

Chapter 2

Issue 1 02/18/2025

SUBJECT: ORGANIZATION FOR HUMAN RESOURCES FUNCTIONS

I. PURPOSE

The purpose of this procedure is to outline the organization and reporting relationships of those individuals charged with implementing and administering Human Resource functions.

II. ORGANIZATION

City Council (1)
City Manager (Human Resources Officer) (2) Human Resources
Human Resources Director (3)
Human Resources Analyst (4)
Human Resources Staff Assistant-Confidential (5)

III. RESPONSIBILITIES

1. City Council adopts personnel ordinance rules. Has final authority in the appeals case.
2. City Manager as Human Resources Officer enforces Human Resources policies established by the Council. Formulates and establishes administrative policies, procedures, and standards consistent with Council actions. Delegates day-to-day operation of the Human Resources Office to the Human Resources Director.
3. The Human Resources Director, acting under authority delegated by the City Manager is responsible for the day-to-day administration of the policies, procedures, and standards established by the Council and the City Manager. As functional head of the Human Resources Office, provides certain human resource services to the operating departments. These services include, but are not limited to, the following: recruiting, examining, classification, and compensation administration, employee development, and affirmative action programs.
4. The Human Resources Analyst, under general supervision performs a variety of journey level, professional personnel work relating to selection, employee safety and industrial injury programs, affirmative action, position classification, compensation,



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5. and other human resource management programs.
6. The Human Resources Staff Assistant-Confidential acts as secretary to the Human Resources Director, aiding him in the administration of the human resource function, including personnel records-keeping, assisting with the preparation and administration of examinations and other related tasks.

IV. INTERPRETATION/CLARIFICATION

Questions about the intent or application of these policies should be referred to the Human Resources Director.

Authorized: _____
City Administrator

Date