

**CHAPTER 9
HUMAN RESOURCES DEPARTMENT**

SECTION:

- 3-9-1: Establishment of Human Resources Department
- 3-9-2: Management
- 3-9-3: Responsibilities of Director
- 3-9-4: No Private Duty Established

3-9-1: **ESTABLISHMENT OF HUMAN RESOURCES DEPARTMENT:** The Human Resources Department is hereby established as an administrative department of the City. (Ord. 2734, 1-10-08; Ord. 3003, 04-23-15)

3-9-2: **MANAGEMENT:** The Human Resources Department shall be managed by the Director of Human Resources. The Director of Human Resources shall be appointed by the Mayor, subject to confirmation by a vote of at least four (4) members of the Council. The Director of Human Resources may be removed by the Mayor, with or without cause, subject to a confirming vote of at least four (4) members of the Council, or by the Council upon its own initiative upon a unanimous vote thereof. (Ord. 2734, 1-10-08; Ord. 3003, 04-23-15)

3-9-3: **RESPONSIBILITIES OF DIRECTOR:** The Director of Human Resources shall have the following responsibilities and authority:

(A) Assist the Mayor and other Department Directors in the recruitment of qualified officers and employees and in the classification of personnel.

(B) Make recommendations and administer programs relating to employee wages and benefits.

(C) Make recommendations to the Mayor and Council regarding the City Personnel Policy and assist the other Department Directors in the administration, management and enforcement thereof.

(D) Assist the Mayor and Department Directors in the processing of grievances filed by City employees.

(E) Make recommendations regarding employee benefit programs, including without limitation, health insurance, life insurance, retiree benefits, deferred compensation plans, PERSI programs and benefits, cafeteria plans or other compensation plans or benefits approved by the Council.

(F) Keep and maintain general employee personnel files and other personnel-related administrative records.

(G) Administer and manage labor relations, affirmative action programs and Title VII programs as directed by the Mayor and assist and train the other Department Directors in their duties, obligations and responsibilities with respect thereto.

(H) Establish, promote and foster appropriate employee safety programs and policies.

(I) Make recommendations to and assist the Council and the Director of Municipal Services in the preparation of the annual appropriation ordinance and budget, insofar as employee wages, benefits and claims may impact such ordinance and budget.

(J) Direct the work of and supervise all employees of the Human Resources Department.

(K) Administer the budget of the Human Resources Department and to account for and ensure that all fees, charges and revenues received by the Human Resources Department are delivered to the City Treasurer.

(L) Administer, manage and assume such other duties, programs and policies as may be directed by the Mayor. (Ord. 2734, 1-10-08; Ord. 3003, 04-23-15)

3-9-4: NO PRIVATE DUTY ESTABLISHED: Nothing in this Chapter shall create a private right, duty or obligation of the City in favor of any person, or give rise to any private right of action, on account of any failure by the City or any employees of the Human Resources Department to perform the duties prescribed herein. (Ord. 2734, 1-10-08; Ord. 3003, 04-23-15)