

**HUMAN RESOURCES COMMITTEE  
MEETING JULY 15, 2013**

**MEMBERS PRESENT:** Bob Finsland, Denise McDonald, Mike Herrick

**OTHERS PRESENT:** Warren Bender, Debbie Bergstrom, Cammi Koneczny, Dan Olson, Jean Vito

The meeting was called to order at 4:00 p.m.

**1) Approve revised job description:  
a) Contract Analyst**

Koneczny stated that Nancy Brown resigned for other employment. She explained that when a position becomes vacant the job description is typically reviewed for any changes that need to be made. There have been some additions to the Contract Analyst job description to reflect the duties that are performed. She said that a temporary agency employee started working today and will be trained to take over some of the projects that are already in progress.

Olson suggested that maybe the Assistant Public Works Director or the City Assessor could take on the duties of the Contract Analyst and eliminate the position. He added that he was not a fan of temporary employees.

Vito expressed her concern if the position was eliminated. She cautioned that there would be dire consequences if the position was not filled.

Motion by McDonald, seconded by Herrick, to approve the revised Contract Analyst job description.

APPROVED

**2) Request to Fill Position:  
a) Contract Analyst**

Koneczny said that Brown's last day working for the City will be August 2<sup>nd</sup>. She is requesting authorization to fill the position now in order to begin recruiting as soon as possible.

Motion by McDonald, seconded by Herrick, to approve the request to fill the Contract Analyst position.

APPROVED

Motion by Herrick, seconded by McDonald, to adjourn at 4:12 p.m. UNANIMOUSLY APPROVED