

## Chapter 2.72

### PERSONNEL SYSTEM

(1225-8/66, 1642-6/71, 2058-6/76, 2377-7/79, 2464-12/80, 2665-12/83, 2926-2/88, 3323-5/96, 3718-8/05, 3770-8/07)

#### Sections:

- 2.72.010 Adopted
- 2.72.020 Department Established
- 2.72.030 Repealed, Ordinance No. 2464-12/80
- 2.72.040 Director of Human Resources – Powers and Duties
- 2.72.050 Commission created
- 2.72.060 Commission – Members - Terms
- 2.72.065 Service limitation
- 2.72.070 Commission - Functions and duties
- 2.72.080 Meetings - Chairperson
- 2.72.090 Oaths - Affirmations
- 2.72.100 Employer-employee relations
- 2.72.110 Self-insurer's loss and fund account

**2.72.010 Adopted.** In order to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service the best and most competent persons available; to assure that appointments and promotions of employees will be based on merit and fitness; and to provide a reasonable degree of opportunity for qualified employees, the following personnel system is adopted. (1225-8/66)

**2.72.020 Department Established.** A Human Resources Department is hereby created and shall be under the supervision and control of the Director of Human Resources. The objectives of the department shall be to provide services related to human resources management to all city employees, and to provide services to other city departments to achieve the selection and development of a workforce which can provide the highest quality of services to the community. (1225-8/66, 1642-6/71, 2464-12/80, 3718-8/05, 3770-8/07)

**2.72.040 Director of Human Resources – Powers and Duties.** The Director of Human Resources shall be appointed by the City Administrator with the approval of a majority of the City Council. The Director shall have the following powers and duties:

- a) to administer the provisions of this code relating to personnel and city employees; the personnel resolution; and the employer-employee relations resolution; and
- b) to be the city's principal representative in all matters of employer-employee relations, with authority to meet and confer in good faith with recognized employee organizations within the scope of representation and shall serve as secretary to the personnel board; and
- c) to be responsible for directing, planning, organizing and managing the operations of the Department of Human Resources, and all other personnel functions and programs of the City, including, but not limited to, recruitment and selection, classification and compensation, training, employee benefits, risk management, the City's self-insured programs in liability, worker's compensation, and loss prevention; and
- d) with the approval of the City Administrator, to appoint all other officers, assistants, deputies and employees of the Human Resources Department; and
- e) to perform other such tasks and duties as may be assigned by the City Administrator.

(1225-8/66, 1642-6/71, 2464-12/80, 3718-8/05, 3770-8/07)

**2.72.050 Commission created.** There is hereby created a Personnel Commission to consist of seven (7) members. (1225-8/66, 2377-7/79, 2665-12/83)

**2.72.060 Commission--Members--Terms.** The members of the Personnel Commission shall be appointed by the City Council from the electors of the city. No member shall hold any paid office or employment in the city government while serving on the commission or for one (1) year after ceasing to be a member. Members shall be subject to removal by motion of the City Council, adopted by the affirmative votes of a majority of the total membership thereof. The members thereof shall serve for terms of four (4) years and until their respective successors are appointed and qualified. The terms shall be staggered so that the number of terms expiring in

any year shall not vary by more than one from the number of terms expiring in any other year. Terms shall expire on June 30 of the appropriate year. A vacancy occurring before the expiration of a term shall be filled by appointment for the remainder of the unexpired term. (1225-8/66, 2377-7/79, 2926-2/88, 3323-5/96)

**2.72.065 Service limitation.** No person shall serve more than two (2) consecutive terms on the Commission. The terms of any persons having already served at least two (2) consecutive terms on the Commission on the effective date of this ordinance shall terminate immediately upon the City Council appointing their successor. (3323-5/96)

**2.72.070 Commission--Functions and duties.** The Personnel Commission shall have the power and be required to:

- (a) Act in an advisory capacity to the City Council and City Administrator on personnel administration;
- (b) Make any investigation upon request of the City Council concerning the administration of the personnel system and report its findings to the City Council and City Administrator;
- (c) Hear appeals on grievance matters for final decision except for such matters as may be submitted to final and binding arbitration;
- (d) Hear appeals from industrial disability retirement determinations made by the City Administrator or his/her designee; (3718-8/05)
- (e) Hear appeals from decisions of the City Administrator or his/her designee made pursuant to the employer-employee relations resolution; (3718-8/05)
- (f) Determine hearing procedures and select hearing officers and advisory arbitrators for hearings;
- (g) Review impasse matters as provided in the employer employee relations resolution;
- (h) Review charges alleging discrimination brought by employees or applicants for employment; and
- (i) Perform such other personnel duties and functions as may be prescribed by ordinance or resolution. (1225-8/66,1642-6/71, 2377-7/79, 2464-12/80)

**2.72.080 Meetings--Chairperson.** As soon as practicable following the first day of July of each year, the Personnel Commission shall elect one of its members to serve as chairperson of the commission.

The City Administrator shall designate a secretary for the Personnel Commission who need not be a member of such commission, and who shall keep a record of its proceedings and transactions. The Personnel Commission may prescribe its own rules and regulations subject to the approval of the City Council. Copies of such rules shall be kept on file in the office of the city clerk where they shall be available for public inspection. (1225-8/66, 1642-6/71, 2377-7/79)

**2.72.090 Oaths--Affirmations.** Each member of the Personnel Commission and the secretary thereof shall have the power to administer oaths and affirmations in any investigation or proceeding pending before such commission. (1225-8/66, 1642-6/71, 2377-7/79)

**2.72.100 Employer-employee relations.** An employer-employee relations resolution shall be adopted and may be amended from time to time by the City Council following hearings open to the public before the personnel board. (1225-8/66, 1642-6/71)

**2.72.110 Self-insurer's loss fund trustee account.** A "self-insurer's loss fund trustee account" is hereby created. Such account shall receive as revenues those amounts from those sources as

designated by and appropriated by the City Council. Disbursements from such account shall be used for the following purposes only:

- (a) To pay all medical and disability compensation benefits for city employees who incur job-related injuries as required by state law;
- (b) To pay premiums for workers' compensation insurance or re-insurance;
- (c) To pay the costs of workers' compensation claims administration as performed by city staff or by an outside contractor or consultant;
- (d) To pay fees for legal services required to minimize workers' compensation costs from prior insurers and other third parties;
- (e) To pay personnel costs associated with the temporary replacement of injured employees;
- (f) To pay the salaries, fees and expenses of medical and safety consultants and staff, including appropriate city staff personnel and their expenses;
- (g) To pay any other charges or costs required for the city to satisfy its legal obligations under the state workers' compensation laws; to reduce employee injuries and the employee lost time and suffering associated therewith; and to participate in and pay the dues of organizations which serve the needs of employers obligated to pay workers' compensation benefits.

(2058-6/76)