



Town of Fort Smith
Human Resource Committee

Agenda

Tuesday, May 4, 2010, at 9:00 a.m.

Committee Members: Chair Cr. Holtorf, Mayor Hobart and D/M Johnson

1. Review of Past Action Items
2. Organizational Review
 - a. Organizational Chart
 - b. Job Evaluation and Classification Study
 - c. Water Plant
3. Hiring Procedures
 - a. Review of Hiring of Subordinate Staff Policy 2.1
 - b. Funding needed for staff recruitment/relocation-variance
 - c. Appeal Provision
4. Director Positions
 - a. Interviews for Director of Corporate Services/Municipal Services
 - b. Pay Levels
 - c. Interview team/screening/dates
 - d. Resignation of Rec. Director-Staffing/Interim Management
5. Job Description Approval
 - a. Equipment Operator
 - b. Summer Students
 - c. Assistant Landfill Attendant
 - d. Summer Gardening Position
 - e. EMO possibilities
6. Other Business
7. Adjournment

Action Plan

Date	Item	Assigned to	Timeline	Status
Feb 2	Send letter to the Union regarding exclusion	SAO	For April meeting	Letter sent- awaiting response
Feb2	Complete Job Evaluation and Classification Study	Hay Group	Started April 23	Field work completed, awaiting report
Feb 2	Complete Organizational Review of Town Office operations with recommendations including gap analysis	SAO	Report to Council in April	Not done. To be completed for May mtg

Feb 2	Establish SAO's duties, responsibilities, expectations and measurable for next quarter	Mayor & HR Committee	To Committee of Whole	Need sign off measurables
Feb 2	SAO's appraisal	Mayor & HR Committee	Completed by July 2010	
Mar 2	Director of Corporate Services -complete the hiring process	SAO Interview Committee	Finalize by April meeting	External Competition Closes May 14
Mar 2	Create Draft Job Description for Director of Municipal Services	SAO	For April Meeting	-draft presented – approval required at the May Council Meeting
Apr12	Advertise Director of Municipal Services	SAO	For May meeting	Internal completed, no applicants, external competition closes May 14
Apr 12	Human Resource Policies and Procedures -review policies -identify needs -develop new policies	SAO HR Committee	For May meeting	

Next meeting June1, 2010 at 9:00 am.