



## ACTION ITEM REPORT

**Item Title:** Consideration and ACTION to approve creating the position of a Part-Time Human Resources Clerk and set the wages.

**Recommendation:**

With the city continuing to grow and demands on each of us increasing, we are in need of a part time Human Resources employee. This person will be responsible for handling retirement, insurance, worker's comp, vacation, sick, new hires, job separations, FMLA, policies, evaluation processes and all things related to employees benefits and retention. The position will be part time up to 25 hours per week with the pay up to \$15.00 per hour depending on experience, background and availability.

Money for this position can come from Municipal Court revenue which is trending well over \$50,000 higher than projected in the budget. The estimated cost for an employee from June through October is about 450 hours or about \$6,750 not counting employment taxes and fees that would bring the total to no more than \$10,000.

I recommend approval.