

Personnel Board Meeting
July 11, 2023 6:00 p.m.
HR Department Conference Room

MINUTES

Date: July 11, 2023
Time: 6:00 p.m.
Place: Water Building, 2nd Floor, HR Department Conference Room
Present: Board Member Jim Collins
Board Member Floyd Collins
Board Member Martina Winston

Others Present: Tracy Hill, Candy Porter, Chief Sugg, Lt. Pitts, Mayor Waters

CALL TO ORDER

Tracy Hill called the meeting to order at 6:06 p.m.

RECORD OF ATTENDANCE

All Board members were present.

APPROVAL OF MINUTES

Floyd Collins made a motion to approve the minutes from the May 4, 2023 meeting and it was seconded by Jim Collins. The minutes were approved unanimously.

NEW BUSINESS

Review and Discussion of job descriptions:

Chief Sugg presented updated job descriptions for the positions of Sergeant, Lieutenant, Captain, and Deputy Chief. While the minimum qualifications in relation to education and experience were updated, no changes were made to the pay plan for these positions.

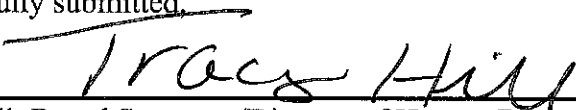
Martina Winston made a motion seconded by Floyd Collins. All four job descriptions were approved unanimously.

The Board discussed the changes in the education and experience requirements would expand the talent pool and create greater promotional opportunities for existing staff. The Board also discussed competitive opportunities in which job openings are advertised outside of the department. In open competitive opportunities, seniority points will not apply; however, our current Civil Service Act does provide for seniority points to be awarded to candidates when positions are posted internally only for promotional purposes.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned.

Respectfully submitted,



Tracy Hill, Board Secretary/Director of Human Resources