEL DIRECTOR: There is hereby established and created the position of Personnel Director. The Personnel Director shall be the supervisor of the Personnel Department.

1-8B-3: APPOINTMENT: The Personnel Director shall be appointed by the City Manager and shall be under the supervision of the City Manager.

1-8B-4: PERSONNEL DIRECTOR'S DUTIES: The Personnel Director shall:

- A. Serve as the Americans With Disabilities Act Coordinator and the EEOC Coordinator as to all matters involving personnel.
- B. Maintain all personnel files of City employees in a secure system.
- C. Establish procedures for advertising for, interviewing and hiring employees.
- D. Administer all employee benefit plants.
- E. Administer the Personnel Policy and recommend revisions as needed to the City Manager.
- F. Administer the various collective bargaining agreements.
- G. Assist each year in preparing the annual personnel plan.
- H. Supervise the City's Insurance Committee

I. All other duties prescribed by ordinance or that may from time to time be assigned to the Personnel Director by the City Manager.

(ORD. NO. 2393 10/25/04)