

### 3.3 City Personnel System

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Assessment Process	
<b>A.</b>	The assessment of needs, wants, and resources is achieved by surveys, town meetings, brain storming, focus group studies, and mayoral-appointed advisory committees.
<b>B.</b>	Experts and consultants are employed when needed.
<b>C.</b>	The City of Lamar has adopted a comprehensive plan and developed strategies to accomplish short and long-range goals.
Program Standards	
<b>A.</b>	<b>Organization:</b> Through the City of Lamar, the system of personnel administration is a collective effort of Department Heads. The Assistant City Administrator is the primary human resources contact for the City of Lamar.
<b>B.</b>	<b>Mission Statement:</b> The mission statement for City Personnel System is to develop and maintain a desirable and wholesome employer-employee relationship; to keep employees trained to such a degree in their respective functions in their power to deliver the most efficient and effective service possible.
<b>C.</b>	<b>Training:</b> <ol style="list-style-type: none"> <li>1. Department heads themselves are seated with the basic responsibility of providing in-service training both to probationary employees and to those who have been employed with the city for some time.</li> <li>2. The scope and duties of the Assistant Administrator include many in-service programs such as drugs and violence in the workplace, sexual harassment, the Family Medical leave Act, and an ongoing review of city policies that impact the manner in which employees perform their jobs.</li> <li>3. Employees routinely participate in various training sessions and seminars through outside agencies. This practice gives a balance of training and information to the employee, which in turn is passed along to the citizens in the form of more efficient performance.</li> <li>4. The city participates in tuition reimbursement when an employee elects to take college level course work in their professional field.</li> </ol>
<b>D.</b>	<b>LAGERS/Retirement:</b> In 1998, the City of Lamar elected to replace their IRA-based system with membership in the LAGERS system. In 2001, the City Council elected to change the LAGERS plan from contributory to non-contributory. This upgrade totally provides for retirement benefits for all full-time employees without any cost to the employees themselves.
<b>E.</b>	<b>Policy:</b> The City of Lamar provides direction to employees via a published employee policy manual. As mentioned previously, these policies are explained in detail to the employees on their official hire/passage by the Assistant Administrator. Such issues are addressed as position classification, disciplinary rules, grievance procedures, substance-abuse procedures, employee safety, and fringe benefits. These policies are reviewed periodically and changes are made as warranted by a City Council committee.
<b>F.</b>	<b>Plans for Disabled:</b> The City of Lamar complies with all disability requirements. Continual progress is made toward making all facilities handicapped accessible. Examples include: handicapped ramps on the municipal square, elevators at Memorial Hall, and handicapped-assisted door openers at the city auditorium/meeting facility. Plans are underway for conversion of restroom facilities in the City Hall complex for handicapped-accessibility.
<b>G.</b>	<b>EEO/Affirmative Action:</b> By council action, an EEO and affirmative action plan are on file and in effect for all operations of the city.
<b>H.</b>	<b>City Executive:</b> The City of Lamar operates under a city administrator form of government. The person holding this position at present is a certified engineer and surveyor. His background in engineering, talents, and longevity, go a long way to make progress a reality for the City of Lamar.

## **Program Evaluation**

The success of City Personnel System endeavors for Lamar are addressed through:

- Benchmarks established through the state and regional resources
- Mayoral-appointed advisory committees with regular reports to city administration and leadership
- Annual Surveys of the local community regarding city services