



CITY OF FERNLEY

CITY COUNCIL

AGENDA REPORT

Meeting Date: June 17, 2020

REPORT TO:	Mayor and City Council
REPORT THRU:	Daphne Hooper, City Manager
REPORT FROM:	Shannon McKnight, HR Manager
REVIEWED BY:	Brandi Jensen, City Attorney
REVIEWED BY:	Denise Lewis, City Treasurer

FINANCIAL IMPACT: Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	FUND/ACCOUNT:
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ACTION REQUESTED: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Possible Action to approve the revised job descriptions for Water Distribution Foreman, Water Distribution Lead Operator, Water Distribution Shift Operator and Water Distribution Utility Operator.

Business Impact (per NRS Chapter 237): <input type="checkbox"/> A Business Impact Statement is Attached. <input checked="" type="checkbox"/> A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

Agenda Item Brief: Staff met and reviewed the current job descriptions. Attached are the recommended updated job descriptions for the Public Works Staff. The draft copies were reviewed by the Public Works Director, City Manager, City Attorney, Water Distribution Foreman and IBEW for consideration.
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See attached report for background, analysis, alternatives.

RECOMMENDED MOTION:

“I move to approve the revised job descriptions for the Water Distribution Forman, Lead Operator, Shift Operator and Utility Operator.”

ALTERNATIVES:

City Council could choose to make additional revisions or suggestions to draft job description.

PROJECT SUMMARY:

Pursuant to FMC 1.05.04(B), the City Manager shall submit personnel decisions regarding the creation of new positions, reclassifications of any positions...to the City Council for its action. Fernley Personnel Manual Section 4.1.1 states, “The City of Fernley will develop and maintain a classification plan for all positions....Each class is defined in a class specification/job description will include: title, definition and/or distinguishing characteristics, essential functions; qualifications for employment including knowledge, ability, experience and/or training required to perform the job, physical and mental requirements and working conditions, and Fair Labor Standards Act (FLSA) status – exempt/non-exempt.

BACKGROUND:

Job descriptions for this series were last updated in 2012.

ANALYSIS:

FINDINGS:

LEGAL IMPLICATIONS:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

Water Distribution Foreman
Water Distribution Lead Operator
Water Distribution Shift Operator
Water Distribution Utility Operator