

A RESOLUTION ADOPTING PERSONNEL RULES, POLICIES AND PROCEDURES FOR THE CITY OF AURORA.

WHEREAS, the Aurora City Council is authorized and directed under the provisions of Ordinance No. 258 to adopt rules and regulations for the administration of the personnel system created in said ordinance; now, therefore,

BE IT RESOLVED, that the Aurora City Council does hereby adopt the following personnel rules, policies and procedures:

Section 1. PURPOSE: The purpose of this resolution is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, transfer, discipline, removal and other matters affecting the status of employees of the City of Aurora. Said rules and regulations are provided to maintain uniformity and equity in personnel matters which will make the City service attractive as a career and to encourage each employee to give his best service to the City.

Section 2. VARIANCES: The Mayor shall have the power to vary or modify the strict application of the provisions of this resolution in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.

Section 3. APPOINTMENT: All original appointments to vacancies shall be made solely on the basis of merit, efficiency and fitness. These qualities shall be determined through careful and impartial evaluation of the following:

- (a) The applicant's level of training relative to the requirements of the position for which he has applied;

- (b) The applicant's level of education relative to the requirements of the position for which he has applied;
- (c) The applicant's physical fitness relative to the requirements of the position for which he has applied;
- (d) The results of an oral interview.

No question in any test or in any application form or by any appointing power shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin, or political or religious affiliation for the purpose of discriminating. All statements submitted on the employment application or attached resume shall be subject to investigation and verification prior to appointment. If required by the department, applicants shall be fingerprinted prior to appointment. Any job applicant or employee may be required to take a physical examination. In cases where a physical examination is deemed advisable, the City shall pay the cost of the examination.

Section 4. PROBATIONARY PERIOD: All appointments shall be tentative and subject to a probationary period of not less than six (6) consecutive months' service. In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended; however, no probationary period shall be extended beyond twelve (12) months. The employee shall be notified in writing of any extension and the reasons therefor. 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. During the probationary period, a probationary employee may be terminated at any time without appeal.

Section 5. HOURS OF WORK: The hours during which City offices and departments shall be open for business shall be determined by the City Council.

Section 6. ATTENDANCE: Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, compensatory time off and leaves of absence. An employee shall not absent himself from work for any reason other than those specified in this resolution authorizing sick leave without making prior arrangements with his supervisor. Unless such prior arrangements are made, an employee, who for any reason fails to report to work, shall make a sincere effort to immediately notify his supervisor of his reason for being absent. If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis unless other arrangements have been made with the supervisor. Attendance records shall be maintained for all employees. Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be cause for disciplinary action.

Section 7. PERSONNEL RECORDS: The City Recorder shall cause a personnel record to be maintained for each employee in the service of the City. The personnel record shall show the employee's name, title of position held, the department to which assigned, salary, change in employment status, training received, and such other information as may be considered pertinent. Employee personnel records shall be considered confidential and shall be accessible only to the employee concerned and city officials authorized by the Mayor.

Section 8. LEAVE OF ABSENCE WITHOUT PAY: A permanent employee may be granted leave of absence without pay for a period not to exceed thirty (30) days, provided such leave can be scheduled without adversely affecting the operations of the City. Requests for leave of absence without pay shall be in writing, shall be directed to the Mayor and shall contain reasonable justification for approval.

Section 9. MILITARY LEAVE OF ABSENCE WITHOUT PAY: Military leave without

pay shall be granted to a permanent employee during a period of active duty with the Armed Forces of the United States. The employee shall, upon honorable discharge from such service, be returned to a position in the same class as his last held position, at the salary rate prevailing for such class, without loss of seniority or employment rights. If it is established that he is not physically qualified to perform the duties of his former position by reasons of such service, he shall be reinstated in other work that he is able to perform at the nearest appropriate class to his former class. Such employees shall make application for reinstatement within ninety (90) days and shall report for duty within six (6) months following separation from active military duty. Failure to comply shall terminate military leave. If an employee voluntarily re-enlists, his military leave shall be deemed terminated.

