

CITY OF SHERWOOD, OREGON

RESOLUTION

NO. 233

WHEREAS, the City Council is authorized and directed under the provisions of Ordinance No. 686, adopted October 19, 1977, to make and amend personnel rules and policies by resolution; and

WHEREAS, the Council by resolution No. 169 enacted November 9, 1977, adopted personnel policies, procedures and rules; and

WHEREAS, the Council finds that the following changes and amendments to those procedures are necessary and appropriate;

IT IS HEREBY RESOLVED:

That the Personnel Rules, Policies and Procedures of the City of Sherwood be and are hereby amended as follows:

1. Article 2 Sec. 2.2.3 is amended to read as follows:

During the probationary period, the employee shall not be eligible for Vacation benefits, but he shall earn vacation credit to be taken at a later date after six months of continuous service.

2. Article 4 Pursuant to Section 4.2.3 the Classification Plan is amended to add the position description of Public Works Director, said description being attached hereto as Exhibit A.
3. Article 5 Pursuant to Section 5.1, the pay plan is revised by adoption of the Revised Table I, "Salary Range by Classification;" Revised Table II, "Salary Schedule" attached hereto as Exhibits B and C respectively.
4. Article 5 Sec. 5.2.1 is amended to add the following:

...The City Administrator will recommend to the Council that increases in the employees wages will be representative of changes in the most recent Consumer Price Index (CPI).

5. Article 5 is amended to add a new Section to read:

Section 5.5.4 Public Works Department employees shall accrue 2 hours of compensatory time for each 24 hour stand-by shift they are asked by the Director to be on call beyond the employee's regular working hours.

6. Article 6 Sec. 6.3.1 is amended to read:

"Sick leave shall accrue from the date of employment, but shall not be taken until the completion of the probationary period.

7. Article 6 Section 6.3.2(c) is deleted.

8. Article 6 Section 6.3.7 is amended to add the following:

...However, accrued sick leave will be reported to the Public Employees Retirement System for the purpose of calculating retirement benefits.

9. Article 6 is amended to add the following subsection.

Section 6.7.3 Accrued sick leave will be reported to the Public Employees Retirement System for the purpose of calculating retirement benefits.

Introduced and Adopted this 23rd day of June, 1982

CITY OF SHERWOOD, OREGON

By Clyde R. J. J.
Mayor

Attest:

Pally Blankenbaker
Recorder

EXHIBIT "A"

PUBLIC WORKS DIRECTOR

GENERAL STATEMENT OF DUTIES: Serves as Department Head of the Public Works Department. This position is responsible for administration of all activities of the department; which includes responsibility for streets, traffic control, sanitary sewers, storm drainage facilities, privately constructed public improvements, public equipment, park facilities, public buildings, public easements and ways, and building department. Incumbent is administratively responsible for public works personnel administration, the engineering and maintenance division work programming, records, contract administration, purchasing, inter-departmental coordination and cooperation, coordination of intergovernmental relations and the provision of professional level advise and recommendations to the City Administrator and City Council regarding public works projects and activities.

SUPERVISION RECEIVED: Works under the direction of the City Administrator

SUPERVISION EXERCISED: Exercises direct or delegated supervision over all employes of the Public Works Department. Directly supervises Public Works Foreman and Building Official.

TYPICAL EXAMPLES OF WORK: An employe in this classification may be called upon to do any of the following and these examples do not include all the tasks which the employe may be expected to perform.

1. Performs administrative activities as directed by the City Administrator.
2. Prepares budget proposal for submission to City Administrator and programs approved expenditures in accordance with City goals and objectives.
3. Establishes objectives and work schedules in accord with budgeted programs and administrative directive for maintenance and engineering divisions and monitors activities to assure that objectives are met.
4. Recruits, trains, evaluates and disciplines subordinate employees in a nondiscriminatory manner.
5. Establishes and maintains a close working relationship with other City departments and other governmental agencies.
6. Formulates solutions to problems and directs implementation.
7. Assures that adequate records of public improvements and projects are maintained.
8. Generally knowledgeable about the condition of the City's physical facilities and initiates corrective actions to upgrade deficiencies.
9. Establishes minimal construction standards for all public works facilities. Deals with the public regarding complaints, requests for services and information.

