

MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD
TUESDAY, OCTOBER 8, 2013, 5:30 P.M.
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

Those present were: Mr. Rick Fraser, Mr. Matt Coleman, Mr. Clark Rohmer, Mr. Ted West, Mr. Robert Carolin, Leisure Services Director, Ms. Shelly Arzola, Human Resources Director and Ms. Jayne Timmons, Recording Secretary. Also present Randy Hayes, City Attorney.

Absent from Meeting: Mr. Bob Henry.

The meeting was called to order at 5:30 P.M by Mr. Fraser.

A motion was made by Mr. Coleman and seconded by Mr. West to approve the minutes of the meeting held April 3, 2013 as presented. All were in favor. Carried.

Ms. Arzola presented information to the Board recommending an Amendment to the City of Ormond Beach's Pay and Classification Plan which would add two new position titles. The first title would be Assistant City Attorney for the Office of the City Attorney, pay grade 213. Mr. Hayes briefly explained that in order to improve the overall efficiency of the department, it was being requested that one of the current paralegal positions be reclassified to the new title of Assistant City Attorney. He explained that this highly skilled paralegal performed all duties that a licensed and practicing attorney performed but was restricted from acting as the City's Attorney of Record on court related matters, such as the inability to officially appear in court, sign and file pleadings and to take depositions. Increased efficiencies would also be realized by enabling this position to render legal opinions and legal advice to City staff, advisory boards and the Commission.

Ms. Arzola informed the Board that the second position title would be Lead Meter Reader in the Finance Department, pay grade 108. The division consisted of five (5) positions: a supervisor and four (4) Meter Reader positions. Staff's recommendation was to convert one of the Meter Reader positions to a Lead Meter Reader resulting in no increase to the number of positions but would be utilized to provide assistance to the Meter Reader Supervisor. Duties would include limited supervisory responsibilities such as work order management, training of new hires, and coverage in the absence of the supervisor.

A motion was made by Mr. Coleman and seconded by Mr. Rohmer to approve the amendment of the City of Ormond Beach Pay and Classification plan as presented and to recommend approval to the City Commission for these changes. All were in favor. Carried.

A motion was made by Mr. Rohmer and seconded by Mr. West that the meeting be adjourned. All were in favor. Carried.

Rick Fraser, Chairman

Shelly Arzola, Human Resources Director

Adjourned: 5:40 P.M.