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**AGENDA
TOWN OF CAMP VERDE
SPECIAL AND EXECUTIVE SESSIONS
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JULY 24, 2019 at 5:30 P.M.**

1. Call to Order

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

3. Pledge of Allegiance

4. Special Session – Legal action can be taken.

Page
n/a

4.1. General update on County activities by Yavapai County District 2 Supervisor Thomas Thurman.

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4.2. Discussion, consideration and possible approval of a new job description for a Human Resources Director and amending the Salary Plan. [Staff Resource: Russ Martin]

n/a

4.3. Discussion and consideration of the Town Manager’s performance review regarding set goals and objectives – quarterly review (continued). The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1).

4.1.1. Recess into and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1). Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

4.1.2. Reconvene Open Session.

5. Adjournment

VJONES

07-18-2019 1:50 P.M.

Posted by: _____

Date/Time: _____

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

Agenda items may be taken out of order.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.

Pursuant to A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

Agenda Item 4.2.



Town of Camp Verde

Meeting Date: July 24, 2019

- Consent Agenda Decision Agenda Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Administration/Human Resources

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of a new job description for a Human Resources Director and amending the Salary Plan.

List Attached Documents:

1. Proposed HR Director job description
2. Current and proposed salary plan (portion addressing this position)

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head:** Russ Martin (comments included in report)
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: The previous HR Director position was a combined role for the Marshal and then transferred to the Town Manager in 2011 and has been there ever since. A new job description and salary range is being proposed that separates this from any other job or responsibility.

Recommended Action (Motion): Move to approve the new HR Director position job description including a revision to the Salary Plan.

Job Description



HUMAN RESOURCES DIRECTOR

Salary Range: 88
FLSA Status: Exempt

Department:	Human Resources	Revised Date:	July 2019
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GENERAL PURPOSE: Under general supervision by the Town Manager, this position is point-of-contact for the Town's Human Resources, responsible for efficient and effective personnel management. This position performs a variety of complex administrative and management functions in the planning, development, coordination, implementation, tracking and enforcement of the Town's personnel policies and programs. Functions involve recruitment, selection, orientation, performance evaluation and management, employee relations, discipline, training, classification, compensation, benefits administration and budget monitoring. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service while ensuring compliance with state and Federal regulations, and Town policies and goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Facilitates implementation of and compliance with goals, objectives, policies and priorities of the Town and the Human Resources Department
- Responsible for planning, developing, coordinating, implementing and tracking the Town's personnel policies and programs
- Establishes and maintains effective working relationships with Town employees, elected officials, the media, business professionals and the public
- Prepares and monitors the Human Resources budget and administers related expenditures
- Maintains central files and resources pertinent to human resource topics and issues
- Plans, coordinates and implements recruitment, placement and onboarding of new employees and volunteers and is responsible for creating, maintaining, updating, retaining and disposing of paper and electronic personnel files, records and documents according to State regulations or as required
- Coordinates information and creation of or updates to job descriptions as well as employee performance management and evaluation processes and policies
- Participates in employee disciplinary processes to ensure legal and/or appropriate measures, proper documentation and satisfactory resolution and consults with the Town Attorney and other advisors when necessary
- Participates in development and administration of processes and policies for compensation, benefits, FMLA, disability programs, ADA and retirement
- Prepares, creates and presents informational speeches, trainings and presentations to various audiences including staff, Council, and Boards and Commissions
- Performs other related duties as assigned or required

Job Description

MANAGERIAL RESPONSIBILITIES:

Directly supervises staff.

MINIMUM QUALIFICATIONS:

Education and Experience: Any combination of education and/or experience providing the knowledge, skills and abilities necessary for satisfactory job performance will be considered. Preferred applicants will possess an Associate's Degree in Human Resources, personnel, psychology, business or public administration, or related field, and 5 years progressively responsible HR management experience.

Required Licenses or Certifications:

- Must possess or obtain upon employment a State of Arizona Driver's license.

Required Knowledge of:

- Town policies and procedures
- Modern office practices, procedures and equipment
- Principles, practices and techniques of Human Resource management
- Processes forms, documents and legal applications involved with human resource management, utilization and enforcement including accounting and financial management sufficient to apply and maintain efficient processes overseeing daily finances and budgeting of Human Resources
- Federal and state codes and regulations governing Human Resources

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings while applying Human Resource principles and practices
- Using initiative and independent judgment within established procedural guidelines
- Use of computer and various software programs with ability to use multiple technologies as daily working tools

Required Ability to:

- Maintain confidentiality as required by various laws and regulations while establishing and maintaining a professional image through courteous, helpful and cooperative working relationships with employees, officials, and representatives of the Town as well as from other local, state and Federal agencies
- Read, research, analyze and interpret various information and complex documents including statutes, ordinances, forms, laws, regulations and various communications
- Assess and prioritize multiple tasks, projects and demands and needs while developing and promoting effective solutions
- Communicate effectively in resolving complaints and mediating conflict, at times amid stressful or confrontational situations
- Ability to set goals, organize and prioritize, and to work independently, at times under time constraints
- Communicating clearly and concisely, both verbally and in writing

Physical Demands / Work Environment:

- Work is performed in a standard office environment with occasional lifting and travel
- Abnormal and extended working hours may be required

Town of Camp Verde Salary Plan - Effective 7-2018

Range	Title		Minimum	Midpoint	Maximum	Status
99	Town Manager	Annual	\$117,608.00	\$144,070.00	\$170,532.00	Exempt
		Bi-Weekly	\$4,523.20	\$5,540.80	\$6,559.20	
		Hourly	\$56.54	\$69.26	\$81.99	
97	Town Marshal	Annual	\$84,502.00	\$103,515.00	\$ 122,528.00	Exempt
		Bi-Weekly	\$3,250.40	\$3,981.60	\$4,712.80	
		Hourly	\$40.63	\$49.77	\$58.91	
95	Finance Director	Annual	\$78,778.00	\$96,502.00	\$114,227.00	Exempt
		Bi-Weekly	\$3,029.60	\$3,712.00	\$4,393.60	
		Hourly	\$37.87	\$46.40	\$54.92	
94	Community Dev. Dir	Annual	\$73,637.00	\$90,205.00	\$ 106,773.00	Exempt
		Bi-Weekly	\$2,832.00	\$3,469.60	\$4,106.40	
		Hourly	\$35.40	\$43.37	\$51.33	
92	Public Works Director Town Engineer	Annual	\$71,690.00	\$87,820.00	\$103,951.00	Exempt
		Bi-Weekly	\$2,757.60	\$3,377.60	\$3,998.40	
		Hourly	\$34.47	\$42.22	\$49.98	
90	Eco. Dev. Director	Annual	\$70,150.00	\$85,934.00	\$101,717.00	Exempt
		Bi-Weekly	\$2,698.40	\$3,304.80	\$3,912.00	
		Hourly	\$33.73	\$41.31	\$48.90	
88	HR Director	Annual	\$67,647.00	\$82,862.00	\$98,089.00	Exempt
		Bi-Weekly	\$2,601.60	\$3,187.20	\$3,772.80	
		Hourly	\$32.52	\$39.84	\$47.16	
86	Commander	Annual	\$67,307.00	\$82,451.00	\$97,595.00	Exempt
		Bi-Weekly	\$2,588.80	\$3,171.20	\$3,753.60	
		Hourly	\$32.36	\$39.64	\$46.92	
84	P & R Director	Annual	\$66,651.00	\$81,647.00	\$96,644.00	Exempt
		Bi-Weekly	\$2,563.20	\$3,140.00	\$3,716.80	
		Hourly	\$32.04	\$39.25	\$46.46	
82	Town Clerk	Annual	\$62,649.00	\$76,745.00	\$90,841.00	Exempt
		Bi-Weekly	\$2,409.60	\$2,952.00	\$3,493.60	
		Hourly	\$30.12	\$36.90	\$43.67	
80	Deputy Public Wks Dir	Annual	\$61,839.00	\$77,988.00	\$94,096.00	Exempt
		Bi-Weekly	\$2,376.42	\$2,998.77	\$3,619.06	
		Hourly	\$29.73	\$37.48	\$45.24	
78	Libray Director	Annual	\$55,677.00	\$68,205.00	\$80,732.00	Exempt
		Bi-Weekly	\$2,141.60	\$2,623.20	\$3,104.80	
		Hourly	\$26.77	\$32.79	\$38.81	
76	Risk Manager	Annual	\$55,459.00	\$67,937.00	\$80,415.00	Exempt
		Bi-Weekly	\$2,132.80	\$2,612.80	\$3,092.80	
		Hourly	\$26.66	\$32.66	\$38.66	

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		Bi-Weekly	\$2,698.40	\$3,304.80	\$3,912.00	
		Hourly	\$33.73	\$41.31	\$48.90	
88	HR Director	Annual	\$69,482.00	\$85,115.00	\$100,749.00	Exempt
		Bi-Weekly	\$2,672.38	\$3,273.65	\$3,874.96	
		Hourly	\$33.40	\$40.92	\$48.44	
86	Commander	Annual	\$67,307.00	\$82,451.00	\$97,595.00	Exempt
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