Section 10 OUTSIDE EMPLOYMENT: No full-time employee shall accept outside employment, whether part-time, temporary or permanent, without prior written approval from the Mayor. Each change in outside employment shall require separate approval. To be approved, outside employment shall be compatible with the employee's City work; in no way detract from the efficiency of the employee in his City work; and in no way conflict with the interest of the City or be a discredit to the City.

Section 11. RESIDENCE REQUIREMENT: Residency shall not be a condition of initial appointment or continued employment. Employees are encouraged, however, to live within the City and to participate in civic affairs.

Section 12. TRAVEL EXPENSE: When employees are required to travel outside the City on City business, reimbursement for expenses incurred shall be determined as follows:

- (a) Prior to traveling outside the City, the employee shall obtain approval

for the trip and the mode of travel from the Mayor.

- (b) If the employee uses his own car, mileage will be paid at the rate of 20¢ per mile. This rate includes all travel, insurance and storage expense of the vehicle.
- (c) If the employee travels via public carrier, the employee will be reimbursed the amount of the actual expense.
- (d) Reimbursement for subsistence on official trips shall only be the amount of actual and reasonable expense incurred during the performance of official duty as a City employee for the City's benefit.

Section 13. IN-SERVICE TRAINING: The Council shall encourage training opportunities for employees and supervisors in order that services to the City will be more effective. An employee's successful completion of a training program will be included in his personnel file.

Section 14. SELLING AND PEDDLING AMONG EMPLOYEES: No peddling, soliciting, or sale for charitable or other purposes shall be allowed among or by employees during working hours without the approval of the Mayor.

Section 15. POLITICAL ACTIVITY: No City employee shall be an officer of a political party or hold political office during his employment. No City employee, official or private persons shall solicit any assessments, contributions or services for any political party from any employee in the City service. No employee shall use his official authority or influence to further the cause of any political party or candidate for nomination or election to political office. An employee's political affiliation or preference will have no affect on his being hired or retained as an employee of the City. Nothing contained within this section shall affect the right of the employee to hold membership

in and support a political party, to vote as he chooses, to privately express his opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings.

Section 16. RELATIVES IN THE CITY SERVICE: Two members of an immediate family shall not be employed under the same supervisor. No person may be employed who is a member of the immediate family of the Mayor, or a member of the immediate family of a member of the Council. This shall not be retroactive.

Section 17. PERSONAL APPEARANCE AND CONDUCT: Public relations shall be an integral part of each employee's job. All employees shall be neat and clean in appearance and shall conduct themselves in a manner which is appropriate for an employee in the public service. Employees shall be courteous, efficient and helpful to everyone in their work and shall do the best job possible on every assignment.

Section 18. CAUSES FOR WARNING, SUSPENSION OR DISMISSAL: When an employee's conduct falls below desirable standards, he may be subject to disciplinary action. General reasons for which an employee may be disciplined include:

- (a) Drinking intoxicating beverages or use of non-prescription drugs on the job or arriving on the job under the influence of intoxicating beverages or drugs;
- (b) Violation of a lawful duty, insubordination, breach of discipline or inability to perform the assigned job;
- (c) Being absent from work without permission or failing to report to his supervisor when he is absent;
- (d) Being habitually absent or tardy for any reason;
- (e) Misconduct;
- (f) Conviction of a felony or of a misdemeanor involving moral turpitude;

- (g) Using religious, political or fraternal influence;
- (h) Accepting fees, gifts, or other valuable things in the performance of the employee's official duties for the City;

Section 19. FORM OF DISCIPLINARY ACTION: Disciplinary action ranges from oral or written reprimands to suspension, demotion and finally dismissal from the City service, and depends on the severity of the offense as well as the number and the frequency of previous acts of misconduct. It shall be the duty of all City employees to comply with and to assist in carrying into effect the provisions of the City's personnel rules and regulations. No permanent employee shall be disciplined except for violation of established rules and regulations, and such discipline shall be in accordance with procedures established by the personnel rules and regulations. Every supervisor shall discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be of increasingly progressive severity whenever possible. A written notice shall be given each employee for each disciplinary action stating the reasons for the disciplinary action and the date it shall take effect. The notice shall be given to the employee at the time such action is taken. A copy of the notice signed by the employee shall be placed in the employee's personnel file and shall serve as prima facie evidence of delivery. All permanent employees shall have the right to appeal disciplinary action taken against them within ten (10) days after the effective date of disciplinary action. Appeals shall be made as grievances in accordance with the provisions of Section 21 of this resolution.

Section 20. GRIEVANCE PROCEDURE: The City shall promptly consider and equitably adjust employee grievances relating to employment conditions and relationships. Furthermore, the City desires to adjust the causes of grievances informally--- both supervisors and employees are expected to resolve problems as they arise.

The aggrieved employee or group of employees shall orally present the grievance to their supervisor within five (5) working days of its occurrence. The supervisor shall give his oral reply within three (3) working days of the date of presentation. If the grievance is not settled, it shall be prepared in detail, shall be signed by the aggrieved employee or group of employees and shall be presented to the City Recorder for presentation to the City Council at the next regular meeting. The decision of the Council shall be final and binding on the employee or group of employees. No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Section 21. RESIGNATION: If circumstances make it necessary for an employee to resign, a written resignation should be submitted to the employee's supervisor, stating the reasons for resigning and giving as much notice as possible, preferably not less than ten (10) working days. Such action will be a credit to the employee's record and will facilitate the hiring and training of a person to fill the vacancy.

Section 22. COST CONSCIOUSNESS: City employees shall practice every economy possible in the discharge of their duties. Employees are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.

Section 23. SAFETY: All employees are urged to practice safety at all times. The Mayor shall be notified of all accidents involving City employees and City equipment as soon as possible and not later than the next work day.

Section 24. LEGAL LIABILITY: Laws regarding responsibility and liability of cities and their employees are complex. For the most part, decisions regarding liability for accidents and injuries are based on proven negligence. Employees

of governmental agencies are not relieved of personal responsibility in cases of injury or accidents to the public.

Section 25. POSITION CLASSIFICATION PLAN: A position classification plan as adopted and amended by the City Council shall be a part of these rules. Copies of this plan and of specifications for individual classes shall be available in the office of the City Recorder.

Section 26. TITLES AND SPECIFICATIONS: The position classification plan shall include titles and written classifications for the various classes of positions as a guide toward equal pay for equal work. Job titles refer to a particular position and not to an individual. Each class shall have a specification that includes a concise, descriptive title, and a description of the duties and responsibilities of each position in the class. Position specifications take into consideration the requirements of the job and are merely descriptive and explanatory of the work performed. They may not include all of the duties and are not intended to replace detailed work assignments. The City Council shall be responsible for keeping the classification plan current through periodic studies of the positions within the City service.

Section 27. PAY PLAN: The City Council shall prepare a compensation plan which shall prescribe a minimum, a maximum and any intermediate rates of pay appropriate for each class. The rate or range for each class shall equitably reflect the difference in duties and responsibilities and shall be related to compensation for comparable positions in other places of public and private employment with the same job market.

Section 28. ANALYSIS OF PAY PLAN: In January of each fiscal year, the Mayor shall compare the current City salary rates, compensation policies and personnel developments with those of other public and private employers within

the same job market. Changes in the cost of living shall also be considered. The Mayor shall then examine the salary range for each class of position to ascertain whether current minimum and maximum salaries should be maintained, increased or decreased during the succeeding fiscal year; and, upon the basis of this analysis, shall submit recommendations for amending the pay plan to the City Council.

Section 29. PAY DAY: Normally, employees shall be paid on the last working day of each month. An employee may elect to receive a partial payment or "draw", which shall not exceed 50% of his net monthly earnings. This draw is issued on the 15th day of each month.

Section 30. OVERTIME: It is the policy of the City to reduce to a minimum the necessity for overtime work. When employees are required to work emergency overtime, the department commissioner and the Mayor shall authorize compensatory time off figured at the rate of one and one-half times the hourly amount of overtime worked. Compensatory time accumulation shall not exceed 40 hours. For some positions, overtime is considered part of the job responsibility and therefore does not justify overtime pay. Compensation for non-emergency overtime shall not be granted to the following positions: City Recorder, Public Works Superintendent, and Police Chief.

Section 31. HOLIDAYS: All regular employees of the City shall be entitled to the holidays listed below with pay. Full-time employees shall receive regular compensation; part-time employees shall be compensated in proportion to the number of hours they are normally scheduled to work.

