



City of Elkins

Personnel Committee Meeting

April 7, 2025

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 March 3, 2025
4. **New business**
 - a. HR analysis, review, and planning
 - b. Creation of HR Generalist position
 - c. HR Director position in organizational chart
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 7, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 3, 2025
Recommended By:	City Clerk
Summary:	Minutes from the committee's meeting of March 3
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2025_03_03 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
March 3, 2025
1 p.m.*

Present were members: R. Chenoweth, M. Hinchman.

C. Thompson was absent.

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), Chris Marshall (human resources), J. Deighan (communications), and Sutton Stokes (city clerk).

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 3.** The motion carried.

NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF PROPOSED AMENDMENT OF COUNCIL POLICY CONCERNING EMPLOYEE PERSONAL DAYS, EFFECTIVE JAN. 1, AS FOLLOWS:**

“All employees, regardless of hire date, would be eligible to receive the full allotment of personal days. These personal days will expire at the end of the first calendar year of employment.”

The motion carried.

Hinchman **MOVED RECOMMENDING COUNCIL APPROVAL OF PROPOSED AMENDMENT OF COUNCIL POLICY CONCERNING POSTING OF OPEN POSITIONS, AS FOLLOWS.**

- Positions *may* be posted internally, externally, or both, but must *at least* be internally posted, for a minimum of five business days.
- Job postings will be available via the applicant tracking system and in physical locations accessible to all employees.
- The clause allowing an internal vacancy to be filled without posting shall be eliminated.

The motion carried.

Hinchman MOVED RECOMMENDING COUNCIL APPROVAL OF PROPOSED REAPPOINTMENT OF CITY ATTORNEY. The motion carried.

The meeting adjourned at 1:37 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 7, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	HR analysis, review, and planning
Recommended By:	City Clerk, HR Director
Summary:	<p>This memo outlines a strategic plan to transform the City of Elkins HR department from its current reactive state to a fully functioning, compliant, and strategically aligned department.</p> <p>The current HR structure, with only one dedicated HR professional, presents numerous challenges, including significant compliance and legal risks, inefficiencies, and a lack of capacity to meet future needs. These issues could expose the City and its leaders to risks such as lawsuits, financial penalties, and reputational damage.</p> <p>The proposed HR department structure includes new roles to address these challenges and align HR operations with the City’s long-term goals. A phased approach is recommended to reduce risks and stabilize operations.</p>
Fiscal Impact:	n/a
Recommendation:	Recommend council approval of the proposed HR staffing structure and begin the phased recruitment and implementation process to address current HR challenges and risks.
Attachments:	1. Memo- HR Analysis 2025_04_07 (1)



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 7, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Creation of HR Generalist position
Recommended By:	City Clerk, HR Director
Summary:	<p>The attached memo explains the importance of creating and filling an HR Generalist position to complement the existing HR Director role. This change is necessary to ensure that both strategic leadership and operational effectiveness can be achieved within the City's HR department.</p> <p>Currently, the HR department is staffed by a single HR professional who handles all HR responsibilities, leading to significant operational inefficiencies and risks, including compliance violations and employee burnout. A new HR Generalist would manage daily HR functions such as recruitment, employee relations, and record keeping, allowing the HR Director to focus on strategic oversight, advising senior leadership on personnel matters, and compliance.</p> <p>By staffing both roles, the City can improve operational effectiveness, reduce legal and compliance risks, and enhance employee morale and retention. This proposed change will also contribute to long-term organizational stability and effectiveness.</p>
Fiscal Impact:	At the upper end of the likely compensation range, the compensation package for this position (total cost to the city) would be approximately \$55,000.
Recommendation:	Move recommending council authorization to create and hire for a new HR Generalist position, supervised by the HR Director.
Attachments:	<ol style="list-style-type: none"> 1. Memo - Creation of HR Generalist Roles 2. Human Resources Generalist 2025_03_25 3. HR Generalist Job Posting



Job Description: Human Resources Generalist

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:	HR Director
Hours/Week:	40 hours/week
FLSA Status:	Hourly – Non-Exempt
Prepared / Updated	by HR Director March 25, 2025

Job Purpose

Under the guidance of the HR Director, this position serves as a key operational and strategic partner within the Human Resources function. The HR Generalist is responsible for coordinating and executing a wide range of human resources activities including recruitment, onboarding, benefits administration, compliance reporting, and employee relations. This role acts as a trusted liaison between employees and leadership, ensuring HR policies are effectively implemented and that workplace concerns are addressed with professionalism, empathy, and integrity.

