

RESOLUTION NO. 169

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/she has applied;
- (b) The applicant's level of education relative to the requirements of the position for which he/she has applied;
- (c) The applicant's physical fitness relative to the requirements of the position for which he/she 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 therefore. During the probationary period, the employee shall not be eligible for vacation benefits, but 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 be absent from work for any reason other than those specified in this resolution authorizing sick leave without making prior arrangements with his/her supervisor. Unless such prior arrangements are made, an employee who, for any reason, fails to report for work, shall make a sincere effort to immediately notify his/her supervisor of the 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 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 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 writing 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 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/her own car, mileage will be paid at the rate of twenty (20) cents 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 the 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 other than charitable purposes shall be allowed among or by employees during working hours without approval by 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.

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 illegal drugs on the job, or arriving on the job under the influence of intoxicating beverages or illegal 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/her supervisor when he/she 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 20 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/her oral reply within three (3) working days of the date of the 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 within the same job market.

Every City employee shall be evaluated on his/her performance at the completion of the six (6) month probationary period. If the decision is made to retain the employee on regular, career status, the employee shall be reviewed annually on the anniversary date of hire. Performance reports shall become a part of the employee's permanent personnel file. Each employee shall participate in his/her performance evaluation. Evaluations shall be prepared on forms provided by the City. Employees receiving recommendations for merit increases shall be advanced to the next higher pay step in their pay range. Merit increases are not automatic. Each employee is subject to a written Performance Evaluation from the Mayor or Personnel Commissioner certifying that the employee has been performing work which meets or exceeds City standards, and has shown improving ability in executing his/her job assignment. When an employee reaches the highest step of

the pay plan, the employee may receive a one-time 2.5% of gross merit bonus, if supported by commendable performance and quality public service. (The one-time bonus is paid for one month only. The employee is eligible for the bonus in each succeeding year).

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: Overtime is that time worked in excess of eight (8) hours in one day, or on any day in addition to a scheduled forty (40) hour shift week. Overtime must be authorized by the Mayor or a Council Member, and shall be computed to the nearest half hour. Compensation for overtime shall be granted at one and one-half times the regular rate of pay. The regular rate is the total remuneration during the work period divided by the total hours actually worked. The position of City Recorder meets specified criteria as defined by the Fair Labor Standards Act and is exempt from the overtime ruling as an "executive" employee. Law enforcement personnel are also excluded from the overtime ruling provided the City of Aurora employs fewer than five (5) full or part-time police officers. For those employees exempt from the overtime ruling, authorized overtime will be in the form of compensatory time at one and one-half times the normal rate. No more than forty (40) hours may be accumulated and/or taken at any one time.

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

If any such holiday falls on a Saturday, the proceeding Friday shall be given as a holiday. If any such holiday falls on a Sunday, the following Monday 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 of the City shall accrue time off with pay for vacation leave in accordance with the schedule listed below. Full-time employees shall receive regular compensation. Part-time employees shall accrue vacation leave in direct proportion to actual hours worked relative to a forty (40) hour work week.

0 to 12 months	6.7 hrs/mo	10 days/year
1 to 5 years	8.0 hrs/mo	12 days/year
5 to 10 years	10.0 hrs/mo	15 days/year
10 to 15 years	12.0 hrs/mo	18 days/year
15 plus years	13.3 hrs/mo	20 days/year

New employees shall not be eligible for vacation leave during their first six (6) months of employment, although vacation leave shall accrue from the beginning of employment. One week of vacation may be taken after six (6) months of satisfactory completion of full-time employment. Annual vacation leave shall accrue monthly and may be taken when earned. Employees may accrue up to thirty (30) days of vacation leave with pay. The Mayor or Personnel Commissioner shall schedule vacations for employees with due consideration for the desires of the employees and the City's work requirements. Vacation leave shall be used in units of full hours.

All permanent employees shall be entitled to payment 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.

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/her supervisor within four (4) hours from the time he is expected to report for work. Sick leave with pay in excess of three (3) working days shall be allowed only after presenting a written statement from a physician certifying the employee's condition preventing him/her 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. PARENTAL LEAVE: Employees shall be eligible for a parental leave of absence for:

- (a) All or part of the time between the birth of the employee's infant, and the time the infant reaches twelve (12) weeks of age; or
- (b) All or part of the 12-week period following the date an adoptive parent takes physical custody of a newly adopted child under six years of age.

