



# Harrisburg **PERSONNEL COMMITTEE**



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

## Meeting Agenda

**Date:** December 6, 2016  
**Time:** **Directly following the Government Committee Meeting that starts at 6:00**  
**Place:** City Hall, 120 Smith St.  
**Exhibits:** 1.a. Minutes of November 1, 2016

### Items

1. Roll call and approve the minutes for November 1, 2016
- 2.a. **SUBJECT:** Discussion and Review of the Municipal Court Clerk Job Description, the Utility Billing I Job Description, and the Utility Billing II Job Description.
- 2.b. **ACTION:** Discuss and Review the staff memo, and individual job descriptions.
- 2.c. **MOTION:** Motion to forward the Municipal Court Clerk Job Description and the Amendments to the Utility Billing I and II Job Descriptions to the City Council for approval, as amended and/or presented.
- 3.a. **SUBJECT:** Discussion and Review of the revised Performance Review forms for the City of Harrisburg.
- 3.b. **ACTION:** Discuss, and review the staff memo, and accompanying changes to the new performance review forms for the City of Harrisburg.
- 3.c. **MOTION:** Motion to Accept the new Performance Review Forms
- 4.a. **SUBJECT:** Discussion and Review of Chapter 73, Oregon Law Changes for 2016, and subsequent revisions of Employee Policies 103 Equal Opportunity, and Policy No. 105 Harassment.
- 4.b. **ACTION:** Discuss and Review the proposed changes to Policies No. 103 and 105.
- 4.c. **MOTION:** Motion to approve or amend the changes to Policy No. 103 Equal Opportunity and Policy No. 105 Harassment and to recommend that the City Council adopt the policy changes via resolution at the December City Council meeting.
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