

Personnel Board Meeting
Pelham Sr. Center
February 16, 2022 – 6:00 p.m.

MINUTES

Date: February 16, 2022
Time: 6:00 p.m.
Place: Pelham Sr. Center
Present: Board Member Jim Collins
Board Member Martina Winston

Others Present: Tracy Hill, Kimberley Williams, and others

CALL TO ORDER

Tracy Hill called the meeting to order at 6:04 p.m.

RECORD OF ATTENDANCE

Martina Winston and Jim Collins were present and Floyd Collins was absent due to a prior engagement.

NEW BUSINESS

Several job descriptions were presented for review.

Chief Mike Reid presented one new job description for an Apparatus Operator. This job description is for department assignment only with no pay grades attached. Assignment as Apparatus Operator can be viewed as a stepping stone in leadership. Chief Reid pointed out that surrounding cities have this designation in place.

Martina Winston made the motion to approve the job description with one requested edit to eliminate redundancy. Jim Collins seconded, and the motion carried.

Andre Bittas presented a job description for Manager, Customer Service and Billing. This job description will replace an existing position (CSR Supervisor), with no change in FTEs.

Martina Winston made the motion to approve the job description and pay range. Jim Collins seconded the motion and the motion carried.

Andre Bittas presented a job description for Planning and Zoning. This job description will replace the existing GIS position, with no change in FTEs.

Jim Collins made the motion to approve the job description and pay range. Martina Winston seconded the motion, and the motion carried.

Jamie Wagner discussed the reorganization for the Accounting and Finance areas. She presented a job description for Administrative Assistant, Finance. This position would replace the existing Receptionist position in the Finance Department.

Jim Collins made the motion to approve the job description and pay range with the provision that we ensure the education and experience is aligned with the other existing Administrative Assistant positions in the city. Martina Winston seconded the motion and the motion carried.


Jamie Wagner presented a job description for Financial Analyst. This position would replace the existing Accounting Manager position in the Finance Department.

Martina Winston made the motion to approve the job description with requested edits to emphasize the responsibility to train staff in all city departments in the use of the new ERP (Munis) system and with corrections to typographical errors. Jim Collins seconded, and the motion carried.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,



Tracy Hill, Secretary
Director of Human Resources