The employee seeking parental leave shall be entitled to utilize any accrued vacation leave, sick leave or other compensatory leave, paid or unpaid, during the parental leave. The employee shall submit written notice at least thirty (30) days in advance of the anticipated date of delivery, stating the dates during which the employee intends to take the parental leave. The employee shall adhere to the dates stated in the notice unless:

- (a) The birth is premature;
- (b) The mother is incapacitated due to birth such that she is unable to care for the child;
- (c) The employee takes physical custody of the newly adopted child at an unanticipated time and is unable to give notice thirty days in advance; or
- (d) The City and the employee agree to alter the dates of the parental leave stated in the notice.

Parental leave shall be without pay, but shall continue to earn vacation and sick leave credits. Upon termination of the parental leave of absence, the employee shall be restored to the former or an equivalent job without loss of seniority. The employee shall not be subject to removal or discharge as a consequence of the parental leave. However, the City is not required to discharge any employee to reinstate the employee returning from parental leave. Therefore, the City may reinstate the returning employee in any other position which is available and suitable.

The City may deny parental leave to:

- (a) Any employee who was employed by the City for less than ninety (90) days immediately prior to the first day of the parental leave of absence; or
- (b) The employee is employed by the City on a seasonal or temporary basis, accruing less than 600 hours per year.

Section 35. LEAVE OF ABSENCE: Employees may request leave of absence for the purpose 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/she would not be able to vote prior to or after their normally scheduled working hours, he/she 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 36. RETIREMENT: After six months of full-time employment, employees are required to participate in the Oregon Public Employees Retirement System. For the benefit of the employee, the City shall pay the employer "pick-up" portion of each eligible employee's contribution. Detailed information concerning this program is provided each eligible employee in a booklet available at the City Recorder's office.

Section 37. RETIREMENT AGE: The retirement age for City employees is 65 years. At the end of the month in which an employee reaches retirement age, the employee shall automatically terminate his/her 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 38. SOCIAL SECURITY: For the benefit of the employee, the City shall match the employee's contribution in the Social Security Plan.

Section 39. INDUSTRIAL ACCIDENTS: All employees shall be covered under the City/County Workers' Compensation Self-Insurance Program 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 40. UNEMPLOYMENT COMPENSATION: For the benefit of the employee, the City covers them under the state unemployment insurance program on the taxable basis.

Section 41. MEDICAL AND HOSPITAL INSURANCE: The City provides free medical and hospital insurance to all permanent employees who work at least twenty-five (25) hours per week, after a thirty (30) days probationary period. After five (5) years of employment, the City pays half of 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.

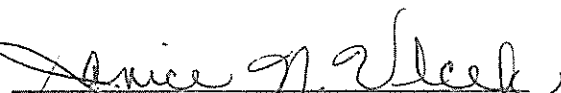
Section 42. LIFE INSURANCE: Police officers are covered by a \$10,000.00 death and dismemberment insurance policy underwritten by Standard Life Insurance.

ADOPTED by the Aurora City Council at a regular meeting thereof on the 28th day of June, 1988.



Steven E. Starner -- Mayor

ATTEST:



Janice N. Vlcek -- City Recorder

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 of Police is responsible for planning, directing, coordinating, 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 Police Commissioner and/or the Mayor, and shall do and perform such other duties as may be required by the Constitution of the State of Oregon, the Laws of the State of Oregon, the Charter and the 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. Shall formulate an annual budget estimate and control 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 relations 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.

KNOWLEDGE, SKILLS AND ABILITY:

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 SUPERINTENDENT

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 and proper manner. In satisfying this requirement, it is expected that more than 60% of the Public Works Superintendent's job related time will be expended working in the field, and the balance expended performing office procedures and maintaining all required certification.

DIRECTION RECEIVED:

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

SUPERVISION EXERCISED:

The Public Works Superintendent will supervise:

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

PRIMARY DUTIES AND RESPONSIBILITIES:

FIELD:

1. Perform all duties expected of Utility Department employees.
2. Supervise the operation, maintenance and repair of all Public Works facilities and equipment.
3. Conduct a Public Works Department training program for all employees on all phases of the department.
4. Insure adequate Public Works Department service during non-working hours, the provision of services during emergencies, safe operation of activities and equipment, and compliance with all Federal and State safety standards.
5. Inspect all new construction and remodeling projects to insure their compliance with the Uniform Building Code.

