



City of Elkins

Personnel Committee Meeting

November 4, 2024

1:00 PM

Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.

Charter Authority of the Personnel Committee: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of Oct. 7, 2024
4. **New business**
 - a. Update and consideration of next steps concerning HR Director vacancy
 - b. Reappointment of City Clerk
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 4, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of Oct. 7, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the committee's meeting of Oct. 7
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2024_10_07 - minutes_proposed

PERSONNEL COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
October 7, 2024
1 p.m.***

Present were members: M. Hinchman, R. Chenoweth, and C. Thompson.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Melissa Washington (human resources), and Sutton Stokes (city clerk).

PUBLIC COMMENT

There was no public comment.

MINUTES

Hinchman **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF AUGUST 5, 2024.** The motion carried.

NEW BUSINESS

Washington presented information about a new Department of Labor rule concerning cut-off for non-exempt vs. exempt employees compensation.

Hinchman **MOVED RECOMMENDING COUNCIL APPROVAL OF GENERAL FUND ADMINISTRATIVE OFFICERS PAY STRUCTURE AS PRESENTED.** The motion carried.

The meeting adjourned at 1:35 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 4, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Update and consideration of next steps concerning HR Director vacancy
Recommended By:	City Clerk
Summary:	Discussion of next steps concerning the HR Director vacancy, including: • Proposed salary range • Organizational chart position
Fiscal Impact:	TBD
Recommendation:	Discuss and consider recommendations as needed
Attachments:	1. Human Resource Director_ MW 241021_v3



Job Description: Director of Human Resources

Employer and General Job Information

Organization Name:	City of Elkins
Website:	https://cityofelkinswv.com/
Job Code:	SOC: 13-1070
Job Location:	401 Davis Avenue, Elkins, WV 26241
Reports to:	City Clerk
Hours/Week:	To be determined
FLSA Status:	Exempt
Prepared / Updated	By Human Resources / Oct. 2024

Job Purpose

This position will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. Administers or oversees programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development. The HR Director will supervise the payroll clerk and work closely with the administrative officers and/or department supervisors in the training, development, and appraisal of employees. **The Human Resource Director will report to Elkins City Council.**

Tasks

- Oversee employee relations, securing regulatory compliance, and administering employee-related services such as payroll, training, and benefits.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Review employment applications to match applicants with job requirements.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Schedule or conduct new employee orientations.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Ensure consistency among departments regarding disciplinary actions by keeping a log and reviewing as needed.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Serve as a backup to payroll clerk.
- Analyze employment related data and prepare required reports.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.
- Conduct reference or background checks on job applications.
- Assist with developing and implementing employee training and onboarding programs.
- Provide assistance in administering employee benefit programs, and worker's compensation and unemployment plans.

Additional Duties

- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor.
- Participate in proactive team efforts to achieve departmental and city goals.
- Perform other duties as assigned.
- Provide leadership to others through example and sharing of knowledge/skill.

Work Context

Physical Demands

The employee generally sits and often reaches with hands and arms; usually talks or hears; and occasionally stands; walks; stoops, kneels, crouches, or crawls.

Lifts Weight or Exerts Force Work Environment

The employee occasionally lifts up to 10 pounds.

Visions

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus.

Work Environment

The employee regularly works in well-lit, heated and/or air-conditioned indoor office setting with adequate ventilation. The physical activity level is described as sedentary physical activity performing non-strenuous daily activities of an administrative nature.

Qualifications

Education and Experience Bachelor's degree (B.A./B.S.) from four-year college or university and minimum of five (5) years' experience in Human Resources.
Preferred SHRM-CP or SHRM-SCP.

Work Styles

- Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity** — Job requires being honest and ethical.
- Attention to Detail** - Job requires being careful about detail and thorough in completing work tasks.
- Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Cooperation** — Job requires providing service to others in a friendly, non-competitive environment.
- Professional** — Job requires conforming to the standards of skill, competence, and character typically associated with a code of conduct for court employees.
- Independence** – Job requires developing one's own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Analytical Thinking** – Job requires analysing information and using logic to address work-related issues and problems.

Skills and Abilities

Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
Reasoning Ability	Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
Computer Operations	Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
Planning / Organization Skills	Ability to prioritize tasks and handle multiple tasks simultaneously.
Technical Skills	Ability to perform all essential job duties and operate associated tools and equipment with or without reasonable accommodation.

Knowledge

Required

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

APPROVAL AND ACKNOWLEDGEMENT

Manager’s Name

Title

Manager’s Signature

Date

Employee’s Name

Title

Employee’s Signature

Date

The City of Elkins is an Equal Opportunity Employer including disability and protected veteran status



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 4, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Reappointment of City Clerk
Recommended By:	City Clerk
Summary:	Terms of the Elkins City Clerk expire at the end of each even-numbered year. Sutton Stokes, the current clerk, requests reappointment to a new two-year term beginning January 1. See attached memo.
Fiscal Impact:	Reappointment under the terms adopted by Council via Resolution 1793 would result in an annual increased cost to the city of \$4,059.42.
Recommendation:	Consider for recommendation to council
Attachments:	1. Memo - clerk reappointment - 2024_11_02

Memo

To: Personnel Committee

From: Sutton Stokes, City Clerk

Date: November 2, 2024

Re: Reappointment of city clerk

As per Elkins City Code § 32.35:

“The City Clerk shall be elected by the Council at its first regular meeting in December, 1914, and every second year thereafter, for a term of two years. He or she shall be a qualified voter of the city at the time of his or her election. His or her term of office shall begin on January 1 next succeeding his or her election.”

Having been appointed in March of 2023 to an unexpired term that ends Dec. 31 of this year, compliance with this code section requires Council to consider my reappointment at its regular meeting of December 5.

As I hope everyone knows, I consider it a great privilege to serve as the Elkins City Clerk. If it is this committee's pleasure to recommend me for reappointment, I would be honored to continue in this role for another term, under the salary framework adopted by council via Resolution 1793.

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