

**CITY OF COMMERCE
ADMINISTRATIVE POLICIES**

DIVISION OF RESPONSIBILITY/ADMINISTRATION

1.0 PURPOSE

To establish a policy and procedure for the division of responsibility in the City and administration of these policies.

2.0 POLICY

- 2.1 The City Manager is designated as the Personnel Officer of the City and, with the exception of those matters specifically reserved to the City Council, retains general and final authority for personnel management.
- 2.2 The City Manager will be the chief administrative officer of the City and will be directly responsible for the proper administration of these policies.

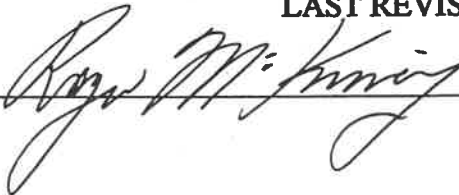
3.0 PROCEDURES

- 3.1 The City Manager is responsible for developing, administering and interpreting these policies and procedures as they apply to all departments and employees, personnel administration, including employee-management relations, training and career development, and employee health, safety and morale.
- 3.2 Department Directors and subordinate management personnel are responsible for enforcing the provisions of these policies and for cooperating with the Personnel Officer on all related matters pertinent to their organizational units.
- 3.3 The City Manager may elect to delegate all or parts of his responsibility to appropriate staff.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read "Roy M. King", is written over a horizontal line that serves as a signature line.

responsi.adp