

Personnel Committee
April 4, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Superintendent Speagle
Alderman Lawrence
Alderman Walters
Shirley Sams
Sheryl Smith

Chairman Heberling called the meeting to order at 7:05 p.m.

Office Level III-Water Department

Superintendent Speagle presented his report that Sheryl Smith has the experience and knowledge to be promoted to a Office Level III position. Sheryl has worked as a Secretary Level II for over a year, due to additional job duties to include, but not limited to, restoring the activity in the AutoCAD program, creating and upgrading the service cards and main valve drawing, Superintendent Speagle is confident in Sheryl's abilities and would like to upgrade by contract, her position.

Chairman Heberling recommended that the Mayor present a waiver to the AFSCME Union allowing Sheryl Smith to be promoted to the Secretary Level III position without a Bid. If the position became open and was posted, it would be posted as a Secretary Level I. A waiver will be presented to the Union to sign.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to approve the promotion of Sheryl Smith to a Secretary Level III position in the Water Department. Motion carried 4-0.

Bid and/or Advertise Equipment Operator I Position-Water Department

Superintendent Speagle presented his request to Bid and/or Advertise the Equipment Operator I position now available in the Water Department. Will Moran has been awarded the position of Water Service Technician and his vacant position is working on the distribution crew. Due to many projects in the future, Superintendent Speagle needs to have a full staff.

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council to proceed to bid and/or advertise the Equipment Operator I position in the Water Department. Motion carried 4-0.

Any Other Matters

Alderman Lawrence distributed a pamphlet of information explaining how to budget for controlled health care costs for the future.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0.
The meeting adjourned at 7:14 p.m.

Rob Heberling
Personnel Committee Chairman