

Personnel
2-19-18

18-0176

RESOLUTION

JOB DESCRIPTION APPROVAL PROCESS

WHEREAS, currently all job description revisions are approved at the Personnel Committee, the departmental oversight committee, and then the Common Council; and,

WHEREAS, at the February 5, 2018 Personnel Committee meeting, the Personnel Committee approved the recommendation of the Human Resources Director and Mayor that only job description revisions that are newly created, require a change in classification, or contain significant changes be required to be approved at Personnel Committee, the departmental oversight committee, and at Common Council by Resolution; and,

WHEREAS, minor job description changes may be approved after review by the Department Head and Human Resources Director with no approval from Personnel Committee, oversight committee or Resolution from the Common Council.

NOW, THEREFORE, BE IT RESOLVED, that only job description revisions that are newly created, require a change in classification, or contain significant changes be required to be approved at Personnel Committee, departmental oversight committee and at Common Council by Resolution and minor job description changes may be approved after review by the Department Head and Human Resources Director with no approval from Personnel Committee, oversight committee or Resolution from the Common Council.

Introduced FEB 19 2018 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

Drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: Budget neutral
Funding Source: n/a
Finance Director Approval: /sc
Approved as to form: /kmm