OFFICE:

1. Advise the Council on all Public Works projects and plans.
2. Submit a monthly report on Public Works activities to the Public Works Commissioner and the Mayor.

3. Maintain accurate and up to date files on all Departmental maps, drawings, records and employee records.
4. Attend all meetings of the Council.
5. Serve as building official and plans examiner.
6. Conduct annual inventories of Department equipment and fixed assets.
7. Confer monthly with other department heads.
8. Formulate an annual budget estimate and control budget expenditures.
9. Evaluate all Public Works employees.
10. Keep self and appropriate Council person informed on current laws and ordinances that may have an impact on City resources.
11. Develop, coordinate and publish periodical work schedules for Public Works employees.
12. Respond to inquiries from the community, and forward same to the Council.
13. Maintain all State Certifications.
14. Remain knowledgeable concerning American Water Works Association and Water Pollution Control Federation.
15. Work closely with designated City Engineer on projects and developments.
16. Assist City Recorder in completion of applications for State and Federal Grants.

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 operate 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 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.
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 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 of 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 fund 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 and up to date knowledge of pertinent legislative action and State and County laws governing municipalities.
18. Maintains knowledge of the available 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 personnel files.

MINIMUM QUALIFICATIONS DESIRABLE:

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

Thorough knowledge of the principals 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 the 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 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 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.

Type 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.

Attends all Planning Commission and Cultural Resources Management Commission meetings as Secretary to each Commission. Keeps minutes and journals of Commission proceedings of each Commission.

MINIMUM QUALIFICATIONS:

Skilled in typing, filing, letter and report writing. Able to make simple computations and tabulations accurately and with reasonable speed. Must be able to 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 a general clerical aptitude, and a basic knowledge of record keeping.

EXPERIENCE:

Experience in responsible office and secretarial work or equivalent education.

RESERVE 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, 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 attend 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.

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; reserve officer certification.

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.

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 equipment; 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 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.

PAY PLAN
CITY OF AURORA

	<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	1312	1350	1387	1425	1462	1500	1537
POLICE CHIEF	1405	1442	1480	1518	1558	1598	1640
PUBLIC WORKS	1405	1442	1480	1518	1558	1598	1640
<u>HOURLY RATE:</u>							
CLERK	4.42	4.65	4.80	5.05	5.30	5.55	5.80
UTILITY WORKER	4.42	4.65	4.80	5.05	5.30	5.55	5.80
SEASONAL	4.65						

Merit increases shall be granted annually on the employee's anniversary date of hire, as warranted by the employee's performance review evaluation.

CITY OF AURORA

Employee Performance Review

Date _____

NAME _____

POSITION _____

DEPARTMENT _____

RATER _____

RELATIONSHIP TO EMPLOYEE _____

I. Please rate the employee in the following areas (circle appropriate number):

	Excellent		Adequate		Inadequate	N/A
Technical knowledge	5	4	3	2	1	0
Hands-on Job Skills	5	4	3	2	1	0
Reading Skills	5	4	3	2	1	0
Mathematical Skills	5	4	3	2	1	0
Writing Skills	5	4	3	2	1	0
Speaking Skills	5	4	3	2	1	0
Overall Rating	5	4	3	2	1	0
					AVERAGE	_____

CITY OF AURORA

Employee Performance Review

Date _____

II. How would you rate the employee in the following areas? Please circle the appropriate number for each area.

	Excellent		Adequate		Inadequate	N/A
Quality of Work	5	4	3	2	1	
Work Attitude	5	4	3	2	1	
Quantity of Work	5	4	3	2	1	
Ability to Under-stand and Follow Instructions	5	4	3	2	1	
Ability to Work With Others	5	4	3	2	1	0
Ability to Operate Equipment	5	4	3	2	1	0
Work Attendance	5	4	3	2	1	
					AVERAGE _____	
					OVERALL AVERAGE _____	
						> 3.0

III. PERSONAL DEVELOPMENT

Future Goals/Areas for Improvement: (6-12 months)

CITY OF AURORA

Employee Performance Review

Date _____

Long Term Growth and Development Plans: (1-5 years)

Employee Comments:

Signature of Rater _____

Signature of Employee _____

Date _____