

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**JUNE 25, 2013**

The meeting was called to order by Gene Beavers at 6:10 p.m. Members present were Donavan Mayer and Renee Eckerly, City Administrator.

**Motion was made by Mayer to approve the minutes of the June 5, 2013 Policies & Procedures Committee meeting. Seconded by Beavers and unanimously carried.**

**PAY EQUITY**

Eckerly gave a verbal update that all surveys have been forwarded to Springsted and they are waiting on the completed job descriptions. The process is currently three weeks ahead of schedule, but the contact at Springsted that came out and did the presentations has resigned and her last day is Friday. Eckerly will get information to her so that the pointing can be completed before the contact leaves. The next step is the surveys to cities regarding pay scales.

**JOB DESCRIPTIONS**

Eckerly reviewed the new revised job descriptions with the Committee members. These job descriptions are completely different than the ones presented on June 5, 2013. The duties and responsibilities are listed in the order of importance. That way the employee has a better understanding of what is expected and it can be used in an employee performance evaluation. These have general terms instead of lists for duties and consistent terminology is utilized over all five job descriptions. There were a few minor changes that were discussed.

The Committee discussed the titles for each position and made changes to all but the Social Media Specialist and Head Lifeguard. The recommended changes were:

Deputy Registrar/Accounts Payable change to Motor Vehicle Specialist  
Payroll Clerk change to Payroll Specialist  
Accounting Specialist, Senior change to Finance Specialist  
Administrative Assistant change to Administrative Assistant/Zoning Specialist

**Motion was made by Beavers to approve job descriptions for the Head Lifeguard, Social Media Specialist, Payroll Specialist, Motor Vehicle Specialist, Finance Specialist and Administrative Assistant/Zoning Specialist with noted changes and new titles and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

The Committee discussed the hiring process and timing for the Payroll Specialist and the Social Media Specialist. The Committee recommended requesting action tomorrow night from the City Council so that the positions could be posted internally starting June 27, 2013. Then advertising starting July 3, 2013 and ending July 19, 2013 with interviews July 22 and 23, 2013 at 6:00 p.m. and recommendation to City Council on July 24, 2013.

**Motion was made by Mayer to start the hiring process for the Payroll Specialist and Social Media Specialist and recommend such to the City Council. Seconded by Beavers and unanimously carried.**

There being no further business, the meeting was adjourned at 7:05 p.m.