10. Responsible for preparation of plans and specifications for all public improvements.
11. Reviews development proposals for engineering adequacy.
12. Provides engineering and construction information to the public and other departments.
13. Assures that a high level of public service is provided to the public by subordinate employees.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITY: Demonstrated knowledge and familiarity with all facets of public works facilities, construction, maintenance and repair techniques. Proven administrative experience and skill in interpersonal relations and communication techniques. Working knowledge of supervisory and training techniques. Successful previous experience in serving the public and a valid Oregon Driver's license or ability to obtain one within 30 days of appointment.

EXPERIENCE AND TRAINING: Three years of responsible Public Works Supervision experience in the maintenance, planning and administration of public facilities. Graduation from a Senior High School, supplemented by additional training in civil engineering and public works techniques and principles. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

TABLE I

SALARY RANGE BY CLASSIFICATION

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
Office Aid	18	\$ 598	\$ 628	\$ 659	\$ 692	\$ 727	\$ 763	\$ 801	\$ 841	\$ 883	\$ 927
Library Aid	21	644	676	710	745	782	821	862	905	950	997
Aid/Clerk	25	711	746	784	823	864	907	,952	1,000	1,050	1,103
Public Property Maint. Worker	32	845	888	932	978	1,027	1,078	1,132	1,189	1,248	1,310
Customer Services/ Police Serv. Clerk	33	866	910	955	1,003	1,053	1,106	1,161	1,219	1,280	1,344
Utility Worker	39	1,005	1,055	1,108	1,163	1,221	1,282	1,236	1,413	1,484	1,558
Sr. Utility Worker	41	1,056	1,109	1,165	1,223	1,284	1,348	1,415	1,486	1,560	1,638
Police Officer	42	1,083	1,137	1,194	1,253	1,316	1,382	1,451	1,524	1,600	1,680
Police Corporal	44	1,137	1,194	1,254	1,316	1,382	1,451	1,524	1,600	1,680	1,764
Planning Asst.	45	1,166	1,224	1,285	1,349	1,417	1,488	1,562	1,640	1,722	1,808
Police Sergeant	47	1,224	1,286	1,350	1,417	1,488	1,562	1,640	1,722	1,808	1,898
Librarian	48	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853	1,946
Recorder/Treasurer	48	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853	1,946
Public Works Foreman	48	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853	1,946
Building Official	50	1,319	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948	2,045
Planning Director	52	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948	2,045	2,147
Police Chief	57	1,568	1,646	1,728	1,815	1,905	2,000	2,100	2,205	2,315	2,431
Dir. of Public Works	57	1,568	1,646	1,728	1,815	1,905	2,000	2,100	2,205	2,315	2,431
City Administrator	60	1,687	1,772	1,860	1,953	2,051	2,154	2,262	2,375	2,494	2,619

