

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE CREATING THE POSITION OF EMPLOYEE RELATIONS  
MANAGER/ASSISTANT TO FINANCE DIRECTOR**

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**WHEREAS**, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, the City Council previously created an office of Human Resources Manager for the City of Crest Hill and codified said office in Chapter 2.30 of the Crest Hill City Code; and

**WHEREAS**, in March of 2022, the City Council determined that the office of Human Resources Manager is no longer necessary, expedient, and advantageous to the best interests of the City and its citizens and by Ordinance 1894 discontinued the Office of Human Resources Manager and repealed Chapter 2.30 of the Crest Hill City Code, with all of the Human Resources Manager's duties and responsibilities devolving to the City Administrator; and

**WHEREAS**, pursuant to Section 3.1-30-5(a) of the Illinois Municipal Code (65 ILCS 5/3.1-30-5(a)), the Mayor is authorized to appoint, subject to the advice and consent of the City Council, any and all officers necessary to carry into effect the powers conferred upon the City by the Constitution and laws of the State of Illinois, and pursuant to Section 2.84.020 of the Crest Hill Code is authorized to appoint such other employees as deemed necessary to facilitate the efficient operation of the City; and

**WHEREAS**, the Corporate Authorities have determined that it is necessary, expedient, and in the best interests of the City and its citizens to create the office of Employee Relations Manager/Assistant to the Finance Director for the City of Crest Hill, as set forth in this Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

**SECTION 1:** The City Council hereby finds that all the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

**SECTION 2:** Title 2 (Administration and Personnel), Chapter 2.30, of the Crest Hill City Code, which was previously repealed and reserved, is hereby amended to include a new Chapter 2.30 Employee Relations Manager/Assistant to the Finance Director, as follows:

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**CHAPTER 2.30: EMPLOYEE RELATIONS MANAGER/ASSISTANT TO THE  
FINANCE DIRECTOR**

## Section

2.30.010 Employee Relations Manager/Assistant to the Finance Director Created; Appointment; Term

2.30.020 Employee Relations Manager/Assistant to the Finance Director; Qualifications

2.30.030 Employee Relations Manager/Assistant to the Finance Director; General Duties

2.30.040 Employee Relations Manager/Assistant to the Finance Director; Salary

### **§ 2.30.010 EMPLOYEE RELATIONS MANAGER/ASSISTANT TO THE FINANCE DIRECTOR CREATED; APPOINTMENT; TERM**

The position of Employee Relations Manager/Assistant to the Finance Director is hereby created. The Employee Relations Manager/Assistant to the Finance Director shall be appointed by the Mayor with the advice and consent of the City Council and shall report to and be directly supervised by the Finance Director. Employee Relations Manager/Assistant to the Finance Director shall be an at-will position.

### **§ 2.30.020 EMPLOYEE RELATIONS MANAGER/ASSISTANT TO THE FINANCE DIRECTOR; QUALIFICATIONS**

The Employee Relations Manager/Assistant to the Finance Director shall have the minimum qualifications as set out in the written Job Description for the position, as may be amended from time to time by the Finance Director and City Administrator.

### **§ 2.30.030 EMPLOYEE RELATIONS MANAGER/ASSISTANT TO THE FINANCE DIRECTOR; GENERAL DUTIES**

The Employee Relations Manager/Assistant to the Director of Finance manages the administration of the City's Human Resources programs including policy development and implementation; recruitment and selection; compensation; employee benefits; labor relations; employee safety in addition to assisting the Director of Finance. This position will complete other duties as assigned by the Treasurer, Director of Finance, and the City Administrator.

The specific job duties of the Employee Relations Manager/Assistant to the Director of Finance shall be as set out in the written Job Description for the position, as may be amended from time to time by the Finance Director and City Administrator.

### **§ 2.30.030 EMPLOYEE RELATIONS MANAGER/ASSISTANT TO THE FINANCE DIRECTOR; SALARY**

The salary of the Director of Information Technology shall be as determined by the City Council.

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**SECTION 3:** In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

**SECTION 4:** That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

**SECTION 5:** That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 6:** That this Ordinance shall be in full force and effect from and after the end of the current fiscal year as provided by law.

*[left intentionally blank]*

PASSED THIS 29<sup>TH</sup> DAY OF AUGUST, 2022.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

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Christine Vershay-Hall, City Clerk

APPROVED THIS 29<sup>TH</sup> DAY OF AUGUST, 2022.

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Raymond R. Soliman, Mayor

ATTEST:

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Christine Vershay-Hall, City Clerk