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| (a) New Year's Day | January 1st |
| (b) President's Day | Third Monday in February |
| (c) Memorial Day | Last Monday in May |
| (d) Independence Day | July 4th |

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|----------------------|-----------------------------|
| (e) Labor Day | First Monday in September |
| (f) Veterans Day | November 11th |
| (g) Thanksgiving Day | Fourth Thursday in November |
| (h) Christmas Day | December 25th |

If any such holiday falls on Sunday, the following Monday shall be given as a holiday. If any such holiday falls on a Saturday, the preceding Friday shall be given as a holiday. Holidays which occur during vacation or sick leave shall not be charged against such leave.

Section 32. VACATION: All permanent employees with less than two (2) years of continuous service shall be granted five (5) days annual vacation leave with pay. Employees with more than two (2) years but less than five (5) years of continuous service shall be granted ten (10) days annual leave with pay. Employees with five (5) or more years but less than ten (10) years of continuous service shall be granted twelve (12) days of annual vacation leave with pay. Employees with ten (10) or more years but less than fifteen (15) years of continuous service shall be granted fifteen (15) days of annual vacation leave with pay. Employees with fifteen (15) or more years of continuous service shall be granted one day annual leave with pay for each year of continuous employment. New employees shall not be eligible for vacation leave during their first twelve (12) months of employment, although vacation leave shall accrue from the beginning of employment. Annual vacation leave shall accrue on a calendar year basis. To initiate such procedure, a prorated calendar year vacation shall be determined by the length of time from the date of employment to the end of the calendar year in which employment began. Said prorated vacation leave shall be recorded as the accrued vacation leave to be taken by the employee between the time at which the employee first becomes eligible to take vacation leave and the end of the employee's first complete new calendar year of employment. All permanent employees shall be entitled to payment for unused accrued vacation leave upon separation from City service. Such payment shall be computed by the City Recorder on a prorated basis at a rate

of pay applicable at the time of separation. Vacation leave can accrue from year to year with a maximum accrual limit of 60 days. All vacation schedules will give proper consideration to the needs of the City insofar as work requirements are concerned.

Section 33. SICK LEAVE: All full time City employees shall earn sick leave with full pay at the rate of one work day for each calendar month of service. Sick leave shall accrue from the date of employment, but shall not be taken until the successful completion of the probationary period. Sick leave shall not be accumulated in excess of ninety (90) days. Employees are eligible for sick leave for the following reasons:

- (a) Non-occupational personal illness or physical disability;
- (b) Quarantine of an employee by a physician;
- (c) Illness in the immediate family requiring the employee to remain at home.
- (d) Medical or dental appointments.

Abuse of the sick leave privilege shall be cause for dismissal. An employee who is unable to report to work because of any of the reasons set forth above shall report the reason to his supervisor within four (4) hours from the time he is expected to report for work. Sick leave with pay shall not be allowed unless such report has been made. Sick leave with pay in excess of three (3) working days shall be allowed only after presenting a written statement from a physician certifying that the employee's condition prevented him from appearing for work. Unused sick leave shall not be compensated for in any way at the time of resignation or dismissal of an employee.

Section 34. LEAVE OF ABSENCE WITH PAY: Employees may request leave of absence with pay for the purposes specified in this section. Each request shall be judged by the supervisor on its merits and on the basis of the guidelines

provided in this section.

(a) Compassionate Leave: In the event of a death in the employee's immediate family, an employee may be granted leave of absence with pay not to exceed five (5) calendar days.

(b) Funeral Participation: When an employee serves as a pallbearer, or in some other way participates in a funeral ceremony, he may be granted a reasonable time off to perform such duty. Time not worked because of such absence shall not affect vacation or sick leave accrued.

(c) Witness or Jury Duty: When a City employee is called for jury duty or is subpoenaed as a witness, he shall not suffer any loss of his regular City compensation during such absence; however, he shall be required to transfer any compensation he receives for the performance of such duty to the City. Time not worked because of such duty shall not affect vacation or sick leave accrued.

(d) Voting: When an employee's work schedule is such that he would not be able to vote prior to or after his normally scheduled working hours, he shall be granted a reasonable time off duty to vote without loss of pay, accrued vacation or sick leave.

