Personnel Advisory Board

August 7, 2023, 6:00 pm

Members present:

David Dubois

Kristy Croft

Members absent:

Thomas Jean

Others Present:

Kimberly Conley, Director of Human Resources

Review and recommendation of:

1. 7 New Positions –
2. Human Resources Generalist- job description – David Dubois moved to recommend. Kristy Croft seconded to recommend approval of position at pay grade 10. The motion carried by a unanimous vote.
3. Paralegal Executive Assistant job description – Kristy Croft moved to recommend. Dave Dubois seconded to recommend approval of position at pay grade 11. The motion carried by a unanimous vote.
4. Senior Services Coordinator – David Dubois moved to recommend. Kristy Croft seconded to recommend approval of position at pay grade 6. The motion carried by a unanimous vote.
5. Business Coordinator- job description – David Dubois moved to recommend. Kristy Croft seconded to recommend approval of position at pay grade 9. The motion carried by a unanimous vote.
6. Fire Inspector– Technical Services- job description – Kristy Croft moved to recommend with\* removal of one paragraph in the Job environment. David Dubois seconded to recommend approval of position at pay grade 12. The motion carried by a unanimous vote.
7. Public Educator Administrative Assistant- job description – Kristy Croft moved to recommend with\* removal of one paragraph in the Job environment. David Dubois seconded to recommend approval of position at pay grade 8. The motion carried by a unanimous vote.
8. Desk Top Support Specialist - job description – Kristy Croft moved to recommend. David Dubois seconded to recommend approval of position at pay grade 8. The motion carried by a unanimous vote.

\*Errors in application of assigned duties could seriously endanger life and property, monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the city.

Meeting adjourned at 6:19pm.