

AN ORDINANCE CREATING A DEPARTMENT OF PERSONNEL

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA:

SECTION 1. That there shall be and hereby is established a Department of Personnel within the Administration of the corporate City of Bloomington, Indiana.

SECTION 2. That the scope and duties of the Department of Personnel shall include and be limited to the establishment and administration of a comprehensive City personnel system with the purpose of developing greater efficiency and fairness in the City's relationship with job applicants and employees.

SECTION 3. That the Head of the Personnel Department be an appointee of the Mayor of the City of Bloomington, and be designated the Director of Personnel.

SECTION 4. That the Director will handle job applications, interview prospective employees, keep employment files, advertise when positions are vacant, and make referrals to the department heads. The Director will coordinate with the Controller's Office in matters of salaries, wages, and fringe benefits, and will be responsible for administering the City's health and life insurance program.

SECTION 5. That the Director will assist in the implementation of equal employment and affirmative action programs.

SECTION 6. That the Director will establish job descriptions, classifications, and administrative regulations governing employment in cooperation with the department heads and with the approval of the Mayor.

SECTION 7. That the Department of Personnel shall function continuously from the date of establishment, and shall perform such functions as are necessary for the continued administration of personnel within the intent of this ordinance.

SECTION 8. That this ordinance shall be in full force and effect after its passage, promulgation, and approval by the Mayor.

Passed and adopted by the Common Council of the City of Bloomington, Indiana, on the 30 day of August, 1973.

ATTEST:

Charlotte T. Zietlow

Charlotte T. Zietlow, President
Common Council

Grace E. Johnson

Grace E. Johnson, City Clerk

Presented by me to the Mayor of the City of Bloomington, Indiana, on the 4 day of ~~August~~ September, 1973, at the hour of 9:00 o'clock A.m.

Grace E. Johnson

Grace E. Johnson, City Clerk

This ordinance approved and signed by me on the 5 day of ~~August~~ September, 1973, at the hour of 1:30 o'clock P.m.

Francis X. McCloskey

Francis X. McCloskey, Mayor

Introduced by:

Referred to Council Committee:

Approved as to Legality:
