

March 22, 2018

A meeting of the City of Pelham Personnel Board was held in the conference room of Pelham City Hall on March 21, 2018, and was called to order by Mayor Gary Waters, Interim Human Resource Director, at 5:35 p.m.

Board members, Bobby Hayes, Greg Darnell and Jim Collins were all present.

Mayor Waters asked Gretchen DiFante, City Manager, to address the Board concerning her proposed reorganization.

Mrs. DiFante described her proposed reorganization plan to the Board and asked the members to approve five new position's job descriptions and salary ranges. After detailed discussion regarding each position, the following occurred:

1. A motion was made by Bobby Hayes and seconded by Greg Darnell to approve the job description and salary range for the position of Director of Development Services and Public Works. All members affirmed and the motion passed.
2. A motion was made by Greg Darnell and seconded by Jim Collins to approve the job description and salary range for the Manager of Streets, Landscaping & Maintenance and the Manager of Water & Sewer. All members affirmed and the motion passed.
3. A motion was made by Greg Darnell and seconded by Jim Collins to approve the job description and salary range for the Plans Examiner. All members affirmed and the motion passed.
4. A motion was made by Greg Darnell and seconded by Jim Collins to approve the job description and salary range for the Mechanic II. All members affirmed and the motion passed.
5. A motion was made by Greg Darnell and seconded by Jim Collins to abolish the current position of Director of Public Works. All members affirmed and the motion passed.

Members entered executive session with Mayor Waters and Mrs. DiFante at 6:40 p.m. It is expected to last 15 minutes.

At 7:15 p.m. the meeting was reconvened. A motion was made by Greg Darnell and seconded by Jim Collins to adjourn.

PELHAM PERSONNEL BOARD

March 22, 2018

TO: Pelham City Council
City Manager Gretchen DiFante
Mayor Gary Waters

FROM: Pelham Personnel Board

RE: New Positions

In a meeting held on Wednesday, March 21, 2018, the Personnel Board voted to approve five new positions to be added to the City of Pelham's Classification Pay Plan. Job descriptions and salary ranges were approved for the following positions:

1. Director of Development Services & Public Works
2. Manager of Streets, Landscaping & Maintenance
3. Manager of Water & Sewer
4. Plans Examiner
5. Mechanic II

The Board understands that a request to fund these new positions will be presented in a Resolution to the Council during their meeting on April 2, 2018.

Respectfully submitted,

Bobby Hayes
Greg Darnell
Jim Collins