



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, MAY 22, 2018, 4:30 PM
CITY HALL, ROOM 207**

A. Roll Call.

- I. Members: Ald. Bill Galvin, Chair, Ald. Kathy Lefebvre, Vice Chair, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of the minutes from May 8, 2018.

D. Regular Business.

- I. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Communications Technician - Public Works
 - b. Sewer Maintenance Worker (2 positions) - Public Works
2. Adoption of findings of fact and conclusions of law on Removal From Specialty Team or Assignment grievance.
3. Consideration with possible action on request by Ald. Wery to allow City Council members to be provided with printed agendas.

E. Informational.

- I. Report of Routine Personnel Actions for Regular employees.
2. Next meeting date: June 12, 2018.

F. Public Hearings.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Personnel Committee will attend this committee meeting and will constitute a meeting of the Personnel Committee for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 22, 2018

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Communications Technician - Public Works
- b. Sewer Maintenance Worker (2 positions) - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 5.22.18
2. Communications Tech - R. Frailing 5.7.18
3. Sewer Maint Worker - G. Potts 5.8.18
4. Sewer Maint Worker - J. Gilson 5.18.18

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Peggy Barden
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 18, 2018

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2018 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Communications Technician – Replacement position due to the retirement of Randy Frailing effective February 15, 2019. Salary range: \$25.35 - \$29.82/hour.
- Sewer Maintenance Worker – Replacement position due to the resignation of Greg Potts effective May 18, 2018. Salary range: \$21.24 - \$24.99/hour.
- Sewer Maintenance Worker – Replacement position due to the resignation of Jeremy Gilson effective June 1, 2018. Salary range: \$21.24 - \$24.99/hour.

**Position Fill Request
Justification Report
May 4, 2018**

Position Title: Communications Technician – DPW Traffic Division

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X Replacement Position Not a Replacement Position

This position is vacant as a result of DPW Communications Technician Randall H. Frailing's retirement announcement. Randy plans to retire from City of Green Bay service effective at the end of the work day on Friday, February 15, 2019. HOWEVER, Randy is a one-person operation. So DPW is seeking recruitment for the upcoming vacancy now for the intention of over-hiring and training purposes.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW operating budget. The current salary for the Communications and Electronics Technician is \$25.35/hour to \$29.82/hour (\$52,728 to \$62,026 annually)

- 3. Please list the functions and any special information regarding this position.**

The DPW-Communications Technician performs duties including, but not limited to, installing and maintaining 1) 2-way mobile and portable radio equipment, 2) select telephony equipment, and 3) P.A. systems, 4) alarm devices, and 5) other miscellaneous electronic devices. These services are performed for ALL City departments, and some County entities. The Communications Technician also maintains all City FCC licensing requirements and activities.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenue for the City. But the use of in-house labor and equipment for this service has proven over the past 28 years to greatly reduce the cost of these services, compared to contracting for them.

- 5. Please explain why current staff is unable to absorb duties of this position.**

There is only ONE (1) DPW-Communications Technician. There is not staff to absorb these duties when the position is vacant. This is the reason DPW intends to over-hire for this position six (6) or more months ahead of Randy's retirement. DPW needs to get the new Communications Technician up to speed, to assure a seamless transition of duties and services.

6. If duties of position are presently being done, how are they done?

There is only ONE (1) DPW-Communications Technician. There is not staff to absorb these duties when the position is vacant. This is the reason DPW intends to over-hire for this position six (6) or more months ahead of Randy's retirement. DPW needs to get the new Communications Technician up to speed, to assure a seamless transition of duties and services.

7. What service would be reduced or eliminated if this position is not filled?

DPW cannot reduce or eliminate its core services. A reduction in DPW staff will result in a lower level of service to residents, and will increase the amount of time required to complete those services.

8. What are the alternative methods and costs of accomplishing the work?

There is no financially reasonable alternative to the current Communications Technician position. Private communication services are considerably more expensive than the cost of operating the DPW-Traffic Division Communications and Electronics Section.

9. Are there union issues? No

10. Other supporting comments. None

**Position Fill Request
Justification Report
May 8, 2018**

Position Title: Sewer Maintenance Worker – DPW Operations Division/Sewer Section

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as the result of the resignation of Greg Potts, effective May 18, 2018.

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded through the City's Sanitary Sewerage District and Stormwater Utility operating budgets. The current base rate for this position is Grade "G" of the City Pay Plan, which is \$21.24 to \$24.99 per hour, or \$44,179 to \$51,979 per year.

3. **Please list the functions and any special information regarding this position.**

Sewer Maintenance Workers perform a full range of duties including, but not limited to, cleaning storm and sanitary sewers, maintaining other critical sanitary and stormwater drainage infrastructure such as lift stations, and completing other assignments necessary for the Sewer Section to perform its duties.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not directly generate revenue for the City. However, the use of in-house labor and equipment reduces the need to contract out for those services.

