

CITY OF LAKE OZARK
A Missouri Municipality of the 4th Class

BILL NO.:2023-43

ORDINANCE NO.: 2023-43

**AN ORDINANCE AMENDING SECTION 200-202 OF THE PERSONNEL
POLICIES AND PROCEDURES MANUAL OF
THE CITY OF LAKE OZARK, MISSOURI**

WHEREAS, § 120.030 of the Municipal Code of the City of Lake Ozark, Missouri provides for the adoption of a Personnel Policies and Procedures Manual to establish a guide to administrative action concerning various personnel expectations, rights, activities and transactions; and

WHEREAS, § 120.030 of the Municipal Code of the City of Lake Ozark, Missouri provides that the Personnel Policies and Procedures Manual for the City of Lake Ozark will be updated on a regular basis; and

WHEREAS, § 120.030 of the Municipal Code of the City of Lake Ozark, Missouri provides that the Personnel Policies and Procedures Manual for the City of Lake Ozark may be changed or modified from time to time with the approval of the City Administrator and the majority of the Board of Aldermen of the City of Lake Ozark; and

WHEREAS, the City Administrator has proposed a modification of the Personnel Policies and Procedures Manual for the City of Lake Ozark to provide a system for evaluating the appropriate staffing levels when vacancies in positions occur.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF LAKE OZARK, MISSOURI AS FOLLOWS:

Section 1 of this Ordinance. The City's Personnel Policies and Procedures Manual Section 200-202 be amended to read as follows:

200-202. Filling Vacancies:

When a vacancy occurs in a position that is eligible to be filled, the following procedures will be used, unless, for the good of the service, the City Administrator approves an exception. All appointments and promotions will be made solely on the basis of fitness and merit. In order to be actively considered for a position, a person must meet the minimum qualifications of the position as contained in the job description or job posting. All employment decisions must be approved by the City Administrator. **Prior to advertising any position internally or externally, the City Administrator will meet with the appropriate Department Head to do an evaluation of the position's current job description, pay rate, and employment classification status, and to perform a budget impact analysis on**

re-filling the position. These steps will be taken to determine if it is in the City's best interest to fill the position immediately, delay filling the vacancy, or to make amendments to the position.

01. **Job Posting or Advertisement:** The City Administrator, or his designee, may advertise for applications in appropriate publications where necessary to attract qualified candidates. If a similar opening has been recruited within the past 6 months and there remains an adequate pool, it will not be necessary to post the position. (Similar is herein understood to be two positions which require the same general skills, training, and/or education). Current City employees who meet the position's requirements will be given preference in filling the vacancy, with or without posting. City employees applying for vacancies will undergo the same type of examination as prescribed for outside applicants, except where the City Administrator deems the applicant through his knowledge to have substantially demonstrated the skills and knowledge necessary to fill a vacant position and where he deems filling the position with a current employee to be in the best interests of the service.
02. **Application:** All applications for City employment will be submitted on forms provided by the City, except that the City Administrator may waive such requirement if he deems an applicant's resume to have provided sufficient information to fully evaluate the applicant.

Any supplemental questionnaires, examinations, or requirements for the position, will be indicated in the job posting or otherwise required of all candidates as part of the application process. Current employees must submit statements bringing their current application up-to-date in order to apply for promotional examinations. Applications will only be accepted for current job openings. Each job opening will be posted unless the opening occurs within six months of the original opening. Only in that circumstance may prior applications for a prior vacancy be used in the selection process.
03. **Use of Commercial/State Employment Agencies:** Applications may be accepted from any commercial employment agency or from the State Employment Services. All applicants will be required to complete the City's application forms and go through the same testing requirements described above.
04. **Interviews and Screening:** Screening of applicants will be based on the experience, education, and qualifications of the applicant when compared to the specific duties and requirements of the position to be filled. It is the intent of the City to select those persons for positions who best meet the requirements of the job.
05. **Competitive Examinations:** Competitive examinations may be given if deemed necessary. They may be oral, written, physical, skills or performance based, or any combination of other exercises designed to identify the most qualified person for the job. The criteria for competitive examination may be set forth in the class

specification and job postings, and there may be multiple phases to pre-employment examinations.

06. Determining Type of Examinations: The City will select specific examinations that measure the applicants' ability to do the essential functions of the job, with or without reasonable accommodation for disability or religion. Examinations will also be job related and consistent with business necessity. For example, written exams may be administered to measure skills and knowledge to perform the job. Oral exams may be used when the requirements of the job require communication skills and where necessary to explain certain procedures or knowledge of the job. Performance examinations may be used to determine how well the candidate can perform a simulated or actual work function.

07. Evaluating Fitness: The City Administrator or designee will prepare and administer evaluation procedures designed to select the best qualified applicant for each class of position. To the extent possible, objective or uniform rating systems will be used to evaluate candidates.

Section 2 of this Ordinance. This Ordinance shall take effect and be in full force from and after its passage by the Board of Aldermen of the City of Lake Ozark.

First Reading: October 10, 2023

Second Reading: October 24, 2023

DULY READ AND APPROVED THIS 24th DAY OF OCTOBER 2023.

Alderman Jackson	Aye
Alderman Watts	Aye
Alderman Thompson	Aye
Alderman Neels	Absent
Alderman Ridgely	Aye
Alderman Denny	Aye

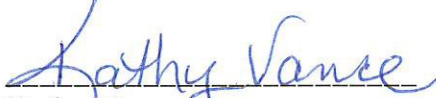
APPROVE:

ATTEST:

MAYOR:

CITY CLERK


Dennis Newberry


Kathy Vance