(e) Military Leave: Military leave with pay may be granted only when an employee receives bona fide orders to active or training duty for a temporary period, and shall not be paid if the employee does not return to his position immediately following the expiration of the period for which he was ordered to duty. When an employee is called for such duty, he will transfer any compensation received to the City, and then receive his regular compensation for the time covered by the absence, or rather the employee shall retain whichever amount is the greatest.

(f) Conferences and Conventions: Decisions concerning attendance at conferences, conventions, or other meetings at City expense shall be made by the supervisor with the approval of the Mayor. Permission shall be granted on the basis of an employee's participation in or the direct relation of his work

to the subject matter of the meeting. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the City.

Section 35. RETIREMENT: After six months of full-time employment, employees are required to participate in the Oregon Public Employees Retirement System. Detailed information concerning this program is provided each eligible employee in a booklet available at the City Recorder's office.

Section 36. RETIREMENT AGE: The retirement age for City employees is 65 years old. At the end of the month in which an employee reaches retirement age, the employee shall automatically terminate his service with the City. However, the appointing power may grant an extension of the retirement age on a year-to-year basis when it is in the interest of the City to do so.

Section 37. SOCIAL SECURITY: For the benefit of the employee, the City shall match the employee's contribution in the Social Security Plan.

Section 38. INDUSTRIAL ACCIDENTS: All employees shall be covered under the State Accident Insurance Fund (SAIF) for industrial accidents and disease. Benefits include medical treatment and care as well as disability compensation during periods of time lost from the job.

Section 39. UNEMPLOYMENT COMPENSATION: For the benefit of the employee, the City covers them under the state unemployment insurance program on the taxable basis.

Section 40. MEDICAL AND HOSPITAL INSURANCE: The City provides free medical and hospital insurance to all permanent employees who work at least 25 hours a week, after a thirty (30) day probationary period. After five (5)

years of employment the City pays half the cost of covering dependents for the same benefits. The employee may elect to cover dependents under the payroll deduction plan. This program is administered by the League of Oregon Cities and underwritten by Blue Cross of Oregon. Detailed information concerning this program is provided each employee in a booklet available at the City Recorder's office.

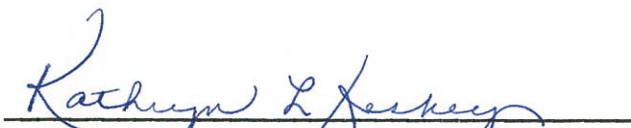
Section 41. LIFE INSURANCE: Police officers are covered by a \$10,000 death and dismemberment insurance policy underwritten by Standard Life Insurance.

ADOPTED by the Aurora City Council at a regular meeting thereof on the 13th day of August, 1984.



STEVEN E. STARNER - MAYOR

ATTEST:


KATHRYN L. JESKEY - CITY RECORDER

CITY RECORDER

DEFINITION OF POSITION:

Under general direction of the City Council, implements policy as established by the Mayor and City Council; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Acts as Chief Administrative Officer of the City and operates under State laws, the City Charter and ordinances as well as direction and rulings of the City Council. Many of the duties of this class involve working with community leaders, department or division heads of the City, and the general public. Most action taken is on broad policy, planning, budget problems of the City and review of City operations as directed by the City Council.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED:

Exercises fiscal supervision over the City budget and expense control, and full supervision over personnel of the City Recorders Office.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares the annual budget; reviews and approves departmental needs and estimates and transmits budget to Budget Committee for review and final action.
2. Attends all ~~City Council and special~~ meetings as ~~Clerk of the City Council~~. Keeps minutes and journal of ~~Council~~ proceedings and counter-signs all writings authorized by the ~~City Council~~ as required by City Charter and State laws. *Planning Comm and CRMC* *Secretary Commission* *Pl. Comm and CRMC,*
3. Confers with all department heads on programs, procedures and administrative problems to improve the effectiveness of the City services.
4. Meets with representatives of various governmental agencies on varied problems involved in the coordination of City services with those of other governmental units, the negotiation of agreements, disposition of complaints and other matters.
5. Attends meetings as a representative of the municipal government.

