

# DUNKIRK CITY CHARTER - ARTICLE XV

## ARTICLE XV Human Resources Office

### § 15.00. Human Resources Office.

There shall be a Human Resources Office, which shall be staffed as may be determined by the Mayor and Common Council.

### § 15.01. Powers and Duties.

The powers and duties of the Human Resources Office shall include:

- (a) Preparation and maintenance of employee records and files, except for those civil service records and files prepared and maintained by the Chautauqua County Personnel Officer;
- (b) Responsibility for the administration of personnel benefits including, but not limited to, insurance and retirement benefits for all employees of the City;
- (c) Assistance to the Mayor in negotiating employee contracts;
- (d) Training of personnel and long-range staff planning;
- (e) Obtaining from all City offices, departments, officers and employees all information necessary in the performance of personnel duties;
- (f) Liaison with Chautauqua County Personnel Officer;
- (g) Attendance at Common Council meetings;
- (h) Subject to the Civil Service Law, Rules and Regulations, the office administrator shall appoint all officers and employees of the office to fill such positions within the office as authorized by the Common Council; the office administrator may also suspend and remove all employees subject to the Civil Service Law, Rules and Regulations;
- (i) Performance of such other similar and related duties as may be assigned by the Mayor.