

## Chapter 2

### Issue 1

Date 08/04/86

## SUBJECT: ORGANIZATION FOR HUMAN RESOURCES FUNCTION

### I. PURPOSE

The purpose of this procedure is to outline the organization and reporting relationships of those individuals charged with implementing and administering Human Resource functions.

### II. ORGANIZATION

City Council (1)
Human Resources Appeals Board (2)
City Administrator (Human Resources Officer) (3) Human Resources
Human Resources Director (4)
Human Resources Analyst (5)
Senior Administrative Secretary (6)

### III. RESPONSIBILITIES

1. City Council adopts personnel ordinance rules. Has final authority in appeals case.
2. Human Resources Appeals Board hears appeals submitted by any person in the competitive service relative to any disciplinary action, dismissal or demotion. Also hears appeals relative to interpretation or alleged violation of the Personnel Ordinance or the Personnel Rules.
3. City Administrator as Human Resources Officer enforces Human Resources policies established by the Council. Formulates and establishes administrative policies, procedures and standards consistent with Council actions. Delegates day-to-day operation of Human Resources Office to Human Resources Director.
4. Human Resources Director, acting under authority delegated by the City Administrator is responsible for the day-to-day administration of the policies, procedures and standards established by the Council and

the  
City Administrator. As functional head of the Human Resources Office, provides certain human resource services to the operating departments. These services include, but are not limited to, the following: recruiting, examining, classification, and compensation administration, employee development and affirmative action programs.

5. Human Resources Analyst, under general supervision performs a variety of journey level, professional personnel work relating to selection, employee safety and industrial injury programs, affirmative action, position classification, compensation and other human resource management programs.

6. Senior Administrative Secretary acts as secretary to the Human Resources Director, aiding him in the administration of the human resource function, including personnel records-keeping, assists with the preparation and administration of examinations and other related tasks.

#### IV. INTERPRETATION/CLARIFICATION

Questions about the intent or application of these policies should be referred to the Human Resources Director.

Authorized: \_\_\_\_\_

City Administrator

Effective Date