6. Conducts correspondence on varied public contract problems and prepares or supervises the preparation of informative materials for publication.
7. Meets with private citizens seeking information or making complaints and attempts to dispose of these matters to the best advantage of all parties concerned.
8. Performs duties of office management in the supervision of the employees in the City Recorder's office, which includes complex accounting procedures, utility billings, and Court Clerk activities.
9. Maintains insurance records on all city property, and confers with insurance agents on all insurance matters.
10. During election periods, conducts Municipal elections, instructs election boards, selects polling places and oversees conduct of elections.
11. Invests City funds, balances bank statements, pays bonds and interest and keeps bond and coupon records, receives all tax monies.
12. Supervises recording of assessment liens and collections on assessments.
13. Prepares transcripts, issues and posts notices, publishes and provides legal publications.
14. Prepares resolutions and ordinances.
15. Prepares City payroll, maintains records and prepares necessary reports.
16. Issues building permit applications, permits, and licenses as outlined.
17. Maintains a thorough up to date knowledge of pertinent legislative action and State and County laws governing Municipalities.
18. Maintains knowledge of grant programs of various agencies. Prepares grant applications and administers grants received, keeping complete records and accountings.
19. Prepares and compiles documents for annual and periodic audits.
20. Maintains City personell files.

MINIMUM QUALIFICATIONS DESIRABLE:

Thorough knowledge of municipal government organization, powers, functions and relationships with other governmental jurisdictions.

Thorough knowledge of the principles and practices of public budgeting, finance, reporting, and personnel management, assigning and supervising the work of others.

Considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with city, legislative, and administrative officials and employees, representatives of business and governmental organizations, and the general public.

Ability to develop and prepare effective and complete correspondence and administrative reports.

Extensive knowledge of office practices, procedures, and methods, and of legal requirements and procedures involved in conducting elections.

EXPERIENCE AND TRAINING:

Considerable progressively responsible public or business management experience affording a knowledge of local and state laws.

CITY CLERK

DEFINITION OF POSITION

Performs varied clerical and secretarial services; acts as receptionist and cashier; issues permits and licenses as may be required; and does related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of the City Recorder.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Meets the public, acts as receptionist, gives information, issues permits and licenses, answers complaints and refers inquires to appropriate parties. May receive cash and receipts for sewer and water service, license fees and fines.

Types letters, memoranda and other materials from drafts, dictation and other sources; types Council agenda and minutes, ordinances and resolutions, and budget reports.

Maintains office files. Cashiers and keeps records of cash and receipts, and makes deposits.

MINIMUM QUALIFICATIONS:

Skilled in typing, filing, letter and report writing. Ability to make simple computations and tabulations accurately and with reasonable speed; understand and follow simple oral and written instructions; learn clerical tasks readily and to adhere to prescribed departmental routines; establish and maintain harmonious working relationships with other employees and the public. Must have general clerical aptitude. Basic knowledge of record keeping.

EXPERIENCE:

Experience in responsible office and secretarial work or equivalent education.

CHIEF OF POLICE

GENERAL STATEMENT OF DUTIES:

The Chief of Police is the departmental authority in all matters of policy, procedures, operations and discipline. The Chief shall devote the entire time to the discharge of the duties of the office and shall exercise all lawful powers of that office to issue such lawful orders that are necessary to assure the effective operation and performance of the department. Through the Chief of Police, the department is responsible for the enforcement of all laws and ordinances coming within its legal jurisdiction. The Chief of Police in the exercise of duties shall have the power to prescribe, promulgate and enforce rules and regulations for the government of the members and employees of the department which shall, however, not be inconsistent with the Charter and Ordinances of the City of Aurora or the laws of the State of Oregon. The Chief is responsible for planning, directing, co-ordinating, controlling and staffing all activities of the department, and for its continued efficient operation.

