CITY OF UMATILLA
PERSONNEL COMMITTEE MINUTES
CITY HALL
JULY 25, 2018
10:00 A.M.

1. **MEETING CALLED TO ORDER**
   Present: Councilor Ray, Councilor TenEyck, Interim City Manager Mabbott, Recorder Sandoval, Public Works Director Barron, and Chief Huxel.

   Councilor TenEyck excused himself at 10:45 a.m.

2. **DISCUSSION ITEMS**
   2.1 Review City Organization Chart (Past, Present, Other Cities)
   There were two different organizational charts for the city, neither version was current or had any formal approval by a city manager. The two organizational charts also did not represent the current structure or how the city was currently running.

   2.2 Discuss Current Process for Amending and Adopting City Organizational Chart
   The committee discussed how organizational charts were developed in the past and acknowledged that the city does not have a formal process for amending and adopting the city's organizational chart.

   2.3 Discuss Proposed Process for Amendment and Adoption of Organizational Chart
   Recorder Sandoval recommended the Org Chart be added to the handbook, as the handbook was something that came before the council for approval. A consensus was reached that the Personnel Committee, department heads, and city recorder would work on updating the organizational chart and would present to Council for formal adoption.

   2.4 Review Current Process for Creating and Amending Job Description
   City employee job descriptions have need to be formalized and memorialized.   Historically the process for creating and amending has not been consistent. There was consensus that the city manager had ultimate responsibility to review and approve job descriptions.

   Councilor Ray wanted to see a duty added to supervisors that required supervisors to evaluate all of their subordinates.

   2.5 Discuss Proposed Process/Protocol for Creating and Amending Job Descriptions and Format of Job Descriptions, Consistency with Template
   Chief Huxel explained that in the past, the Personnel Committee would help amend or create new job descriptions; job descriptions would then be presented to the Budget Committee, then City Council would approve the salary schedule for positions.

   A consensus was reached that job descriptions should be updated and that the city would adopt a consistent template for all job descriptions. Recorder Sandoval will develop a format/template and share that with Department Heads. There was a consensus that Department Heads would be responsible for updating job descriptions for their respective departments and Sandoval would be available to help.   Councilor Ray also confirmed his understanding that only the city manager can make changes to job descriptions. Interim City Manager indicated that it would be good to have Personnel Committee review Department Head job descriptions. Separate job

descriptions need to be created for staff who hold multiple positions. Recorder Sandoval would work on those job descriptions and present during the next Personnel Committee meeting.

2.6 <u>Memo from Robert Ward Regarding City Manager Transition and Senior Staff Restructuring</u>
Brief discussion ensued about a memo written by Bob Ward prior to the city manager transition and senior staff restructuring. Council had reviewed the memo in executive session. That memo shed some light on the intent and confusion about the function of the deputy city manager. Councilor Ray stated that the city manager has the sole discretion to appoint a deputy city manager.

2.7 <u>Personnel Policies and Handbook</u>
The City does not have a personnel policy book, just a handbook that serves as a guideline for department heads and HR. City Recorder Sandoval will begin drafting personnel policies for review by Personnel committee.

City Recorder Sandoval will draft an updated Org Chart, create a standardized template for job descriptions and coordinate with department heads to ensure all job descriptions are current and have a standard format.

3. **<u>ADJOURN</u>**
Next meeting will be tentatively scheduled in a month. Meeting adjourned at 11:49 a.m.