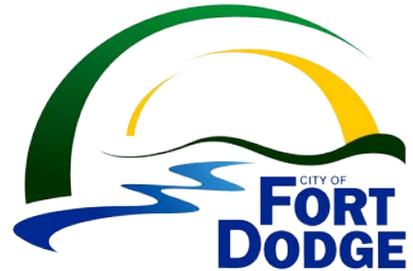


February 18, 2015

To: Mayor Bemrich and City Council
From: David Fierke, City Manager
**Subject: Appointment of Jamie Anderson to
Permanent Human Resource Director**



ACTION: For Vote Monday February 23, 2015

Brief History

Per the City Charter, the City Council needs to confirm the City Manager's appointments at the Department head level. I have signed the Administrative Order appointing Jamie Anderson to the as the HR Director.

In November 2014, when the then Human Resource Director Jim Vollmer left to head up labor relations for the St. Paul, MN Public Schools, I appointed Jamie Anderson as Acting Human Resource Director.

Analysis of Issue

After Jim left I conducted a Midwest regional search for a replacement. I received about 10 applicants. Of the applicants, four met what I considered to be the minimum qualifications. Of the remaining four, I cut the list to two, including Jamie who I believed we should interview. Instead of setting interview, I chose to let Jamie serve as Acting for an extended period to evaluate her in the Director's role.

Jamie has done a great job in the Acting Director's role. She successfully completed two collective bargaining agreements, as well as handles open enrollment for health insurance that included adding police to the new plan.

Jamie has worked for the City almost a decade. Some of the significant issues she has been involved with here include:

- union decertification process and subsequent creation of a "new" union;
- preparation of response statements for a dozen discrimination complaints brought against the City, all of which were administratively closed;
- management of workers' compensation claims and related settlements;
- the transformation of the City's human resource department to a fully functioning, professional office, ensuring compliance with various employment laws, proper classification and pay of employees, and benefit administration;

- policy development, contract negotiation and supervisory training for dispatch center.

Budget Impact

The acting pay and permanent pay are the same grade 33B salary of \$75,296 annually.

Signed,



David Fierke

City Manager

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADMINISTRATIVE ORDER 15-001

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT DODGE, IOWA THAT Administrative Order 15-001 is hereby approved.

The above Resolution passed and adopted by the City Council of the City of Fort Dodge, Iowa this _____ day of _____, 2015.

Ayes: _____

Nays: _____

Other: _____

CITY OF FORT DODGE

BY: _____
Matt Bemrich, Mayor

ATTEST:

Jeff Nemmers, City Clerk

ADMINISTRATIVE ORDER 15-001

SECTION I. PURPOSE

The purpose of this Administrative Order is to appoint a Department Head. Pursuant to the Charter of the City of Fort Dodge, Council approval is required.

SECTION II. APPOINTMENT

The following named individual is hereby appointed as Human Resource Director for the City of Fort Dodge, Iowa. Such appointment is to take effect on February 23, 2015, however the classification start date is November 25, 2014 because it represents the start of the Acting Human Resource Director assignment.

Jamie Anderson

SECTION III. COMPENSATION GRADE

Said appointment is at Management Grade 33 step B.

Issued at Fort Dodge, Iowa this 18th Day of February, 2015.

City of Fort Dodge, Iowa

David Fierke, City Manager