Tasks

- Maintain current knowledge of and ensure compliance with employment laws, benefits regulations, wage and hour laws, and HR policies; interpret and explain applicable policies and legal standards to employees and managers.
- Coordinate full-cycle recruitment including posting vacancies, sourcing candidates, reviewing applications, conducting pre-employment testing and background checks, and communicating job details to applicants.
- Conduct new employee orientations and assist in developing and delivering onboarding and training programs.
- Prepare and maintain employment records and HRIS related to hiring, termination, leaves, transfers, and promotions.
- Maintain and update HR documents such as HR forms, organizational charts, directories, and performance evaluation tools.
- Analyze employment-related data and prepare reports as required.
- Administer employee benefits including enrollment, Section 125 plan, workers' compensation, unemployment, and health plan support. Maintain benefit files, ensure accurate deductions in HRIS, and lead annual open enrollment.
- Prepare and submit ACA reporting to the IRS.
- Maintain CDL drug testing roster and file results.
- Prepare and file EEO-4 report and maintain employee classification data.

- Assist with departmental and organizational events.
- Demonstrated ability to manage multiple projects efficiently while meeting deadlines.
- Complete mandatory labor surveys from agencies such as DOL, BLS, and Census Bureau.
- Process employment status changes including probation completion, retirements, transfers, and terminations.
- Alert administrative officers when employees complete probationary periods.
- Utilize advanced computer operations to support HR functions including:
 - HRIS configuration, reporting, and data audits
 - Excel-based analysis using pivot tables, VLOOKUP, and data validation
 - Document creation and management with fillable PDFs and version control
 - Workflow automation and e-signature systems (e.g., DocuSign)
 - Benefits and payroll system integrations
 - Learning management system maintenance
 - Internal communication tools such as intranet, Teams, or Slack

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 company 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-lighted, 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; or two (2) to four (4) years related experience; or equivalent combination of education and experience.

Preferred PHR, SHRM-CP or able to obtain within a year.

- Work Styles**
- Dependability** — Demonstrates consistent reliability and accountability in completing tasks, meeting deadlines, and supporting team success.
 - Integrity** — Maintains confidentiality, ethical standards, and professionalism in all HR practices.
 - Attention to Detail** — Ensures accuracy and thoroughness in documentation, data entry, reporting, and compliance activities.
 - Stress Tolerance** — Maintains composure and effectiveness in high-pressure or emotionally charged situations.
 - Collaboration** — Fosters positive working relationships with colleagues, departments, and external partners through cooperative communication and teamwork.
 - Professionalism** — Exhibits strong interpersonal skills, sound judgment, and a respectful approach aligned with organizational values.
 - Initiative** — Demonstrates self-motivation and independent problem-solving with minimal supervision.
 - Analytical Thinking** — Applies critical thinking to evaluate data, resolve issues, and support organizational improvement through informed decision-making.

Skills and Abilities

Language Skills	Demonstrated ability to read, interpret, and apply HR-related laws, government regulations, technical procedures, and internal policies. Skilled in writing clear and concise reports, internal communications, policies, and standard operating procedures. Able to confidently present and explain HR topics to employees, management, and public audiences in both group and one-on-one settings.
Mathematical Skills	Ability to perform intermediate-level mathematical calculations including payroll and benefits deductions, data reconciliation, and statistical analysis. Proficient in interpreting financial summaries and generating data-driven HR reports.
Reasoning Ability	Strong analytical skills with the ability to assess complex issues, interpret HR data, identify patterns or discrepancies, and develop logical solutions. Capable of making sound decisions using a combination of data, policy, and sound judgment in varying and sometimes ambiguous situations.
Computer Operations	Advanced proficiency in using HRIS systems and Microsoft Office Suite, especially Excel (pivot tables, formulas, VLOOKUP), as well as workflow tools, document management software, and digital communication platforms. Skilled in managing electronic records, automating HR processes, and integrating data across multiple platforms. Familiarity with AI tools and emerging HR technologies is valued and welcomed as part of the department’s innovation goals.
Planning / Organization Skills	Excellent time management and organizational skills with the ability to prioritize tasks, manage multiple deadlines, and adapt to shifting priorities in a dynamic HR environment.
Technical Skills	Ability to fully execute essential HR duties using relevant tools and technology. Comfortable working in digital systems related to benefits, payroll, onboarding, compliance reporting, and employee development platforms.

