

PERSONNEL COMMITTEE

November 21, 2006

4:10 P.M.

The Personnel Committee was called to order by Councilwoman Bennett, Chairman, with Councilmen Benson, Rico, Rutherford, Robinson, Page, Pierce, Gaines and Franklin present. City Attorney Randall Nelson and Shirley Crownover, Assistant Clerk to the Council, were also present.

Others present included Dan Johnson, Daisy Madison, Susan Dubose, and Jean Smith.

CLASS/COMP. PROJECT SCHEDULE

Chairman Bennett stated that Susan DuBose and Jean Smith were present to give the Council an update on this Project. She turned the meeting over to Ms. DuBose.

Ms. DuBose stated that Carol Mercer, the Lead Consultant, had met with Mayor Littlefield, Department Heads and Personnel Staff—that it was a good meeting; that Mayor Littlefield stated that we were starting with a “clean slate”; that the Department Heads had pay concerns—that everyone wanted to attract and retain people, and there were a lot of differences on rewards.

She stated that one thing they were disturbed about was that the time line was going to be longer than we expected; that Segal Company had other projects that had come in; that instead of July, it will be October, and the Project Schedule is tentative. (A copy of the Schedule is included with this minute material). She stated that we working on November up to now. She stated that after the Study is over we will be able to evaluate jobs with a System; that it will help save money if we do it ourselves, using their System. We will have Market Studies every other year, which is a good schedule. She stated that this is where we are headed. She stated that Employee Presentations will start the first of the year, and the meetings will be video-taped; that they hoped to get all supervisors to come to the meetings so that they could explain it to their Staff.

Ms. Smith stated that Ms. DuBose had about covered everything but that she would expand on the employee meetings; that they are set to begin on the 3rd of January; that there will be three or four sites; that they will have a few meetings at 7:30 a.m. and one at 5:30 p.m. and one at 6:30 p.m.. Each session will last one and one-half hours max, and the consultant will be available. She went on to say that money seems to be an issue; that the Police Dept. will video the meetings—that there will be a cost for editing, and we are going to see if IS can put the information on-line. She stated that we wanted to make it as available to employees as possible. She mentioned an actual job questionnaire and filing out a Data Entry document and making this an on-line process.

Councilman Page asked if the focus of the meetings were to start job descriptions.

Ms. Smith explained that the focus is to explain to employees what a job analysis looks like and give an understanding for this Study and what is to happen in the process. She stated that employees will be able to ask questions of the Consultant, and they can provide employees of what to expect to happen.

Councilman Pierce asked about the \$190,000 cost of this. It was explained to him that this money had already been approved. Ms. Smith assured him that this had already passed.

Councilwoman Bennett noted that this was pretty complicated, and she thought the Council might be getting a lot of calls about this.

Councilman Pierce asked if it were necessary to go with the employees at first. Ms. Smith responded affirmatively, explaining that they wanted the employees to understand the process; that sometimes employees tend to think something is underhanded and not direct. Councilman Pierce wanted to know what part the Unions play in this. Ms. Smith responded that no MOU had been signed. Councilman Rico asked what a MOU was and was told a Memo of Understanding. Councilman Pierce pointed out that the Mayor is supportive of Unions. Ms. DuBose noted that it was helpful with this process to give all of the information. Ms. Smith also noted that the Performance Management Piece is running concurrent with this Study.

Ms. Madison asked that we make sure the Consultant does not promise employees future things; that the last time employees went away with the thought that they were entitled to step raises; to make sure employees were not told such things as they would not top out and would always get a raise.

Chairman Bennett thanked Ms. DuBose and Ms. Smith for coming.

The meeting adjourned at 4:30 p.m.