



Volunteer Position: Personnel Merit Commission

Position Description:

The purpose of the Personnel Merit Commission as provided by the City Charter, is to have final jurisdiction and authority to hear and determine appeals by any aggrieved employee who has been subject to disciplinary action of any kind.

Duties and Responsibilities:

- Attend meetings as scheduled, either virtually or in-person.
- Complete necessary paperwork, orientation and training.
- Update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
- Represent City and County of Broomfield in a professional manner in keeping with Broomfield policies, including the [Board Member Conduct Policy](#).

Qualifications:

- No experience necessary.
- Must be a resident of Broomfield.
- Volunteer must exhibit a strong command of the English language.
- Ability to work with minimal guidance.
- Must have a patient and understanding demeanor.

Meeting Information:

Meetings will be held to welcome new members and select a chairperson as needed. Other meetings shall be called by the chairman as often as needed to conduct official business, as identified in Chapter 2-12 of the Broomfield Municipal Code.

Benefits for the Volunteer:

Contribute to making Broomfield a great place to work, live and play. Be a part of the local government supporting critical services to Broomfield residents.

Reports to:

Staff liaison: Human Resources Director, Niki Macklin.

To Apply:

Visit Broomfield.org/BandC for more information.