

## **CITY OF COFFMAN COVE**

### **Resolution 14-17**

#### **A RESOLUTION AMENDING THE LANGUAGE IN THE CITY OF COFFMAN COVE'S EMPLOYEE HANDBOOK**

**WHEREAS**, the City of Coffman Cove is in agreement with the State of Alaska , Department of Commerce, Community, and Economic Development, Rural Utility Business Advisor (RUBA) Program, and;

**WHEREAS**, the RUBA program reviews the Council's ordinances, policies, and management procedures to determine where improvements could be made, and;

**WHEREAS**, RUBA will provide the Council a written assessment of the Council's management practices. The written assessment will identify practices and problem areas that need to be improved, changed or implemented, and;

**WHEREAS**, the City of Coffman Cove does not have a hiring process outlined in our Employee handbook, and:

**WHEREAS**, in order for our RUBA assessment to be considered adequate it should outline development of the job notice, as well as describe the posting/advertising, applicant evaluation, selection committee members, and evaluation process, and;

**WHEREAS**, the following wording shall be added to the Employee handbook entitled Employee Hiring Process:

#### **Job Posting:**

The City of Coffman Cove provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the City of Coffman Cove reserves its discretionary right to not post a particular opening if there is a qualified employee within the department.

Job openings will be posted on the employee bulletin board and normally remain posted for 14 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, employees should submit a letter of interest, resume and references application to the City Administrator listing job-related skills and accomplishments. It should also describe how their current experience with the City of Coffman Cove and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

### **Employment Applications:**

The City of Coffman Cove relies upon the accuracy of information contained in the employment application documents, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **Hiring**

The City Administrator, as personnel officer, shall conduct the hiring process for all Staff. A committee of three comprised of the Mayor and 2 City Council members, appointed by a majority vote of the Coffman Cove City Council, shall conduct the hiring process for the City Administrator.

Appointment and promotion to positions in the city are based upon merit and fitness. Selection methods are based solely on job-related knowledge, skills, abilities, experience, education, and, when appropriate, prior demonstrated performance, aptitude and adaptability.

Regardless of the number of competitors, selection methods are competitive when:

- (a) The qualifications required are based upon education, experience, and personnel standards established by the city manager;
- (b) A reasonable opportunity is afforded for qualified persons to apply; and
- (c) All persons being considered compete against common standards.

### **Job Descriptions**

The City of Coffman Cove makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section job title sections, a job purpose section, duties, skills/ qualifications and assigned projects.

The City of Coffman Cove maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The City Administrator, mayor, city council or a combination of all three and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the City Administrator if you have any questions or concerns about your job description.

**WHEREAS**, the following sections do not clearly outline the development of the job notice, as well as describe the posting/advertising, applicant evaluation, selection committee members, and evaluation process and shall be stricken from the employee handbook:

## 2.8 PROMOTIONS

2.8.1. Whenever possible job vacancies will be filled by promoting qualified employees within the City service.

2.8.2 The appointment to fill the vacancy shall be on a competitive basis utilizing the criteria for appointments established in section 2.1. Of these personnel rules.

2.8.3. The Employee who is promoted will receive 100% of the base rate.

**WHEREAS**, Coffman Cove Code Ordinance no. 12-05 Section 6. States the adoption of personnel policies and procedures is done by resolution by the council of the City of Coffman Cove, and;

**WHEREAS**, the existing City of Coffman Cove Handbook was passed and approved by Resolution 12-26.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF COFFMAN COVE, ALASKA THAT THE ABOVE LANGUAGE SHALL BE CHANGED IN THE EMPLOYEE HANDBOOK AND IS THEREFORE ADOPTED FOR USE BY THE CITY EMPLOYEES AND MANAGEMENT TO GUIDE THEM IN PERSONNEL MATTERS.**

Passed and approved by a duly constituted quorum of the city council on this 17<sup>th</sup> day of April, 2014.

  
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Mayor/Vice Mayor

  
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Clerk/ Jean Soderberg