

ORDINANCE NO. 1070

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON,
AMENDING THE PERSONNEL ADMINISTRATION MANUAL, 1974
EDITION, APPENDIX IV, BY ADDING THE JOB TITLE OF
PERSONNEL DIRECTOR TO PAY PLAN E AND ESTABLISHING
AN EFFECTIVE DATE.

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON,
DO ORDAIN AS FOLLOWS:

Section 1. The Personnel Administration Manual, 1974
Edition, Appendix IV-10 is hereby amended to revise the index of position
titles by salary grade for salary plan E to establish the position of
Personnel Director at payroll category number 83 as set forth in Exhibit
A, attached hereto and hereby incorporated in full by this reference.

Section 2. The effective date of establishment of the
above referenced position and payroll category number shall be
July 15, 1982, and this ordinance shall be in full force and effect
five (5) days after date of passage and publication by posting as
provided by law.

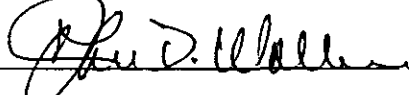
CITY OF REDMOND


MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:


CITY CLERK, PAUL F. KUSAKABE

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY 

FILED WITH THE CITY CLERK: July 1, 1982
PASSED BY THE CITY COUNCIL: July 6, 1982
SIGNED BY THE MAYOR: July 6, 1982
POSTED: July 8, 1982
EFFECTIVE DATE: July 15, 1982

CITY OF REDMOND

INDEX OF POSITION TITLES BY SALARY GRADE

SALARY PLAN E

- - - - Non Exempt - - - -

Salary Grade 76

Department Secretary (Police)
Personnel Secretary

Salary Grade 77

Executive Secretary

NOTE: The above positions are included ("non-exempt") under minimum wage and overtime pay provisions of the Washington State Wage Act.

- - - - Exempt - - - -

Salary Grade 80

*Administrative Aide
Deputy City Clerk

Salary Grade 86

Lieutenant-Police
Supt.-Building Inspection
Ass't Fire Chief

Salary Grade 81

Salary Grade 87

Salary Grade 82

Director-Parks & Recreation

Salary Grade 83

Salary Grade 88

Deputy Treasurer
Supervisor-Recreation
Programs & Facilities
Personnel Director

Captain-Police
City Engineer
Director-Planning & Community
Development

Salary Grade 84

Salary Grade 89

Salary Grade 85

Assistant City Engineer
** Assistant Director of Planning
& Community Development
City Clerk
Supt. of Public Streets
& Buildings
Supt. of Utilities &
Equipment

Salary Grade 90

#Police Chief
Fire Chief

Salary Grade 91

Treasurer-Comptroller

Salary Grade 92

#Director-Public Works

NOTE: The above positions are excluded ("exempt") from minimum wage and overtime pay provisions of the Washington State Wage Act.

#Benchmark job

CITY OF REDMOND

POSITION DESCRIPTION

Effective:
Payroll Category:

POSITION TITLE: PERSONNEL DIRECTOR

Summary

Plan, organize and direct all activities of the City's Personnel Department. Develop and implement policies, procedures and practices to accomplish the personnel management objectives of the City.

Reporting Relationship

Reports to the Mayor.

Duties and Responsibilities

Develop and maintain personnel systems, recommending new and revised policies, practices, and procedures. Maintain City's Personnel Administration Manual.

Counsel management on personnel matters such as: recruiting, employment, orientation, training, promotions, terminations, salary administration, performance evaluations, discipline, complaints, and grievances. Confer with management on personnel matters which must remain confidential. Assist management in interpretation and application of Personnel Administration Manual, labor agreements and other documents.

Maintain a current job classification system; prepare job descriptions; evaluate and classify jobs; maintain wage and salary, performance review, and other personnel records.

Provide liaison between City and federal/state agencies with jurisdiction in matters affecting the employment relationship.

Conduct recruitment and selection activities including advertising, initial screening of job applicants, and administering employment tests.

Conduct all or a portion of new employee orientation sessions and exit interviews.

Administer employee benefit programs such as retirement plans, medical, dental, vision and life insurance.

Review all personnel actions prior to executive approval to assure conformity with City policies, practices, and salary schedules.

Recommend and coordinate personnel training and personal development programs, and develop and present training programs as required.

Conduct organizational studies as assigned. Prepare periodic employment reports.

Administer the processing of Unemployment Compensation and Workers' Compensation claims and represent the City as assigned in contested claim matters.

Serve as Chief Examiner for the Civil Service Commission and staff representative to the Disability Board if assigned.

Act as Equal Employment Opportunity Officer.

Coordinate safety activities of the City and administer City's Risk Management program.

Administer City's employee performance review program.

Maintain current public and private sector salary information by conducting and participating in salary surveys and developing sources for receipt of relevant data.

Administer control programs for such matters as absenteeism, vacation usage, and compensable time.

Supervise preparation of employee communications such as newsletters and information letters.

Supervise Citizen Service Bureau and participate in or supervise other community relations matters as assigned.

Observe safety practices and procedures; report accidents as required; and encourage concern for safety among fellow employees.

Prepare and administer Personnel and Civil Service budgets.

Perform other duties as directed and/or required.

FACTORS

Education: Bachelor degree, with emphasis in personnel, business administration, or public administration preferred.

Experience: Five years experience required in progressively increasing professional or management responsibilities.

Character of Supervision: Acts as advisor or consultant to management personnel and employees. May provide functional direction to programs with direct responsibility for results.

Scope of Supervision: Supervises directly one secretary and Citizen Service Bureau contractor.

Contacts: Contacts are of major importance within the city organization requiring ability to present information and to obtain approval and cooperation for action to be taken. Contacts with the public, representatives of county, state, federal and other municipal agencies require ability to represent the City to good advantage.

Physical Demands: Usual office type function with no requirements for exceptional physical efforts. Considerable visual attention and mental concentration required with frequent exposure to sensitive stress situations.

Working Conditions: Occasional exposure to one or more mildly unpleasant conditions. Must attend occasional evening meetings and work weekends when required.

Initiative: Works independently exercising considerable initiative and responsibility for planning details of procedures and methods to attain objectives. Makes decisions within approved City policy, practices, and/or standards widely accepted within the profession.

Complexity and Judgment: Work governed generally by broad instructions, objectives and policies and procedures usually involving frequently changing conditions and problems. Requires considerable judgment to apply factual background and fundamental principles in developing approaches and techniques for the solution and handling of problems.

Errors and Omissions: Errors may effect the broader aspects of public relations labor relations or otherwise adversely impact City prestige, programs, operations and costs.