



City of Elkins

Personnel Committee Meeting

April 1, 2024
1:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

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 4, 2024
4. **New business**
 - a. Changes to Human Resources Generalist position
 - b. Changes to Communication Specialist position
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 1, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 4, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of March 4
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel committee - 2024_03_04 - minutes_proposed

PERSONNEL COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
March 4, 2024
1 p.m.***

Present were Committee Members: R. Chenoweth, M. Hinchman.

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

Councilor C. Thompson was absent.

MINUTES

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

NEW BUSINESS

Melissa Washington, HR Generalist, presented information about HSA contributions.

Hinchman **MOVED A RECOMMENDATION TO COUNCIL THAT, CONCERNING FY 2025 HEALTH SAVINGS ACCOUNT DEPOSITS, THE ENTIRE DEDUCTIBLE AMOUNT (SINGLE: \$1,600; FAMILY: \$3,200) SHOULD BE DEPOSITED AT THE BEGINNING OF EACH FISCAL YEAR FOR PERSONS EMPLOYED BY THE CITY AT THAT TIME. EMPLOYEES WHO JOIN THE CITY'S EMPLOYMENT AFTER THE BEGINNING OF A FISCAL YEAR SHOULD RECEIVE A PRORATED AMOUNT BASED ON THE NUMBER OF MONTHS REMAINING IN THE FISCAL YEAR.** The motion carried.

Hinchman **MOVED RECOMMENDING THAT COUNCIL REAPPOINT G. ROBERTS AS CITY ATTORNEY.** The motion carried.

The meeting adjourned at 1:09 p.m.

The foregoing minutes were approved at the meeting of _____.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 1, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Changes to Human Resources Generalist position
Recommended By:	City Clerk
Summary:	Recommending changing the position title to Human Resource Director and adopting an updated job description.
Fiscal Impact:	None
Recommendation:	Consider for recommendation to council
Attachments:	1. HR changes memo - 2024_03_29 2. Human Resource Director_ 202403

Memo

To: Personnel Committee

From: Sutton Stokes, City Clerk

Date: March 29, 2024

Re: Changes to HR position

The city's organizational chart references a position titled "Human Resources Generalist."

An HR Generalist is an HR employee who typically reports to a senior HR manager or Director. HR Generalists handle daily core HR functions, such as recruitment, employee relations, compensation, and compliance. An HR Generalist would not typically supervise other employees, design hiring and other processes, manage a departmental budget, make policy recommendations, issue policy interpretations, and so forth.

When the city was first exploring hiring an HR employee, it was envisioned that the city would continue its relationship with an external HR contractor, with the HR Generalist collaborating with and taking significant direction from that contractor.

However, the employee recruited to fill the HR Generalist position has turned out to be qualified to hold a more senior HR position. As a result, the city was able to discontinue its relationship with the external HR contractor (saving approximately \$32,000/year) and now relies solely on the current HR Generalist incumbent.

Therefore, I recommend changing the title of this position to Human Resources Director and adopting a new, more accurate job description (see attached). HR Directors are senior professionals in human resources who oversee the direction and management of the department. Unlike an HR Generalist, an HR Director would typically supervise other employees, design hiring and other processes, manage a departmental budget, make policy recommendations, issue policy interpretations, and so forth.

The new title and job description would therefore more accurately reflect the qualifications and actual duties of the incumbent employee.

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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:	32 hours/week
FLSA Status:	Hourly – Non-Exempt
Prepared / Updated	By Human Resources / March 2024

Job Purpose

Under administrative direction, 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.

Tasks

- 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, scheduled, 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 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 and four (4) to five (5) years experience in Human Resources

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:	April 1, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Changes to Communication Specialist position
Recommended By:	City Clerk
Summary:	See attached memo explaining rationale for shifting this position from non-exempt to exempt.
Fiscal Impact:	Reduced overtime costs
Recommendation:	Consider for recommendation to council
Attachments:	1. Comms Exempt memo - 2024_04_01

Memo

To: Personnel Committee
From: Sutton Stokes
Date: April 1, 2024
Re: Changes to Communication Specialist position

The Communication Specialist position is currently classified as non-exempt, meaning this position is considered hourly and eligible for overtime at time and a half.

I propose to reclassify this position as exempt/salaried.

To qualify as “exempt” under the Fair Labor Standards Act, a position must:

- Be paid more than \$23,600/year.
- Have duties that are non-manual and crucial to the overall organization, such as formulating or interpreting company policies through the exercise of discretion and judgement and independent decision-making.

As the position clearly meets this test, I request committee support for reclassifying the position as exempt. There is no proposal to change compensation level; annual salary would be the current hourly rate multiplied by 2080.

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