



AGENDA
Committee on Personnel
Monday, February 17, 2020 @ 4:00 p.m.
City Council Conference Room
City Hall 10th Floor

Council Member Hussain, Chairperson
Council Member Spadafore, Vice Chairperson
Council Member Wood, Member
Council Member Garza, Member

1. Call to Order

2. Public Comment on Agenda Items

3. Minutes

- February 3, 2020

4. Discussion/Action:

A.) City Council Administrative Vacancy

- Temporary Vacancy Update
- Finalize Job Posting
- Position Benefits and Council Fringe Benefits Update (OCA)

5. Adjourn

DATE 2/17/2020[illegible]



MINUTES
Committee on Personnel
Monday, February 3, 2020 @ 3:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 3:30 p.m. by Chairman Hussain

ROLL CALL

Council Member Adam Hussain, Chairperson
Council Member Peter Spadafore, Vice Chairperson
Council Member Carol Wood, Member
Council Member Jeremy Garza, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney- arrived at 3:38 p.m.
Lisa Hagen, Assistant City Attorney/Council Research Assistant
Elizabeth O'Leary, HR
Joseph Abood, Chief Deputy City Attorney –left the meeting at 3:42 p.m.

Begin Discussion on City Council Administrative Vacancy

Short term office coverage until position filled

Council Member Hussain explained that Council Leadership along with Council Office Manager have been working with Ms. Judy Kehler, City Treasurer on sharing a contracted employee. Council Member Hussain distributed the employees resume to the Committee and stated that this person would work part time, Monday – Friday 1pm – 5pm from February 17, 2020 to May 1, 2020. Council Member Spadafore confirmed there were funds in the Council temporary budget to cover the expense. Council Member Wood assured Council Member Hussain and Spadafore that they did not need to come to the Committee for any action or approval, but appreciated the update.

Timeline for hiring permanently (posting, recruitment, interview to hire)

Council Member Hussain informed the Committee members and others that the job posting will be done internally and externally from February 20, 2020 to March 20, 2020. The intention will be that Council Vice President and President will review applications, submit up to 5 for testing, and then take the top 3 to interviews with the Committee. Council Member Hussain proposed Monday, 3/30 at 3:30 p.m. for interviews with Council action on 4/14/2020. Council Member Garza is not available on 3/30, therefore the Committee consensus was to move interviews to Friday, 3/27/2020 @ 3:30 p.m.

Preliminary job description/posting input

Council Member Hussain distributed the job description created by Council leadership. Council Member Wood asked what the pay range would be, and it was confirmed the previous employee was a Range 25, beginning at Step 2. Ms. O'Leary was asked if the proposed job description falls within that Range 25, and stated that as long as there were no substantive changes it will, but she would double check. She stated she would also confirm the pay rate that the previous employee left at. Council Member Wood informed the Committee that the previous employee had no reclassifications or merit increases, so any increases would have been the normal annual step increases. The Committee determined to stay within the Range 25. Council Member Wood asked that a requirement to sign a confidentiality agreement be placed on the job description under Special Requirements.

Mr. Abood requested that the Committee consider changing the EOE language to address reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. The OCA office stated it would forward the exact language to the Office Manager for incorporation into the job description.

The Committee briefly discussion typing speed and agreed to distribute a typing test to the top finalists before determining the top 3 for interviews.

Process involving Council Personnel Committee

No additional information was discussed at this point that was addressed under the other topics.

Position Benefits

Council Member Spadafore outlined his proposed benefits changes to have new Council staff have a defined contribution plan instead of the pension plan. With this he believes they could have 12%-17% total with their employee contribution. Council Member Wood pointed out that Council staff is tied to the 214 Contract benefits, Ms. O'Leary clarified that 214 is a hybrid and part of the Defined Benefit System. Council Member Spadafore pointed out that the Council staff is tied to the 214 Contract benefits, unless it is specific in the Council Personnel Rules. He noted that as of August, 2019 the Mayor staff is now in defined with a 3 year vesting, and he would propose a 2 year vesting plan for Council new hires. Council Member Hussain asked for Committee comments, and Council Member Garza had no comments, with Council Member Wood noting that if the change is made it can be done the same night the resolution on for the new hire is made.

Mr. Smiertka asked about the most recent Council Personnel Rules. It was determined in 2019 the HR Department drafted up new Personnel Rules with the changes to the Leave Time Bank that were made in April, 2019. However, the Personnel Rules themselves were never finalized by Committee or Council. Mr. Smiertka stated he would draft up the changes for the next meeting along with addressing the change from the Leave Time Bank. Council Member Spadafore asked that the leave time bank be removed from the Personnel Rules. He would also address that the Council Staff follows the 214 Contract unless stated differently in the Rules.

Ms. O'Leary stated she would draft up the posting and have it at the next meeting, 2/17/2020.

ADJOURN

The meeting was adjourned 3:59 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

City of Lansing
Non- Bargaining Unit Job Description

Department/Division: City Council

Position Title & Level: Committee Clerk/ Administrative Assistant 25

POSITION APPOINTED BY CITY COUNCIL AND SERVES AT-WILL.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the Appropriate Personnel Rules.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.

JOB SUMMARY:

The City Council Committee Clerk/Administrative Assistant helps facilitate the efficient operations of the City Council Office by performing a variety of clerical administrative tasks.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Associates degree required; High School Diploma will be considered with proven experience.
- Three to five (3- 5) years of experience in an Administrative role working in the public sector, law office or for an elected official.
- Proficient in Microsoft Office Suite.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Ability to keep and maintain confidential information.

Excellent verbal and written communication skills.

Excellent interpersonal and customer service skills.

Proficient in Microsoft Office Suite or related software.

Excellent organizational skills with the ability to prioritize tasks and work independently, under high stress levels, and meet tight deadlines. Must be organized, dependable and possess a good work record.

Understanding of clerical procedures and systems such as record keeping, basic accounting and filing.

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to sit, listen, speak, hear, finger dexterity, feel, push, pull, move files, lift storage boxes, reach and visual acuity.

ENVIRONMENTAL CONDITIONS: Office environment.

ESSENTIAL POSITION FUNCTIONS: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources).

The essential position functions listed below do not include all functions, which may be found in this position as duties, and responsibilities may be added, deleted, or modified at any time.

- Answers phone calls from city employees, residents, and business or property owners. Determines how or where best the concern can be handled or which department to refer the call to.
- Lead person to receive visitors and direct them to appropriate departments.
- Assists the Office Manager in stocking and maintaining the office inventory.
- Under the direction of the Office Manager, assembles Committee and Council meeting packets and or other packets requested. Responsible for the taking and processing of assigned committee minutes and other documents as required.
- Maintains electronic and paper files.
- Assists with scheduling invitation events for City Council members.
- Staff Committee meetings as the recording secretary; assist with scheduling Committee meetings; contacts individuals for participation; coordinates logistics for meetings which includes room preparation and appropriate clean-up after meetings.
- Prepares and maintains records, lists, indexes and inventories.
- May provide backup duties to the Office Manager as directed.
- Assists the Office Manager with the daily oversight of the City Council offices.
- Performs other administrative and clerical duties as assigned.
- The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.