



# Harrisburg

## **PERSONNEL COMMITTEE**



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

### Meeting Agenda

**Date:** Tuesday, February 7, 2017  
**Time:** 6:30 p.m.  
**Place:** City Hall, 120 Smith St.  
**Exhibits:** a. Minutes of December 6, 2016

#### Items

1. Roll call and approve the minutes for December 6, 2016
- 2.a. **SUBJECT:** Review Employee Manual Policy No. 111; Hours of Work and Work Schedules in relation to Exempt Employees.
- 2.b. **ACTION:** Motion to forward the recommended changes to Policy No. 111 of the employee manual to the City Council for their consideration.
- 3.a. **SUBJECT:** Tabulate and discuss the results of the City Administrator/Planner Job Evaluation. As is his choice, the City Administrator has stated that he wishes to have his evaluations handled in an open meeting.
- 3.b. **ACTION:** If his annual evaluation is acceptable, the Personnel Committee should forward a recommendation to the City Council that Brian Latta has met the requirements of his position as City Administrator.

**Suggested Motion:** *I motion to give the City Administrator a rating of \_\_\_\_\_, and to forward the results of the annual evaluation to the City Council meeting scheduled for February 8, 2017.*

- 4.a. **SUBJECT:** Review of the current employment agreement and job description for the City Administrator, and determine if any changes should be made to the documents.
- 4.b. **ACTION:** If the Personnel Committee agrees with the change to the job description, then they can make the recommendation to forward the amended job description to the City Council for approval.

**Suggested Motion:** *I motion to direct staff to forward the amended job description to the City Council in March.*

5. Other/adjourn.

a. Mayor Robert Duncan  
Brian Latta, City Administrator  
Chuck Scholz, PW Director  
Albany Democrat-Herald  
Attn: Alex Paul  
PO Box 130  
Albany, OR 97321

Michele Eldridge, City Recorder/Asst. City Administrator  
Tim Gaines, Finance Officer  
Lou Willcox via kaizan@comcast.net  
Tri-County Tribune