

## PERSONNEL COMMITTEE

10:00 a.m., Thursday, September 18, 2014

The regular meeting of the Personnel Committee was held at 10:00 a.m. on Thursday, September 18, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli and Chair Ferencz, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland. Although Councilmember Harrington was excused, a quorum was present.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

### 2. Approval of Previous Meeting's Minutes

**MOTION:** Councilmember Bettelli moved to approve the minutes of the regular meeting of August 6, 2014 as submitted; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – None

4. Old Business

#### A. Job Descriptions

##### 1. Discussion of Administrator's Job Description and Evaluation

Hoping that Councilmember Harrington would arrive, the Committee members decided to delay this discussion to later in the meeting. A revision to the job description originally submitted by Chair Ferencz was distributed.

##### 2. Consideration of Approval of Updates to Job Descriptions

The Committee now took up the many revised/updated job descriptions originally presented at the August meeting. For General Government, changes were made to both the job descriptions for the City Treasurer and the Assistant to the Administrator/Website Coordinator. Chair Ferencz questioned that the Assistant to the Administrator's description had no mention of social media, when the City is working to be more involved in it.

Assistant Dziuban stated that social media was considered by staff to be included in the phrase "assists the City Administrator with special projects." She commented that the job description is intended to be all inclusive in the areas mentioned and that, in her opinion, specifics only limited the scope; the Assistant added that social media might be replaced with another electronic breakthrough in a few years.

Councilmember Bettelli recalled that the changes in the job descriptions for the Police Department primarily addressed the change in structure and position titles. The Chair referenced the task about annual appraisals; she asked about the change from "reviews quarterly performance appraisals for all personnel" to "reviews the annual performance appraisals for all personnel." Captain Usry explained that the Department has moved away from quarterly performance appraisals in favor of chronological files; these files are maintained

by the supervisors/captains/chief on a monthly basis to record positive and negative actions during the month as well as any training the individual receives. Since the files are updated monthly, they are excellent tools for preparing annual performance evaluations.

Chair Ferencz then asked Captain Usry for clarification on the difference between a Communications Technician and a Communications Specialist; the Captain explained that the job description for the Communications Specialist includes the tasks originally assigned to the job of Communications Technician as well as the other duties they have now. The Chair was also told that the Department does not currently have a Communications Supervisor.

Councilmember Bettelli noted that the job description did not mention taking livability calls, to which Captain Usry referred to the first duty listed that states:

“Responsible for answering administrative phone lines and directing calls to the appropriate function.”

For the Police Department, this means all calls.

Answering the Chair’s question, the Captain stated that the Communications Specialist would be paid the same amount previously paid to a dispatcher.

Whereas the changes to the job description for the Part-time Animal Control Officer have been made to more accurately depict the actual job functions, the re-write of the Animal Control Officer’s (ACO) job description was necessary for the same reason. As originally written the job description for the ACO was primarily as a supervisory position whereas the job functions today include the job functions of the part-time ACO.

**MOTION: Councilmember Bettelli moved to recommend to City Council the approval of the job descriptions presented; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

**B. Consideration of Approval of New City-wide Evaluation Tools for Supervisors and Non-supervisors**

Chair Ferencz reported that the language in item 11 in the Supervisor Performance Evaluation has been changed from “Overall Rating” to “Other Factors,” eliminating confusion that the supervisory evaluation has two overall (2) scores.

**MOTION: Councilmember Bettelli moved to recommend that City Council approve the new City-wide evaluation tools for supervisory and non-supervisory employees; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

**5. New Business**

**A. Consideration of Public Works Assistant Director Job Description**

Councilmember Bettelli and Administrator Tucker agreed that this job description had existed at some time in the past, but no one was able to locate it for the Archer study or since although the City has had someone working in that capacity for a long time. After talking with the Public Works Director, Archer staffers wrote a job description for the position of Public Works Assistant Director. The job description in the meeting packet was generated from the Archer description and discussions with the Public Works Director.

