

**CHAPTER 9
HUMAN RESOURCES DEPARTMENT**

SECTION:

- 3-9-1: Establishment of Human Resources Department
- 3-9-2: Appointment of Human Resources Department Director; Management
- 3-9-3: Responsibilities of Department
- 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; Ord. 3523, 07-13-23)

3-9-2: APPOINTMENT OF HUMAN RESOURCES DEPARTMENT DIRECTOR; 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; Ord. 3523, 07-13-23)

3-9-3: RESPONSIBILITIES OF DEPARTMENT: The Department of Human Resources shall have the following responsibilities and authority:

- (A) Assisting the Mayor and Departments in the recruitment of qualified officers and employees and in the classification of personnel;
- (B) Overseeing, administering, and providing recommendations with regards to programs related to employee wages and benefits;
- (C) Overseeing and providing guidance on employee leave programs (i.e., Family Medical Leave Act (FMLA), military leave, etc.)
- (D) Making recommendations to the Mayor, Council, and other City Departments regarding the City Personnel policy, policies related to City employment, collective bargaining agreements, and assist the other Departments in the administration, management and enforcement thereof;
- (E) Providing oversight and guidance on employee discipline, termination, and investigations, including cases of discrimination and harassment;
- (F) Overseeing programs related to the Drug and Alcohol-Free Workplace Policy;
- (G) Administering Worker's Compensation and all death-on-duty programs;

- (H) Assisting the Mayor and Departments in the processing of grievances filed by City employees;
- (I) Overseeing and making 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;
- (J) Assisting the Clerk in the maintenance of general employee personnel files and other personnel-related administrative records;
- (K) Administration and management of labor relations, affirmative action programs and Title VII programs as directed by the Mayor and Council and assisting and training the other Departments in their duties, obligations and responsibilities with respect thereto;
- (L) Establishing, promoting, and fostering appropriate employee safety programs and policies;
- (M) Making recommendations to and assisting the Council and the City staff in the preparation of the annual appropriation ordinance and budget, insofar as employee wages, benefits and claims may impact such ordinance and budget;
- (N) Preparation and presentation of the annual operating and capital budget of the Department;
- (O) Administration of the operating budget of the Department in accordance with the annual appropriation Ordinance adopted by the Council; and
- (P) Administration, management, and assumption of such other duties, programs, and policies as may be directed by the Mayor and Council.
(Ord. 2734, 1-10-08; Ord. 3003, 04-23-15; Ord. 3523, 07-13-23)

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; Ord. 3523, 07-13-23)