



City of Manchester Archives
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Collection Summary

Repository: Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Creator: Human Resources Department. City of Manchester, NH.

Title: Human Resources Departmental Records

Collection Number: 0419.002

Accession Number: 2016.01

Dates: 1965-2017 (2007-2017 bulk dates)

Volume: 1 linear foot

Languages: Collection materials are in English.

Related Collections: Yarger-Decker Records (0419.001).

Access: Access to collection is open to the public. Please contact the archives for an appointment to view materials. Cite the collection number, box and folder numbers when making an appointment.

Digital Note: Digital records exist for entire collection. Contact archives for details on access.

Conservation Notes: Not applicable.

Finding Aid Prepared by: Mike Intranuovo, 2016.

Table of Contents

- I. Historical Note ... Page 2**
- II. Collection Description ... Page 2**
- III. Series Descriptions and Inventory ... Page 3**

Historical Note

The Human Resources Department evolved from the initial appointment of a Personnel Director in 1967, which was established by ordinance on July 1 of that year¹. The first director, Wilbur L. Jenkins, had previously worked for J.L. Jacobs Co., which was authorized to prepare class and compensation specifications for city employees and was presented to the Board of Mayor and Aldermen.

The Human Resources Department's mission is to attract, retain, and develop the best and most qualified employees for the City Government. The department works to improve productivity and promote quality performance of every employee. It provides human resource services to support employees and the employment process.

Collection Description

The collection consists of three record series, *Employee Handbooks*, *Pay Schedules*, and *Reports*. These records are created by or for the Human Resources Department for use by the City's employees and prospective employees.

¹ Government Book, 1972-1973. Accession 2010.133. Manchester City Archives. Office of the City Clerk. City of Manchester, NH.

Series Descriptions & Inventory

Series I: Employee Handbooks, 2007 – 2015

Employee handbooks are created by the Human Resources Department and are updated whenever necessary. The handbooks offer a general overview of employment in the City of Manchester's government. It includes the City's vision, mission, and management philosophy statements, as well as salary, benefits, health and safety, and policies. Arranged chronologically.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
August 2007	01	01
January 2010	01	02
July 2014	01	03
July 2015	01	04

Series II: Pay Schedules, 2013 – 2015

Pay schedules document the annual salary, hourly rate, and overtime rate of each pay grade and its steps. Pay grades are applied to certain positions, and steps are applied due to merit and/or promotion. Pay schedules are updated every fiscal year. Arranged chronologically.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
2013	01	05
2014	01	06
2015	01	07
2017	01	08

Series III: Reports, 1965

This series consists of one report from the J.L. Jacobs Company, which was consulting the City of Manchester on personnel and salary issues before the City created the Personnel Director position.

<i>Folder Title</i>	<i>Box Number</i>	<i>Folder Number</i>
Report with Recommendations on Organization and Management Improvements and City Hall Space Requirements, November 1965.	01	09