Chair Ferencz inquired about the difference between “Assistant to the Director” and “Assistant Director.”

Administrator Tucker replied that there is no difference and the job title should be Assistant Director. Referring specifically to Assistant Dziuban, the Administrator stated that her job title should be Assistant City Administrator because that is the way the job functions.

Councilmember Bettelli agreed that, when Administrator Tucker is away from the office, Assistant Dziuban acts in her stead.

The Assistant remarked that some people have the opinion that “Assistant to” denotes less authority than “Assistant Director” and added that Assistant Director would be more explanatory of the job in recruiting situations.

Councilmember Bettelli suggested that the title change should occur with the other changes discussed; if the Committee wants to make other changes to the language, it could do so at a subsequent meeting.

At the time the job description was written and approved for the position of Assistant to the Administrator/Website Coordinator, the City was very focused on keeping the website regularly updated and producing a newsletter; with the City very centered on the website, the decision was made for “Assistant to” in the job title.

**MOTION: Councilmember Bettelli moved to change the job title to Assistant City Administrator; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

**MOTION: Councilmember Bettelli moved to recommend that City Council approve the job description for the position of Assistant Director of Public Works; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

**B. Employee Recognition**

Administrator Tucker honored Director Pitts for his actions in the detainment of a subject wanted in connection with a fatal stabbing which occurred at the Mount Pleasant Town Centre the previous evening. Upon learning that the suspect had not been caught and not wishing to be profiling unfairly, the Director contacted the IOP Police Department's non-emergency number to

request an officer to come to his location. IOP patrol officers detained the subject and turned him over to the Mount Pleasant Police Department. Although encouraged by the Mount Pleasant officers to contact CrimeStoppers for the reward, the Director commented that he had already received his reward.

The Administrator added the Director Pitts' observations and commitment to the community he serves saved many from possible harm and heartache.

Also included in packets were memos from Sergeant Maloney and Captain Usry commending Officer Postell for her work performance; Captain Usry stated the following:

"This dedication is a great example of an officer going beyond just their regular duties and responsibilities."

At this time, Administrator Tucker stated that, at the International City Managers Association meeting she had attended over the weekend and earlier in the week, she was recognized for thirty (30) years in service to local governments; she noted that her name tag had special ribbons identifying her as an award recipient and for her long-time sponsorship of the organization's scholarship fund. This organization is a global body for city managers.

### **C. Discussion of Schedule for Interviews for Boards and Commissions**

Chair Ferencz noted that Pete Doherty and Bill Mills were recent appointees to the Board of Zoning Appeals and Planning Commission, respectively.

Councilmember Bettelli asked whether there were any requirements for members of the Code Board of Appeals, and the Administrator indicated that knowledge of construction would be helpful.

Clerk Copeland informed the Committee that all of the board and commission members with terms expiring at the end of 2014 had responded to her query, and Don Smith of the Planning Commission was the only one who replied that he did not want to be considered for re-appointment. All of the persons in the candidate pool said that they would like to be considered for appointment. The two (2) new applicants are Jan Anderson who applied earlier in the summer and Vincent DiGangi who responded to the newspaper advertisement.

After checking upcoming schedules, Chair Ferencz and Councilmember Bettelli agreed that they could be available for interviews on Wednesday, October 1<sup>st</sup> beginning at 10:00 a.m. and on Tuesday, October 7<sup>th</sup> beginning at 10:30 a.m. The Clerk agreed to contact Councilmember Harrington to find out if he could be available on those dates and to contact the candidates for their date and time preferences.

## **6. Miscellaneous Business**

**Department Staffing Report – To be given at City Council**

For the benefit of the Committee, Administrator Tucker reported that there is one (1) open position in the Fire Department for a firefighter.

Since Councilmember Harrington had been unable to attend the meeting, the Committee members agreed to delay consideration of the job description and evaluation for the City Administrator's position until the October meeting.

**Next Meeting Date: 10:00 a.m., Wednesday, October 8, 2014**

7. **Executive Session** – not needed

8. **Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:50 a.m.; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk