

ATTACHMENT 1

2.60.030 - Administration.

The City Manager shall administer the City personnel system and may delegate any of the powers and duties of such administration to any officer or employee of the City or may recommend that such powers and duties be performed under contract as provided in Section 2.60.130 of this chapter. The City Manager shall:

- A. Act as the appointing authority for the City in accordance with Section 2.08.060(C) of this Code;
- B. Administer all the provisions of this chapter and of the personnel policies and procedures not specifically reserved to the Council;
- C. Prepare or cause to be prepared personnel policies and procedures and revisions. The City Attorney shall approve the legality of such policies and procedures and revisions prior to their submission and to their implementation;
- D. Recommend to the City Council personnel policy issues involving financial commitments such as, but not limited to, pay rates and employee benefit programs;
- E. Prepare or cause to be prepared, a position classification plan, including class specifications and revisions of the plan;
- F. Prepare or cause to be prepared, a plan of compensation and revisions thereof, covering all classification titles for authorized City positions. The plan and any revisions thereof shall become effective upon approval of the Council;
- G. Have the authority to discipline employees in accordance with this chapter and the personnel policies of the City;
- H. Provide for the recruitment and selection of City employees based upon open or promotional recruitments and perform any other duty that may be required to administer the personnel system.
- I. The City Manager or designated Personnel Director shall have the authority to request from the State Department of Justice a copy of the State Summary Criminal History Information for any position — regular, part-time, or volunteer — involving the care or supervision of children, minors, the elderly, the handicapped, or the mentally impaired, or for any other position with the City wherein such information is deemed important to the selection process. The City Manager or designated Personnel Director shall utilize the process and procedure set forth in Chapter 2.62 of this Code.

(Ord. 165 § 1 (Exh. B (part)), 2007)

2.60.050 - Personnel policies—Adoption and amendment.

Personnel policies shall be prepared and may be amended from time to time by the City Manager, subject to review by the City Council. Any policy matters involving the commitment of financial resources shall be recommended and must be approved by the City Council prior to implementation. The policies shall govern the personnel system, including but not limited to:

- A. Preparation, installation, revision and maintenance of a position classification plan covering all positions in the competitive service, including employment standards and qualifications for each class;
- B. Preparation, revision and administration of a plan of compensation directly correlated with the position classification plan providing a rate or range of pay for each class;
- C. Open and promotional recruitments to fill regular positions;
- D. The making of temporary and emergency appointments;
- E. Establishment of probationary testing periods;
- F. Transfer, promotion, demotion and reinstatement of employees;
- G. Evaluation of the job performance of employees;
- H. Separation of employees from the City service;
- I. Content, maintenance and use of personnel records and forms; and,
- J. The establishment of any necessary appeal procedures.(Ord. 165 § 1 (Exh. B (part)), 2007)