AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MARCH 12, 2019, 4:30 PM
CITY HALL, ROOM 207

A. Roll Call.

1. 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.

1. Approval of the minutes from February 26, 2019.

D. Regular Business.

1. Consideration with possible action on request to reclassify the Sr. Landscape Architect position to a Civil Engineer II position and request to fill the Civil Engineer II position and all subsequent vacancies as a result of internal transfers.

E. Informational.

1. Report of routine personnel actions for regular employees
2. Next meeting date: March 26, 2019.

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 Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council 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	PREPARED BY
March 12, 2019	

AGENDA ITEM # D.1.

Consideration with possible action on request to reclassify the Sr. Landscape Architect position to a Civil Engineer II position and request to fill the Civil Engineer II position and all subsequent vacancies as a result of internal transfers.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Civil Engineer (Project Development) Final
2. PRF - Sr. Landscape Architect Reclassification - Personnel Committee - 3-12-19

JOB DESCRIPTION
City of Green Bay

Position Title:	Civil Engineer II– Parkroject Development
Department:	Department of Parks, Recreation & Forestry Department, Design & Development DivisionPublic Works/Engineering Division
Reports To:	Park Planner and Director of Parks, Recreation & ForestryAssistant City Engineer and Assistant Director of Public Works
Status:	Exempt
Salary Range:	Dependent upon Qualifications: Civil Engineer I: Grade H ($48,464-$57,013) Civil Engineer II: Grade J ($56,992-$65,354)
Job Summary:	Under direction of the Park PlannerAssistant City Engineer – Project Development, performs work of moderate difficulty in the design of various parkpublic works projects and in the supervision of construction.
Essential Functions:	▪ Prepares plans and specifications for various Parkpublic works projects. ▪ Completes engineering design computations, estimates of quantities and cost estimates for various parkpublic works projects. ▪ Prepares technical reports, studies and permit applications. ▪ Administers parkpublic works contracts of average to moderate difficulty. ▪ Inspects construction of various parkpublic works projects. ▪ Performs field review to aid in design. ▪ Complete park basemap updates. Serves as head of survey crew engaged in making various surveys for public works projects. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Considerable knowledge of civil engineering principles and practices as applied to the design of parking lotsstreets, trails, walkways, storm and sanitary sewers, buildings, athletic fields and other parkpublic works projects. Good knowledge of field engineering including surveying, inspection and construction practices. Good knowledge in the sources of engineering information. ▪ Good computer skills including proficiency in Microsoft Office and knowledge of CAD, Civil 3D, and engineering application software. Considerable skill in preparing and checking complex designs, details, estimates, plans and specifications for public works projects.

	Considerable skill in the application of engineering theory to complex field and office problems. Considerable skill in reading and interpreting construction plans and specifications. ▪ Ability to follow detailed written and oral instructions. Ability to establish and maintain effective working relationships with other employees, other agencies, and the general public. Ability to communicate effectively, both orally and in writing. Ability to work the required hours of the position. May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education and Experience	▪ Bachelor's Degree in Civil Engineering. ▪ Previous civil engineering experience highly desirable. (1-3 years practical experience in civil engineering work required for Civil Engineer II) ▪ Previous park engineering experience highly desirable. ▪ Registration as a licensed Professional Engineer (PE) in the State of Wisconsin highly desirable. ▪ Valid driver's license and good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 10-20 pounds. ○ Frequent standing, walking and sitting. ○ Ability to focus for long periods of time on projects. ○ Ability to reach and climb. ○ Ability to climb and hike in rough terrain. ○ Ability to work in varied environmental conditions and worksite conditions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.

_____ _____

Employee Signature Date

MEMORANDUM

Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Dan Ditscheit
Parks, Recreation & Forestry Director

Re: Request to reclassify and to fill the Sr. Landscape Architect position in the Design Division of the Parks, Recreation & Forestry Department

Date: March 12, 2019

RECOMMENDATION

I. The Parks, Recreation & Forestry Department requests the following:

A. Reclassify the Sr. Landscape Architect from Pay Grade J ($56,992-$65,354) to a Civil Engineer II position at Pay Grade J ($56,992-$65,354). Request to fill the Civil Engineer II position and all subsequent vacancies as a result of internal transfers.

BACKGROUND

II. In September of 2018 the Design & Development Superintendent was promoted to Park, Recreation & Forestry Director. Since that time the Park Director has evaluated the Park design division to determine where efficiencies could be improved.

Under the current table of organization, the Park design staff is divided between two positions. The Design & Development Supt. position supervises the Sr. Landscape Architect position and manages all of the Park planning and construction activities. The Sr. Landscape Architect provides support to the Design & Development Superintendent position on these initiatives.

