



CITY OF MILES CITY

Human Resources Committee Meeting Agenda

January 21, 2026 at 5:00 PM

City Council Chambers and online at zoom.us

Zoom ID: 4062343462 | Passcode: 59301

CALL TO ORDER

1. REQUEST OF CITIZENS AND PUBLIC COMMENT

2. ELECT CHAIRPERSON

3. NEW BUSINESS


A. Revise and Recommend Human Resources Part-time Position Description

B. Revise and Recommend Deputy Clerk Position Description

C. SET HOURLY PAY RATE FOR HUMAN RESOURCES OFFICER

4. ADJOURNMENT

Public comment on any public matter that is not on the agenda of this meeting can be presented under Request of Citizens, provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings

 <p>CITY OF MILES CITY</p> <p>Position Description</p> <p><i>Human Resources Officer</i></p>	Last Revised	12/6/2018
	Effective	12/7/2018
	FSLA Exempt	Non-Exempt
	Job Class	Administrative
	Department	Finance
	Accountable to	Mayor

SUMMARY OF WORK:

Responsible for Human Resources Management and preparation of employee payroll for the City.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

Human Resources:

- Serve as Equal Employment Opportunity Officer and Americans Disability Act Officer for the City. Conduct an annual audit of effectiveness of City anti-discrimination and human rights policies and procedures and report to the Mayor and Council with recommendations of any required changes in policies and procedures. Attend appropriate training and education programs regarding Montana and federal human rights and anti-discrimination laws and regulations.
- Act as the primary contact for information concerning Miles City Personnel Policies & Procedure; answer questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling of technical, financial, and confidential information of files.
- Assist with recruitment and selection of vacant positions; may prepare recruitment announcements and advertisements; enter and distribute new positions on the city web site and with Job Service; screen applications for minimum requirements; review departmental screening and interview questions; serve as a selection chairperson; conduct reference checks and driver's license searches; inform job applicants of acceptance or rejection of employment. Apply principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.
- Assist in conducting orientation for new employees; inform new employees of job duties and responsibilities, compensation and benefits, work schedules and working conditions, city and/or union policies, promotional opportunities, and other related information. Facilitate mandatory training to employees.
- Track and report annual performance evaluations to Mayor.
- Review and comply with personnel policies and union contracts to administer compensation schedule regarding promotions, demotions, reclassifications, reallocations and transfers.

- Advise the Mayor and City Council of matters that may impact the budget including longevity, step and/or grade increases, termination and final pay amounts, and increases or decreases in employer costs for retirement, health & dental insurance, worker's compensation, social security and Medicare taxes, and unemployment insurance.
- Receive, monitor, and advise the Mayor and the City Council of grievance timelines in accordance with the City's collective bargaining agreements.
- Review, maintain, and update master files and payroll information; review and verify personnel action forms, including changes, new hires, terminations, transfers, and salary adjustments; remove documentation from personnel files in accordance with appropriate and applicable sections of the city's Personnel Policy Manual; maintain a payroll manual and update, as necessary.
- Assist in conducting exit interviews for retiring or terminating employees; prepare forms for withdrawal of retirement contributions; calculate, process, and prepare payment on leave earnings.

Payroll:

- Maintain and update payroll system applications.
- Calculate, process, and prepare certification of eligibility for longevity and ensure that payment is correctly paid.
- Review and enter payroll data for accuracy. Audit department payroll records and documentation to ensure that reported time any pay is correct and in accordance with applicable State and Federal laws, Miles City Personnel Policies and Procedures, various Union Contracts, and Fair Labor Standards Act. Ensure special deductions are taken correctly from employee paychecks in accordance with State and Federal laws, answer employee questions and resolve problems and discrepancies. Notify City Clerk of payroll transmittals and direct deposits to all city accounts.
- Perform closing duties for the various periods, including bi-weekly, monthly, quarterly, and yearly. Prepare payroll tax documents and annual reports. Reconcile appropriate general ledger with payroll records.
- Review and track vacation leave for excess leave earnings, prepare memos to department heads notifying the employee of the need to take the earned leave.
- Assist in the annual audit; provide necessary information when needed.

General Duties:

- Maintain confidential information in accordance with Montana/Federal Statutes.
- Regularly monitor and improve the organization and management of office activities in order to make improvements in workflow, procedures, use of equipment and forms.
- Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Learn, correctly interpret and stay current with policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Understand, interpret and follow oral and/or written policies, procedures, and instructions.
- Be flexible in managing multiple tasks simultaneously, set priorities and develop an action to accomplish them.