5. **Please explain why current staff is unable to absorb duties of this position.**

Loss of a Sewer Maintenance Worker position represents a reduction in the City's ability to provide sewer services in a timely manner.

6. **If duties of position are presently being done, how are they done?**

When a Sewer Section position is vacant, duties are assigned to other Sewer Section employees as needed. When there is a lack of personnel, assignments are prioritized. Lower priority assignments are either postponed or not completed.

7. **What service would be reduced or eliminated if this position is not filled?**

The Sewer Section will continue to perform all of its core services. The City cannot stop maintaining its sewer systems, as they directly impact the health and welfare of residents. However, a reduction in staffing will result in a lower level of service to residents.

8. What are the alternative methods and costs of accomplishing the work?

One alternative would be working overtime to maintain the required service. Another alternative would be outsourcing of services. Both alternatives pose potentially higher costs to the City.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
May 18, 2018**

Position Title: Sewer Maintenance Worker – DPW Operations Division/Sewer Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as the result of the resignation of Jeremy Gilson, effective June 1, 2018.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded through the City's Sanitary Sewerage District and Stormwater Utility operating budgets. The current base rate for this position is Grade "G" of the City Pay Plan, which is \$21.24 to \$24.99 per hour, or \$44,179 to \$51,979 per year.

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One alternative would be working overtime to maintain the required service. Another alternative would be outsourcing of services. Both alternatives pose potentially higher costs to the City.

9. Are there union issues?

No.

10. Other supporting comments.

None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 22, 2018

AGENDA ITEM # D.2.

Adoption of findings of fact and conclusions of law on Removal From Specialty Team or Assignment grievance.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 22, 2018

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on request by Ald. Wery to allow City Council members to be provided with printed agendas.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 22, 2018

PREPARED BY

AGENDA ITEM # E.I.

Report of Routine Personnel Actions for Regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 5.22.18

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**

June 12, 2018

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Park Maintenance Worker	Parks, Recreation & Forestry	Gary Faulkner	5/8/18
Patrol Officer	Police	Kyle Sieracki	5/21/18
<u>Transfer</u>			
Laborer - Sanitation	Public Works	Derek Boggs	5/7/18
Truck Driver - Sanitation			
Sewer Maintenance Worker	Public Works	Greg Veeseer	5/7/18
Laborer - Sanitation			
Park Maintenance Worker	Parks, Recreation & Forestry	Frank Theys	4/20/18
Painter			
<u>Promotion</u>			
Engineer	Fire	Kyle Koch	4/28/18
Lieutenant			
Firefighter	Fire	Jeffrey Huguet	4/28/18
Engineer			
Firefighter	Fire	Cory Zegers	4/28/18
Engineer			
<u>Grade/Step Change</u>			
Lieutenant	Police	Richard Belanger	5/4/18
Step 3			
Adv. Patrol Officer	Police	Kamra Allen	5/25/18
Step 6			
Adv. Patrol Officer	Police	Jessica Bahl	5/25/18
Step 6			
Firefighter	Fire	Tyler Kreiter	4/10/18
11 year step			
Firefighter	Fire	Elliot Collier	4/10/18
11 year step			
Firefighter	Fire	Richard Longcore	4/10/18
11 year step			
Firefighter	Fire	Todd Madson	4/10/18
11 year step			
Firefighter	Fire	Timothy Everson	4/10/18
11 year step			

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
Firefighter 11 year step	Fire	Ryan Waldinger	4/10/18
Firefighter 6 year step	Fire	Kraig Isley	4/2/18
Firefighter 6 year step	Fire	Michael Tomaso	4/2/18
Firefighter 6 year step	Fire	Shelly Loomis	4/2/18
Firefighter 6 year step	Fire	James Bourgeois	4/2/18
Firefighter 6 year step	Fire	Randy Stocker	4/2/18
Firefighter 6 year step	Fire	Greg Dougherty	4/2/18
Firefighter 6 year step	Fire	Justin Bauer	4/2/18
Firefighter 6 year step	Fire	Matthew Mikulsky	4/2/18
Purchasing Assistant Step 2	Administrative Services	Becky Maccoux	5/27/18
Sewer Foreperson Step 2	Public Works	Scott Martens	6/1/18
<u>End of Employment</u>			
Deputy City Clerk	Administrative Services	Anita Raleigh	5/18/18
Sewer Maintenance Worker	Public Works	Greg Potts	5/18/18
<u>Longevity</u>			
Regular Crossing Guard 16th year	Police	Marie Kranjec	1/3/18