

CITY OF PALMER, ALASKA
RESOLUTION NO. 124

PERSONNEL REGULATIONS

NOW, THEREFORE, BE IT RESOLVED:

GENERAL PROVISIONS:

1. Application

These regulations apply to all permanent and probationary employees of the City of Palmer.

2. Purpose

It is the general purpose of these rules to assist in the accomplishment of the following objectives:

- a. The recruitment and retention of the municipal service of the best qualified individuals obtainable and reasonably available.
- b. The provision of security of tenure of the City employees subject to the need for the work performed, the availability of funds, and the continued effective performance and acceptable personal conduct of the employees.
- c. The provision to employees of assignment of duties and responsibilities; sound practical training; supervision and administrative direction; and opportunity for promotion within municipal service on the basis of merit and fitness.
- d. Establishment of pay rates, hours worked, holidays, annual leave and sick leave.

3. Definitions

- a. Permanent employee -- a person in regular and continuous municipal employment.
- b. Probationary employee -- a person hired for a period of six months or less to determine if the person is qualified for the position before being placed on a permanent employment basis.

4. Assignment of Position

The City Manager shall employ and be responsible for the employment of all City employees, except the City Clerk and City Attorney, and shall supervise and coordinate the personnel policies and practices of the City.

5. Residence

All permanent employees may reside wherever they can find adequate housing, either inside or outside the City. Nothing however, in the place of residence shall be permitted to interfere with the regular course of their work.

6. Holidays

The following days shall be recognized as holidays with pay for all permanent employees of the City.

New Year's Day	Labor Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When one of these holidays falls on a Sunday, the following Monday shall be recognized in lieu thereof. If the employee's regular work schedule requires that he work on one of these holidays, he shall be paid double the usual rate for the day, or if the employee prefers, he may be paid at the regular rate for that day and accumulate an extra day of annual leave, provided he obtain prior approval from the City Manager.

7. Annual Leave

Permanent employees of the City shall accumulate annual leave at the rate of one day per month. Maximum annual leave that any employee may accumulate shall be forty-five days. During each fiscal year an employee shall use at least five days of annual leave unless otherwise approved by the City Manager. Employees at end of six month's probationary period will be granted annual leave from beginning of employment.

8. Sick Leave

Permanent employees shall accumulate sick leave at the rate of one day per month. The maximum amount of sick leave that any one employee may accumulate shall be ninety days. Any absence from work because of illness for more than three days at any one time, shall require a physician's certificate that the absence was necessary before sick leave will be paid. All annual leave and sick leave will be charged on the basis of the employee's schedule of work. Employees at end of six month's probationary period will be granted sick leave from beginning of employment.

9. Payment of Accrued Annual Leave

When an employee desires, he may request, in writing, payment for his accrued leave or any portion, from the City Manager.

JOB DESCRIPTIONS:

CITY CLERK - TREASURER

CHARACTERISTICS: Under administrative direction of the City Council, has responsibility for and personally performs the maintenance of all official records of the city, for the collection, custody and disbursement of City funds, and for the accounting of all financial transactions; and does related work as required.

EXAMPLE OF DUTIES: Attends Council meetings; writes minutes of proceedings; maintains official copies and record of minutes of Council meetings, resolutions, ordinances and other formal Council actions.

Receives monies due the City, issues receipts and records all transactions; deposits city funds in city bank accounts; prepares payrolls and prepares or reviews all checks in payment of bills and payrolls; maintains books of account on all city financial transactions; prepares regular fiscal reports; issues municipal permits and licenses.

Answers correspondence and writes letters at the direction of the Council; furnishes information to the public on a wide variety of city activities; operates communication center for city activities.

DESIRABLE QUALIFICATIONS:

Training and experience. Graduation from high school, including or supplemented by courses in business management, bookkeeping, etc.; and several years of progressively responsible experience in office, clerical, accounting and other fiscal work; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities. Considerable knowledge of City ordinances, policies, procedures and regulations governing the City operations in general and more particularly the activities of the City Clerk's office and the receipt, disbursement and accounting for city funds.

Good knowledge of office practice and procedure of accounting methods, and of business English, spelling and arithmetic.

Ability to work effectively with City officials and the public; ability to prepare clear and concise reports of departmental activities.

GENERAL CLERK

CHARACTERISTICS: Under general supervision of the City Clerk, performs typing, billing and other office work of above average difficulty and responsibility, involving the keeping of operating and financial records, purchasing and accounting data; and does related work as required.

EXAMPLE OF DUTIES: Records daily receipts of city funds on individual account cards; waits on persons paying monies for various items subject to city collection; prepares and computes payrolls and writes pay checks for city employees; computes and types monthly water and garbage bills; prepares lists of delinquent accounts and mails out delinquent bills.

Files correspondence, bills and other city documents; prepares duplicate copies of bills, invitations to bid, financial reports, etc.; operates a variety of office equipment.

Receives and transmits messages for other city employees.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from high school, preferably with special courses in commercial subjects and typing; supplemented by three years of successful, diversified office experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills. Working knowledge of modern office practices and procedures and of business English, spelling and arithmetic. Skill in operating typewriter, in performing computations, in filing and maintaining office files and records, and operating common office equipment. Good judgment in making minor decisions as they apply to the office. Ability to establish and maintain satisfactory working relationships with other employees and the public.

WATER SYSTEM FOREMAN

CHARACTERISTICS: Under administrative direction of the City Manager, has responsibility for and personally performs the work in operation and maintenance of the city water system, including proper functioning of the city wells, reservoir, chlorination process, and water distribution system; and does related work as required.

EXAMPLE OF DUTIES: Checks daily the operation and condition of the municipal wells and reservoir, plans and executes water main repairs and replacements and water line extensions, conducts water main thawing program during winter months. Installs and maintains hydrants in operating condition, cooperate with Street Department in thawing culverts, attends all fires within the City on a stand-by basis to check reservoir and correct emergency hydrant situations, and prepares budget requests and reports for the City Manager.

Makes plans for new construction. Supervises part-time employees on maintenance work. Reads meters and reports readings. Repairs and changes meters.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from high school, preferably with supplemental mechanic or plumbing training, supplemented by several years of progressively responsible experience in the construction, operation and maintenance of water distribution facilities or similar equipment and facilities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the practices, procedures and equipment used in the operation, maintenance and repair of the city water system. Ability to install and maintain water system facilities, including mains, fire hydrants, valves, fittings, customer services, meters and related appurtenances. Ability to plan work for himself and others. Ability to establish and maintain effective working relationships with other city employees and the public.

POLICE OFFICER

CHARACTERISTICS: Under general supervision of the Police Chief, enforces laws and ordinances, maintains orders, prevents crime, makes arrests and appears in court; and does related work as required.

EXAMPLE OF DUTIES: Patrols assigned area on foot or in a patrol car; follows up complaints and investigates crimes; makes arrests, issues citations; obtains evidence and testifies in court; locates missing persons and lost or stolen property; investigates traffic accidents and cares for injured; summons medical aid, clears wreckage and obtains information incidental to crime and accident; interviews witnesses; directs traffic at specified places and times; controls crowds at scene of accidents and public exhibitions; checks stores, business houses and other premises for fire, burglary and water main breaks.

Prepares records of arrest and submits detailed reports of investigation made; may be called on at any time for emergency duties; assists in the taking of fingerprints and writing case reports; performs minor maintenance work on police vehicles; gives information to tourists; checks city jail when there are prisoners lodged; attends fires within the district.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from high school supplemented by courses in public safety; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills. Working knowledge of departmental rules and regulations; good knowledge of city geographics and business locations; working knowledge of arrest procedure.

Ability to work with and for the general public; ability to exercise good judgment in evaluating situations and in making decisions; ability to prepare accurate and concise reports; ability to remember details of observation; ability to perform work requiring good physical condition.

Skill in the use of firearms and detection of criminals.

SPECIAL REQUIREMENT: Must meet such physical requirements as specified by the Department.

POLICE CHIEF

CHARACTERISTICS: Under administrative direction of the City Manager, has responsibility for and personally performs operations of the police protection services of the City; and does related work as required.

EXAMPLE OF DUTIES: Plans, schedules and supervises the assignments of police forces; provides continuing training in police work for police officers.

Personally performs police work, including patrolling the City on assigned shift, investigating complaints, preparing papers on violations and court service, etc.

Supervises maintenance of police car and equipment.

Prepares and submits budget estimates for police activities to the City Manager.

Prepares, reviews and maintains records and reports on police activities.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from high school, preferably supplemented by special courses and training in police administration and operations, supplemented by 6-8 years of responsible experience in modern police experience in a variety of functions including responsible supervisory duties; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills. Thorough knowledge of the principles and practices of police operations, administration and equipment. Thorough knowledge of the municipal, State and Federal criminal and related laws, ordinances and codes.

Ability to plan and assign work for himself and others and to personally perform the police work. Ability to establish and maintain effective working relationships with other city employees and the public.

PUBLIC WORKS FOREMAN

CHARACTERISTICS: Under administrative direction of the City Manager, has responsibility for and personally performs the planning and conduct of street repair and maintenance, snow removal, equipment maintenance and other public works activities; and does related work as required.

EXAMPLE OF DUTIES: Supervises other employees and personally performs work of grading and ditching streets, loading out excess materials, removing snow. Builds new streets, clears rights of way, installs culverts, services streets with crushed rock.

Operates light and heavy construction equipment. Services all equipment; and does major and minor repairs to all equipment including graders, tractors, conveyor, dump trucks, etc.

Orders supplies and materials for operating and maintenance work. Maintains street equipment records. Assists in preparation of budget for street repair, construction and maintenance activities.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from high school, preferably with supplemental mechanic training, supplemented by several years of progressively responsible experience in street construction and maintenance work and in the operating maintenance and repair of heavy construction equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills. Considerable knowledge of the methods and materials used in the construction and maintenance of streets. Considerable knowledge of the types and uses of construction equipment, its operation and maintenance. Evidenced ability in the operation and maintenance and repair of construction equipment.

Ability to plan work for himself and others and to supervise the work of others effectively. Ability to establish and maintain effective working relationships with other city employees and the public. Ability to maintain required records and to prepare reports on street operations.

PUBLIC WORKS EMPLOYEE III

CHARACTERISTICS: Under general supervision of the Public Works Foreman, operates, services and makes minor repairs and adjustments to heavy motor equipment used in general public works maintenance and light construction work; and does related work as required.

EXAMPLE OF DUTIES: Operates grader, loaders, trucks and "sno-go" in maintaining streets and public ways; shapes and maintains road surfaces; operates mechanical loaders to remove, rearrange and/or transport materials and supplies; operates snow plow to remove ice and snow from streets, walks, and public ways.

Services and assists in making repairs to mechanical and automotive equipment; lifts heavy items, equipment and materials; keeps routine work records and makes reports as necessary.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from grade school and two years of practical experience in the operation of such heavy equipment as would be used in construction and maintenance of public works projects; or an equivalent combination of experience and training.

Knowledge, Abilities and Skills. Good knowledge of laws and ordinances regulating the operation of vehicles upon the roads; considerable knowledge of the mechanics of automotive equipment.

Ability to operate complex automotive equipment; ability to work under general supervision and to relay or to give instructions to other employees;

RESOLUTION NO. 124 (Cont'd) PERSONNEL REGULATIONS

PUBLIC WORKS EMPLOYEE III (Cont'd)

physical strength and endurance to perform heavy physical work, often under adverse conditions.

Skill in the operation of heavy automotive equipment as used for general public works maintenance and light construction.

Dated at Palmer, Alaska, and passed by the City Council of the City of Palmer, Alaska, this 23rd day of July, 1963.

Ralph C. Moore
Ralph C. Moore, Mayor

ATTEST:

Emilie St. Pierre
Emilie St. Pierre, City Clerk