

The Human Resources Department is responsible for personnel hiring and management. The department updates rules and regulations and maintains personnel records, rosters and detailed job descriptions for each position. It administers employee development, training and retraining programs and analyzes compensation, benefits and other issues to help the city stay competitive. The department conducts interviews to determine employee qualifications and helps ensure payroll accuracy. It also administers employee benefit programs and is responsible for procuring all employee benefit programs, such as health and life insurance.

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