

RESOLUTION NO. CLVII

A RESOLUTION ADOPTING A MANUAL OF PERSONNEL JOB CLASSIFICATIONS.

WHEREAS, the Public Works Department has completed a comprehensive study of City job classifications which was done at the direction of the Canby City Council and for the purpose of providing a permanent record of job descriptions, duties and required skills; and

WHEREAS, the Canby City Council has reviewed the results of the study and is satisfied that it should be implemented by formal approval of the Council; now, therefore, it is hereby

RESOLVED by the Canby City Council that the work study and publication of the Public Works Department dated 1-1-73 consisting of an Index and 40 pages of printed material entitled "PERSONNEL JOB CLASSIFICATIONS" hereinafter referred to as "JOB MANUAL" is hereby adopted as a Manual and guide of required rules to be followed and applied hereafter for the employment of all non-elective Canby City personnel unless in some particular case, the Council determines that an exception should be made; and in such event, the particulars and reasons therefor shall be reduced to writing, signed by at least a majority of the entire Council and filed with the Minutes of the Council meeting which approves the exception; and

BE IT FURTHER RESOLVED that a complete copy of said Job Manual shall be kept permanently on file in the office of the Canby City Recorder and additional copies shall be prepared and furnished immediately to the heads of all Departments of the City's government, who shall be instructed by the Councilman Commissioner in charge of their Department to apply the instructions and requirements of the Manual immediately and reassign personnel wherever possible to job classifications as defined in said Manual; and

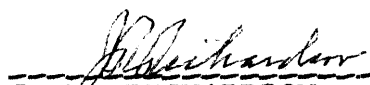
BE IT FURTHER RESOLVED that the Job Manual shall be reviewed at least annually by a committee of the Council appointed by the Mayor and at any other time on application of any Department head, and any necessary or required changes or additions may be made on motion of the Council and extended in the Minutes of the Council meeting; and

BE IT FURTHER RESOLVED that the City Recorder shall keep a record of the Job Manuals printed and distributed and of all changes and additions hereafter made, and he shall be responsible for seeing that all approved changes and additions are inserted in all of the copies of the Manual which have been distributed.

Adopted by the Canby City Council at a regular meeting thereof this 30th day of April, 1973

  
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PAUL N. ROTH - Mayor

ATTEST:

  
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J. R. RICHARDSON - City Recorder