SUPERVISION RECEIVED:

The Chief of Police shall at all times be subject to the supervision of the Mayor, and shall do and perform such other duties as may be required by the Constitution of Oregon, the laws of Oregon, the Charter and Ordinances of the City of Aurora and also such lawful additional duties as may be from time to time required by the City Council.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Shall cause the public peace to be preserved and enforce all the laws of the city.
2. Shall have the authority to review and revise the department manual subject to the approval of the City Council.
3. Shall submit monthly reports to the City Council on departmental activity and shall give such other information to the City Council as may be required.
4. Shall keep such records and books as may be specifically required for the proper operation of the department.
5. Shall recommend all appointments, to the promotions and discharges within the police department to the City Council.
6. Shall serve or cause to be served all writs and legal processes as directed by the Court.
7. Shall assume charge of, and inventory all property of the city used in connection with the police department.

8. Formulates an annual budget estimate and controls budget expenditures.
9. Is responsible for the initial and continued training of all members and employees of the department to improve their competency, utilizing the most effective concepts and technologies.
10. Develop effective public relations and community relations programs, resolving difficult public relations problems through correspondence and personal involvement of self and other members of the department.
11. Establishes and maintains cooperative working relationships with peace officers in other jurisdictions; confers with attorneys in connection with the prosecution of criminal complaints; meets with public and various officials and citizens in furthering the effectiveness and public relations of the department.
12. Performs all duties assigned to patrolman.
13. Confers with all department heads on programs, procedures and administrative problems to improve the effectiveness of the City services.

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KNOWLEDGE, SKILLS AND ABILITY:

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1. Must possess a full and comprehensive knowledge of police administration policy and procedure, and shall be capable of controlling the administration and internal affairs of the department as described in the job description.
2. Excellent moral character, with no criminal record.
3. Extensive experience in police work including experience at a responsible supervisory level. Formal training or experience in police science and administration, or any equivalent combination of experience and training.
4. Must be certified by the Board of Police Standards and Training and have either an Intermediate or Advanced Board of Police Standards and Training Certificate. Must within 7 years acquire Executive Board on Police Standards and Training Certificate.

PUBLIC WORKS SUPERINTENDANT

GENERAL STATEMENT OF DUTIES:

The position of Public Works Superintendent is primarily that of a working supervisor. The person occupying this position must be able to perform all of the duties and have the necessary skills required to keep the Departments of Water, Sewer, Parks, Building and Streets functioning in an efficient proper manner. In satisfying this requirement, it is expected that more than 60% of this persons job related time will be expended working in the field and the balance expended performing office procedures.

DIRECTION RECIEVED:

The Public Works Director will direct the general activities of the Public Works Superintendent.

SUPERVISION EXERCISED:

The Public Works Supt. will supervise:

- A. The operation of all Public Works facilities.
- B. The work of all Public Works employees.

PRIMARY DUTIES AND RESPONSIBILITIES:

- A. Field (60% of the time)
 - 1. Capable of performing all duties expected of Utility Department employees.
 - 2. Supervise
 - a. Public Works Department Employees in all phases of work.
 - b. Operation of Public Works Department facilities and equipment.
 - c. Maintenance and repair of Public Works facilities and equipment.
 - 3. Conduct a Public Works Department training program for all employees on all phases of the departments.
 - 4. Insures:
 - a. Adequate Public Works Department service during non-working hours.
 - b. Provision of essential Public Works Department services during emergencies.
 - c. Safe operation of all Public Works activities and equipment.
 - d. Compliance with all Federal and State safety standards.
 - 5. Inspects all new and remodeling Building projects to insure their compliance with building codes.

B. Office

1. Advises City Council on Public Works projects and plans.
2. Submits a monthly report on Public Works activities to the Public Works Director and Mayor.
3. Maintain accurate up to date files on the following:
 - a. Departmental maps and drawings.
 - b. Departmental records.
 - c. Departmental employee records
4. Attends Council meetings.
5. Serves as building official and plan examiner.
6. Annual inventories of:
 - a. Department equipment
 - b. All City fixed assets.
7. Confers monthly with other department heads.
8. Formulates an annual budget estimate and controls budget expenditures.
9. Evaluates Public works employees.
10. Keeps self and appropriate Council person informed on current laws and ordinances that may have impact on city resources.
11. Develops, co-ordinates, and publishes monthly, weekly, and other periodical work schedules for Public Works Employees.
12. Answers inquiries from community and, when appropriate, forwards same to City Council.
13. Maintains State Certifications.
14. Knowledgeable concerning American Water Works Association and Water Pollution Control Federation.
15. Works closely with designated City Engineer on projects and developments.
16. Assists Recorder in applying for State and Federal Grants.
17. Inspects all new and remodeling building projects to insure their compliance with Building Codes.