Knowledge

Required

- **Human Resources Practices** — In-depth knowledge of HR policies, procedures, compliance requirements, and employee relations strategies.
- **Employment Law & Compliance** — Understanding of local, state, and federal employment laws including FMLA, UERRA ADA, FLSA, EEO, COBRA, and ACA.
- **HR Technology** — Proficiency with HRIS, timekeeping systems, payroll integration, electronic records, and benefits administration platforms.
- **Organizational Development** — Knowledge of performance management, training and development, employee engagement, and change management.
- **Customer and Personal Service** — Ability to provide high-quality support to employees and supervisors, assess needs, and ensure positive service experiences.
- **Administration and Strategic Management** — Understanding of strategic HR planning, resource coordination, policy development, and organizational goal alignment.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

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

Human Resources Generalist

\$18.84-\$21.80 per hour (Same salary as current payroll/benefits coordinator position)+ WV state benefits

The City of Elkins is seeking a dedicated and tech-savvy Human Resources Generalist to support a modernizing HR department. This position offers a dynamic opportunity to play a key role in recruiting, benefits administration, compliance reporting, and HR systems management.

You'll join a small but committed municipal team focused on creating an efficient, people-centered workplace. If you enjoy problem-solving, supporting employees, and building HR systems from the ground up—this is the job for you!

Job Summary:

Under the guidance of the HR Director, this position serves as a key operational and strategic partner within the Human Resources function. The HR Generalist is responsible for coordinating and executing a wide range of human resources activities including recruitment, onboarding, benefits administration, compliance reporting, and employee relations. This role acts as a trusted liaison between employees and leadership, ensuring HR policies are effectively implemented and that workplace concerns are addressed with professionalism, empathy, and integrity.

Job Duties

- Administer employee benefits including open enrollment, Section 125 plan, and ACA reporting
 - Coordinate full-cycle recruitment, onboarding, and training programs
 - Maintain and audit HRIS records for employee status changes and compliance
 - Support employee relations, policy interpretation, and workplace resolution
 - Analyze HR data and prepare compliance reports (EEO-4, ACA, labor surveys, etc.)
 - Oversee CDL testing, probation tracking, and documentation updates
 - Utilize advanced computer tools (HRIS, Excel, DocuSign, SharePoint, Teams)
 - Ability to work independently, prioritize tasks, and engage with the team effectively
 - Assist with departmental and organizational events
 - Demonstrated ability to manage multiple projects efficiently while meeting deadlines
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Qualifications

Education & Experience:

- Bachelor's degree in HR, Business, or related field (or equivalent experience)
- 2–4 years of relevant HR experience preferred
- PHR or SHRM-CP certification preferred or obtainable within 18 months of hire

- Familiarity with AI tools and emerging HR technologies is valued and welcomed as part of the department's innovation goals.

Required Skills:

- Deep understanding of employment law (FMLA, ADA, EEO, FLSA, etc.)
- Proficiency in Microsoft Excel, HRIS systems, and digital workflows
- Strong attention to detail, organizational, and analytical skills
- Excellent interpersonal and written communication abilities
- Ability to work independently and maintain confidentiality

Why Work With Us?

- Competitive salary and benefits, including WV public retirement
- Professional development opportunities
- Collaborative and respectful workplace culture
- Hybrid work potential with supervisor approval
- Make a real impact on a growing Appalachian community

Elkins, West Virginia is a vibrant community of ~7,000 nestled in the Allegheny Mountains, Elkins is a hub for outdoor recreation, art, history, and culture. Enjoy scenic trails, national forests, local festivals, and a supportive small-town vibe.

The City of Elkins is an Equal Opportunity Employer. We value diversity and encourage all qualified individuals to apply.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 7, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	HR Director position in organizational chart
Recommended By:	City Clerk, HR Director
Summary:	<p>The current HR structure, where the HR function is housed under the City Clerk’s Office, creates legal, compliance, and operational risks due to a lack of authority and clarity in personnel-related decisions.</p> <p>The City Clerk's Office and HR Department have distinct responsibilities, with HR requiring independent authority to manage personnel matters, enforce policies, and ensure compliance with employment laws. Both incumbents face significant personal legal liability as a result of the current structure.</p> <p>The proposed solution is to establish a standalone HR Department, with the HR Director reporting directly to the City Council. This structure would empower the HR Director to oversee compliance, employee relations, and strategic workforce planning, reducing risks and aligning the city with best practices. The committee is asked to approve this structural change, ensuring clarity, legal protection, and organizational effectiveness.</p>
Fiscal Impact:	n/a
Recommendation:	Recommend council approval of the creation of a standalone Human Resources Department, with the HR Director reporting directly to the City Council and all HR-related duties removed from the City Clerk’s Office.
Attachments:	1. Memo-Placement of HR in City Corporate Structure