

HUMAN RESOURCE MEETING

11-12-18

CARROLL, GAUCKI, ROMANOWSKI

- Building Commissioner -
 - Electrical certification required?

- Building Adm. Asst. -
 - Hours W-F 8-4 pm.

No Chang Chief -
NC
NC Corporal

- * - Detective - Per Chief 11-8-18 - There is no position "Detective". It is just a responsibility of a Patrolman

- Fire Inspector -
 - Report to Mayor.

- Fiscal Auditor - Take out purchase orders.

- Fiscal Officer -

- Council report

- certifications w/in 5 years

- remove pavilion permits

- remove Quickbooks, add software

- serves at Tax Adm

- Clerk of Council

one or other? - Maintenance ^(highlight) Laborer ^(NC)

Maint. shows leads - we don't have that

- PT Patrolman -
 - Reports to Sergeant
- Adm Asst - Board Secretary
 - title Adm Asst
- Adm Asst - FO
 - in FO absence - ccc mtgs
- Street Comm. - burial records - take out.