



Application Fact Sheet

Personnel Committee

The City of Richland is accepting applications from citizens interested in serving on the Personnel Committee. The term for Position No. 2 will expire on September 30, 2025.

- The candidate appointed to Position No. 2 will serve a three (3) year term beginning October 1, 2025, and ending September 30, 2028.

Number of Vacancies	One (1)
Deadline for Submittal	Open until filled.
Authority	Richland Municipal Code 2.04.110 and 2.28.125
Number of Members	Membership is composed of one (1) Committee Chair and two (2) Members.
Residency Requirements	Members must be a citizen of the United States, a registered voter in Benton County, and a resident of the City of Richland for at least (3) years immediately preceding this appointment. RMC 2.04.110
Qualifications*	During the term of office, a member of the personnel committee shall not serve on any other Richland municipal board, commission or committee. *All applicants will be reviewed for potential conflicts of interest.
Appointment	The current procedure for filling vacancies requires an incumbent to reapply along with any other interested individuals.
Term of Office	Members shall serve staggered three-year terms and until the successors are appointed and confirmed. Appointment to the Committee is limited to two consecutive terms. During the term of office, a member of the personnel committee shall not serve on any other Richland municipal board, commission or committee.
Compensation	This is a non-salaried appointment.
Duties	Responsibilities of the Committee are to monitor the administration and grading of competitive examinations and hear appeals on any disciplinary action resulting in suspension, demotion, reduction in pay or termination, any alleged violation of the established personnel plan related specifically to hiring or promotional opportunities, and any challenge to the reasonableness of the appointing authority's actions related to a reduction in force. Those individuals with experience in personnel management are encouraged to apply.
Meetings	Meetings are scheduled on the second Thursday of every other month or as called.
Application Process	An application may be obtained at www.ci.richland.wa.us/bccvacancies or at the address listed below. All applicants will be considered regardless of age, sex, race, creed, religion, national origin, or presence of disabilities.

Please note that applications will be reviewed in batches every two weeks until the position is filled. Applicants selected to participate in the interview phase of the recruitment will be contacted by city staff.