MINIMUM REQUIREMENTS:

Education (Knowledge)

- Completion of a high school diploma or equivalent and some post-secondary education in Human Resources and Payroll and a minimum of three years of experience as an administrator and/or business manager.

Experience (Skills, Abilities)

- Application of human resources practices and procedures, accounting practices and procedures, information systems management, budget preparation, and State and Federal laws and regulations.
- Effectively communicate both orally and in writing; attention to accuracy, timeliness and detail; establish effective working relationships with fellow employees, supervisors, and the public and requires good organizational skills.

DESIRABLE QUALIFICATIONS

- Post-Secondary Degree in Human Resources, Accounting, Business Administration, and/or Public Administration with a minimum of three years of experience as an administrator and/or business manager.
- Certified Municipal Clerk
- Knowledge of State’s BARS (Budgetary Accounting Reporting System),
- Experience in a governmental agency.

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand: Seldom

Sit: Often

Lift: Seldom

Noise: As would be experienced in a general office setting

Hazardous materials exposure: Never

Travel: Occasionally

Other: N/A

PHYSICAL REQUIREMENTS

Lift: Up to 25 pounds

I attest that this City of Miles City Position Description accurately reflects the major duties of

Position Description: Human Resource Officer

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this position.

Position Immediate Supervisor: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.


HR Director: _____ Date: _____
Signature

This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.

HR Committee Chair: _____ Date: _____
Signature

I, _____, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.

Employee: _____ Date: _____
Signature

 <p style="font-size: 1.2em; font-weight: bold; margin: 0;">CITY OF MILES CITY</p> <p style="font-weight: bold; margin: 0;">Position Description</p> <p style="font-weight: bold; margin: 0;"><i>Deputy City Clerk</i></p>	Last Revised	12/6/2018
	Effective	12/7/18
	FSLA Exempt	Non-Exempt
	Job Class	Administrative
	Department	Finance
	Accountable to	City Clerk

SUMMARY OF WORK

Oversight of process City accounts payable claims and monitoring of ambulance receivables. At the request or absence of the City Clerk performs City Clerk duties as necessary. Serves the public.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

- Reconcile and pay accounts payable claims. Enter and balance claims, print reports; print and mail checks; research vendor statements and claims; maintain claims files, including scanning claims into accounting software.
- Annually prepare W-9s in accordance with current Internal Revenue Service requirements.
- Reconcile Ambulance Receivables and Ambulance Cash with ambulance billing provider monthly reports. Prepare journal voucher entries. Ensure accuracy and monitor ambulance accounts going to the professional collection agency.
- Record and prepare minutes for City Council and assigned standing committees of the Council as directed.
- Provide support to the City Clerk as directed. Undertake special projects under the direction of the City Clerk.
- In the absence of Utility Billing Clerk and Utility Billing Assistant; post payments and assists with past due water payment contracts.
- Regularly monitor and improve the organization and management of office activities in order to make improvements in workflow, procedures, use of equipment and forms.
- Assist in a variety of administrative and technical duties; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.
- Maintains the permanent records of the City, including Ordinances, Resolutions, contracts, financial records and other City records in accordance with current Montana Secretary of State records management retention requirements.
- Assist in the annual audit; provide necessary information when needed.

MINIMUM REQUIREMENTS**Education (Knowledge)**

- Equivalent to the completion of High School and additional advanced courses in accounting. Understand and apply generally accepted accounting principles and practices.

Experience (Skills, Abilities)

- Two years of general office and accounting experience.
- Use principles and practices of office management, record keeping
- Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Maintain a high degree of functional ability with the payroll accounting software.
- Effectively communicate both orally and in writing; attention to accuracy, timeliness and detail; establish effective working relationships with fellow employees, supervisors, and the public and requires good organizational skills.

DESIRABLE QUALIFICATIONS

- Maintain confidential information in accordance with Montana and Federal Statutes
- Three years of increasingly responsible technical and administrative, office management, with a large employer or a governmental agency is highly desirable.
- Certified Municipal Clerk
- Specialized college course work in business administration, accounting, or a related field.

PERFORMANCE STANDARDS

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

WORKING CONDITIONS

Stand: Seldom

Sit: Often

Lift: Seldom

Noise: As would be experienced in a general office setting

Hazardous materials exposure: Never

Travel: Occasionally

Position Description: Deputy City Clerk

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Other: N/A

PHYSICAL REQUIREMENTS

Lift: Up to 25 pounds

I attest that this City of Miles City Position Description accurately reflects the major duties of this position.

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Signature

This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.

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Signature

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HR Committee Chair: _____ Date: _____
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