TABLE II
SALARY SCHEDULE

Monthly Rate of Pay for 40-Hour Week

7-1-82

5% Cofh incr. since 7-1-81

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
18	\$ 598	\$ 628	\$ 659	\$ 692	\$ 727	\$ 763	\$ 801	\$ 841	\$ 883	\$ 927
19	613	644	676	710	745	782	821	862	905	950
20	628	659	692	727	763	801	841	883	927	973
21	644	676	710	745	782	821	862	905	950	997
22	659	692	727	763	802	842	884	928	974	1,022
23	676	710	746	783	822	863	906	951	999	1,049
24	693	728	764	802	842	884	928	974	1,023	1,074
25	711	746	784	823	864	907	952	1,000	1,050	1,103
26	729	765	803	844	886	930	977	1,026	1,077	1,131
27	747	784	823	864	907	952	1,000	1,050	1,103	1,158
28	765	804	844	886	930	977	1,026	1,077	1,131	1,188
29	784	824	865	908	953	1,001	1,051	1,104	1,159	1,217
30	804	845	887	931	978	1,027	1,078	1,132	1,189	1,248
31	824	865	909	954	1,002	1,052	1,105	1,160	1,218	1,279
32	845	888	932	978	1,027	1,078	1,132	1,189	1,248	1,310
33	866	910	955	1,003	1,053	1,106	1,161	1,219	1,280	1,344
34	888	933	979	1,028	1,080	1,134	1,191	1,251	1,314	1,380
35	910	956	1,004	1,054	1,107	1,162	1,220	1,281	1,345	1,412
36	933	980	1,029	1,081	1,135	1,192	1,252	1,315	1,381	1,450
37	957	1,004	1,055	1,107	1,163	1,221	1,282	1,346	1,413	1,484
38	981	1,030	1,081	1,135	1,192	1,252	1,315	1,381	1,450	1,523
39	1,005	1,055	1,108	1,163	1,221	1,282	1,346	1,413	1,484	1,558
40	1,030	1,082	1,136	1,192	1,252	1,315	1,381	1,450	1,523	1,599
41	1,056	1,109	1,165	1,223	1,284	1,348	1,415	1,486	1,560	1,638
42	1,083	1,137	1,194	1,253	1,316	1,382	1,451	1,524	1,600	1,680
43	1,110	1,165	1,224	1,285	1,349	1,416	1,487	1,561	1,639	1,721
44	1,137	1,194	1,254	1,316	1,382	1,451	1,524	1,600	1,680	1,764
45	1,166	1,224	1,285	1,349	1,417	1,488	1,562	1,640	1,722	1,808
46	1,195	1,255	1,317	1,383	1,452	1,525	1,601	1,681	1,765	1,853
47	1,224	1,286	1,350	1,417	1,488	1,562	1,640	1,722	1,808	1,898
48	1,255	1,317	1,383	1,453	1,525	1,601	1,681	1,765	1,853	1,946
49	1,286	1,351	1,418	1,489	1,563	1,641	1,723	1,809	1,899	1,994
50	1,319	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948	2,045
51	1,351	1,419	1,490	1,564	1,643	1,725	1,811	1,902	1,997	2,097
52	1,385	1,454	1,527	1,603	1,683	1,767	1,855	1,948	2,045	2,147
53	1,420	1,491	1,565	1,643	1,726	1,812	1,903	1,998	2,098	2,203
54	1,455	1,528	1,604	1,685	1,769	1,857	1,950	2,048	2,150	2,258
55	1,492	1,567	1,645	1,727	1,814	1,905	2,000	2,100	2,205	2,315
56	1,530	1,606	1,687	1,771	1,860	1,953	2,051	2,154	2,262	2,375

<u>Range</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
57	1,568	1,646	1,728	1,815	1,905	2,000	2,100	2,205	2,315	2,431
58	1,607	1,687	1,771	1,860	1,953	2,051	2,154	2,262	2,375	2,494
59	1,646	1,729	1,815	1,906	2,001	2,101	2,206	2,316	2,432	2,554
60	1,687	1,772	1,860	1,953	2,051	2,154	2,262	2,375	2,494	2,619
61	1,729	1,816	1,907	2,002	2,102	2,207	2,317	2,433	2,555	2,683
62	1,772	1,861	1,954	2,052	2,154	2,262	2,375	2,494	2,619	2,750
63	1,817	1,907	2,003	2,103	2,208	2,318	2,434	2,556	2,684	2,818
64	1,862	1,955	2,052	2,155	2,263	2,376	2,495	2,620	2,751	2,889
65	1,908	2,003	2,103	2,209	2,319	2,435	2,557	2,685	2,819	2,960
66	1,955	2,053	2,156	2,263	2,376	2,495	2,620	2,751	2,889	3,033
67	2,004	2,105	2,210	2,320	2,436	2,558	2,686	2,820	2,961	3,109
68	2,055	2,158	2,265	2,379	2,498	2,623	2,754	2,892	3,037	3,189
69	2,106	2,212	2,322	2,438	2,560	2,688	2,822	2,963	3,111	3,267
70	2,159	2,267	2,380	2,499	2,624	2,755	2,893	3,038	3,190	3,350
71	2,213	2,324	2,440	2,562	2,690	2,825	2,966	3,114	3,270	3,434
72	2,269	2,383	2,502	2,627	2,758	2,896	3,041	3,193	3,353	3,521
73	2,326	2,442	2,564	2,692	2,827	2,968	3,116	3,272	3,436	3,608
74	2,384	2,503	2,628	2,759	2,897	3,042	3,194	3,354	3,522	3,698
75	2,443	2,566	2,694	2,828	2,970	3,119	3,275	3,439	3,611	3,792