UTILITY MAN

GENERAL STATEMENT OF DUTIES:

Operates equipment used in the construction and maintenance of streets, sewer, water and other various works.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Supt.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

General janitorial services for all city buildings. Operates all city equipments; performs routine maintenance and minor repairs of equipment. Spreads rock, rakes asphalt, takes monthly meter readings, repairs, cleans, and tests water meters; assists in various duties connected with water system maintenance; performs miscellaneous tasks in the city park.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of types of common hand tools and standard equipment used in construction and maintenance work.

Ability to perform semi-skilled tasks without close supervision; carry out oral and written instructions; perform manual tasks involving physical strength and endurance, and to withstand exposure to variable weather conditions. Should have general mechanical aptitude; skill in the use of common hand tools and power equipment to which assigned.

RECRUITING REQUIREMENTS, EXPERIENCE AND TRAINING:

Some experience in performing varied manual and skilled tasks involving the use of standard hand tools and equipment; any equivalent combination of experience and training. Must have a valid Oregon driver's license.

CITY MARSHALL/POLICEMAN

GENERAL STATEMENT OF DUTIES:

Protects life and property through enforcement of laws and ordinances; does related work as required.

SUPERVISION RECEIVED:

Works under the general and special instructions of the Chief of Police or Mayor, who reviews work methods through personal inspection and discussion.

SUPERVISION EXERCISED:

Exercises occasional supervision as a senior officer on special or relief duty.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Patrols area, checks doors and windows, security lights and street lights in the public buildings, facilities and businesses. Investigates suspicious conditions. Residential checks on request.
2. Checks parking violations in congested areas, issues citations for moving and non-moving violations in traffic patrol.
3. Makes arrests for violations of laws and ordinances; serves writs, warrants, and subpoenas.
4. Directs traffic and patrols area for parades, athletic events, fires or other occasion of a special or emergency nature.
5. Investigates accidents, makes reports and arrests if necessary, renders first aid to accident victims.
6. Makes investigations concerning various types of crime, interviews witnesses and suspects, takes photographs and fingerprints.
7. Appears in court and presents evidence and testimony against law violators.
8. Participates in departmental meetings and attends in-service training classes and schools.
9. On relief duty as desk officer, receives complaints from the public, takes telephone or radio calls and relays information to patrol cars and other law enforcement agencies.
10. Books in prisoners, acts as jailer and transports prisoners when necessary.
11. Maintains general files of the department.

12. Keeps arrest records and various records and reports; conducts follow-up investigations and re contacts.
13. Renders assistance to the public when any citizen is in distress.
14. Maintains the laws of confidentiality.
15. Attends council meetings.

RECRUITING REQUIREMENTS- KNOWLEDGE, SKILL AND ABILITY:

Working knowledge of pertinent city, state, and federal laws, working knowledge of the geography of the city and location of important buildings; ability to understand and execute oral and written instructions; ability to be courteous but firm with the public, ability to handle firearms and apply physical force if necessary; ability to react quickly and calmly under emergency conditions; ability to operate an automobile and other specialized equipment in the performance of duties.

EXPERIENCE AND TRAINING:

Experience and training in police or military; Certification by the Bureau of Police Standards and Training.

NECESSARY SPECIAL QUALIFICATIONS:

Physically capable of performing the duties of a Police Officer. In addition must successfully complete screening examinations and background checks conducted by the Department.

PAY PLAN

	<u>ENTRY</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>Salaried Rate</u>							
City Recorder)	1262	1298	1334	1370	1406	1442	1478
Police Chief)							
Public Works Supt)							
 <u>Hourly Rate</u>							
Clerk)							
Utility Worker)	4.00	4.25	4.50	4.75	5.00	5.25	5.50
Police Officer	5.00	5.25	5.50	5.75	6.00	6.25	6.50

STEP INCREASES ARE ANNUAL BEGINNING WITH THE FIRST MONTH OF THE FISCAL YEAR.
UNLESS OTHERWISE DIRECTED BY THE CITY COUNCIL.