

ORDINANCE NO. 94 - 6

AN ORDINANCE AMENDING ORDINANCE 83-8 " AN ORDINANCE ADOPTING A CONDIFICATION OF PERSONNEL CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY PROVIDING THE JOB DESCRIPTIONS AND PAY CLASSIFICATIONS FOR PERSONNEL DIRECTOR WITH SEVERABILITY AND REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted Ordinance 83-8 "An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Waiver Thereof, Repealing Prior Conflicting Ordinances and Regulations, with Severability and Emergency Provision", and the City has now determined that it is nesessary and proper to amend that it is necessary and proper to amend that ordinance to provide for accurate job descriptions for the position of Personnel Director;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE, THAT:

Section 1: The job description for Personnel Director as attached hereto and marked as Exhibit "A" is adopted for this position, and these positions are classified as shown on the attachments for payment classification purpose.

Section 2: In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

Section 4: This Ordinance shall be effective upon it passage and publication according to law.

FRIST READING CONDUCTED ON JUNE 21 , 1994.


SECOND READING CONDUCTED ON AND PASSAGE by roll call vote  
this 5TH day of JULY , 1994.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>Howard Wren</u>
<u>Patricia Basham</u>	<u>                    </u>	<u>                    </u>	<u>Russell Jones</u>
<u>Jean Hankins</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>Michael Baugh</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
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KEN SMITH, MAYOR

ATTEST:

  
PEGGY JENKINS, CITY CLERK

## POSITION DESCRIPTION

Class Title: Personnel Director  
Department: Administrative  
Date: July 5, 1994

Pay Grade: 14  
Pay Step: F

### GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in analyzing and administering various components of the personnel system of the organization.

### SUPERVISION RECEIVED:

Works under the general supervision of City Clerk/Treasurer.

### SUPERVISION EXERCISED

General None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Advises Mayor in the utilization of City policy & procedure.

Advises management on compensation actions for employees.

Receives and reviews with the Mayor and City Attorney on the personnel action prior to implementation.

Receives any written documentation relative to personnel and files same with personnel record.

Reviews proposed salary actions to ensure conformance with established guidelines and policies.

Receives and processes documentation prior to return to work relative to sick, injury, and/or any disciplinary leaves.

Participates in salary surveys to determine organization's market relationship.

Helps write job descriptions and develops recommendations to adjust salary structure.

Helps write proposals for new or revised classification to determine appropriate salary grade assignment.

Develops and implements salary administration guidelines.

Consults with management to determine type, scope, and purpose of various personnel studies.

Observes job interviews along with the Mayor, Department Head, and/or others and participates when necessary.

Keeps records of applicants not selected for employment according to retention schedule

Keeps permanent records of all personnel action to include insurance coverage, pension plan, and personnel transaction such as hires, promotions, transfers, performance reviews, disciplinary actions, and terminations.

Prepares employee separation notices and related documentation.

Prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Helps to analyze existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

Recommends benefit plan changes to management.

#### PERIPHERAL DUTIES

Serves as a member of various employee committees.

#### DISIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- (A) High School Education.
- (B) Any equivalent combination of education, experience and work related courses.

##### Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of current policies and practices of public personnel administration; considerable knowledge of employee classification, compensation and benefits.
- (B) Skill in preparing and administering job descriptions; skill in analyzing personnel programs and systems; skill in operating the listed tools and equipment;
- (C) Ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public; ability to maintain confidential and sensitive information; ability to understand and follow instructions.

## TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing; calculator, telephone, copy machine and fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions fo this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific wision abilities required by this job includes close vision and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment in usually moderately quiet.