

### **Personnel Committee Meeting – May 9, 2011**

The May 9, 2011 Village of Colfax Personnel Committee meeting was held at 6:00 p.m. in Village Hall. Members Present: Chair S. Olson, Trustees Stene, Halpin, Laska, C. Olson, Schauer & Johnson. Also Present: Interim Clerk-Treasurer Morse. Absent: none. Chair Olson called the meeting to order.

**Deputy Clerk-Treasurer Job Description** – Interim Clerk-Treasurer Morse presented a draft Deputy Clerk-Treasurer job description for review. Trustee Johnson presented the current job description.

Motion by Trustee C. Olson; seconded by Trustee Halpin to approve the Deputy Clerk-Treasurer job description, as presented by Morse.

Voting for: all  
Voting against: none  
Motion carried.

Motion by Trustee C. Olson; seconded by Trustee Halpin to establish the Deputy Clerk-Treasurer position at 24-30 hours per week with possible flex time to be scheduled by the Clerk-Treasurer

Voting for: all  
Voting against: none  
Motion carried.

Motion by Trustee C. Olson; seconded by Trustee Laska to establish the Deputy Clerk-Treasurer position as a non-union confidential position with a one-year orientation wage of \$12.00/hour.

Voting for: all  
Voting against: none  
Motion carried.

Motion by Trustee Halpin; seconded by Trustee Stene to adjourn.

Voting for: all  
Voting against: none  
Motion carried.