CVRPC Personnel Policies Committee – CVRPC PP

DRAFT Minutes, February 22, 2016, 3:00-4:30 p.m.

Julie Potter, Chair; Laura Hill-Eubanks; Bonnie Waninger, Executive Director, Tina Ruth, Secretary

Julie called the meeting to order at 3:00 p.m.

No members of the public attended, so there were no comments.

There were no changes to the agenda.

On motion of Laura, seconded by Tina, the minutes of the January 25, 2016 meeting were approved with the date amended.

We reviewed the draft job descriptions for the following Commission positions:

Planner, approved as amended to modify specific areas of work to say “…, including, but not limited to, the Commission’s Major Areas of Work.”;

Senior Planner, approved as amended to modify specific areas of work to say “…, including, but not limited to, the Commission’s Major Areas of Work.”;

Program Manager, approved as amended:

* modify specific areas of work to say “…, including, but not limited to, the Commission’s Major Areas of Work.”;
* “Well developed knowledge of” research methods…
* “Well developed knowledge of” methods and techniques of…
* “Thorough understanding of: pertinent federal, state and local laws…
* “Knowledge of” principles and practices…
* “Knowledge of” budgeting procedures…
* “Well developed knowledge of” recent developments, current literature…
* “Thorough knowledge of” citizen involvement techniques….

We also approved the document entitled Job Descriptions, which applies to all positions. We discussed salary ranges for positions, and whether certain duties, specialties, or accomplishments should earn supplemental pay.

We agreed to meet again on Monday, March 21, 2016, at 3:00 p.m., to continue of the review of the draft Personnel Policies.

Respectfully submitted, Tina Ruth, Secretary

3.4.16