Throughout the years the major obstacle to the Park design division is the lack of available City engineers for park projects. The Department of Public Works typically provides engineering services for Park projects as Civil engineering staff time is available. Often times it takes several years before engineering occurs for a Park funded project. Through a combination of high turnover rates with Public Works engineers and a desire to complete more Public Works infrastructure projects, the approved Park projects have begun to back up to a point where it has become problematic. The Department of Public Works has recently indicated that the Parks Department may have to look at contracting out Civil

engineering projects in future years in order to keep up with the amount of park projects that are necessary and approved.

There are several benefits to having a dedicated Civil Engineer II on staff for Park projects. The Parks Department will have more control as to when Park projects are constructed. The City will see a significant cost savings in the future by not having to contract out Civil Engineering services for the approved Park projects in the future. In addition, Public Works will benefit by not having to dedicate Public Works engineers to Park projects.

This has been reviewed with the Director of Public Works and he is supportive of this reclassification. He is also willing to dedicate his staff time to train this Civil Engineer II so that this individual learns how to design a project to Public Works satisfaction.

In addition, the 2019 budget approved hiring the Design and Development Superintendent on April 1, 2019. Director Ditscheit and Human Resources will re-title this position to Park Planner to be consistent with industry standards. The job duties will remain consistent with the previous Design & Development Supt. position. Therefore the pay scale will remain the same. The current Sr. Landscape Architect will be promoted to the Park Planner.

A. **Civil Engineer II**: It is proposed that the Sr. Landscape Architect position will be reclassified to a Civil Engineer II and will focus only on Park Department projects. The job duties will be consistent with the job duties for a Public Works Civil Engineer II position and will report to the Park Planner. (See attached Job Description). Because there will only be one engineer working for the Parks Department, there is a desire to hire an individual with several years of experience, instead of hiring a Civil Engineer I with minimal experience.

FISCAL IMPACT

III. This reclassification results in minimal cost differential to the annual City budget.

The Design and Development Supt. position is budgeted as Level 1 and can be filled starting April 1, 2019 per the approved budget. If the reclassification of the Sr. Landscape Architect is approved, then the internal candidate will start on April 1, 2019 and will start at Level 1, which is approximately a 3% raise over her current salary. There would be no cost differential to the budget for this internal promotion.

It is recommended that the Civil Engineer II position be placed in Pay Grade J of the City Pay Plan, which is comparable to the other Civil Engineering II positions with Public Works. The existing Sr. Landscape Architect is currently budgeted as a Level 5 position. There would likely be a cost savings of a few thousand dollars if a new individual is hired in the Civil Engineering II position. The only possibility that the budget would increase is if an internal candidate transfers into this position and the selected candidate is currently higher

level than a level 5 Civil Engineer II.

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
March 12, 2019

Position	Department/Division	Name	Date
New Hire			
Patrol Officer Recruit	Police	MaKayla Wolfe	3/4/2019
Promotion			
Records Clerk Evidence Technician	Police	Jean Rakers	2/20/2019
Firefighter EMT-P Engineer EMT-P	Fire	Thomas McKenna	1/1/2019
Seasonal PRF w/WRS Park Facilities Supervisor (Food & Beverage)	PRF	Stephanie Corsten	3/5/2019
Planner II Principal Planner	CED	David Buck	3/4/2019
Human Resources Assistant Human Resources Generalist	Human Resources	Adam Reidinger	3/4/2019
Grade/Step Change			
DPW Op/Operator II	Department of Public Works	Dustin McMullen	2/19/2019
DPW Op/Truck Driver - Street	Department of Public Works	Brandon Roffers	2/19/2019
Civil Engineer I	Department of Public Works	Jeffrey Bodoh	2/20/2019
Engineering Aide II	Department of Public Works	Jeffrey Lambrecht	2/19/2019
Assistant City Attorney	Law	Richard Maes III	2/19/2019
Firefighter EMT-P	Fire	Logan Baitinger	3/1/2019
Firefighter EMT-P	Fire	Jeremy Stern	3/1/2019
Firefighter EMT-P	Fire	Brock Ploederl	3/1/2019
Firefighter EMT	Fire	Lucas Gretzinger	3/1/2019
Firefighter EMT	Fire	Taylor Noe	3/1/2019
Firefighter EMT	Fire	Kelsey Kelderman	3/1/2019
Deputy City Clerk	Administrative Services/Clerk	Kimberly Wayte	2/20/19
Patrol Officer	Police	Paul Linsmeyer	3/12/2019
Administrative Clerk	Administrative Services/Clerk	Jennifer Lueskow	2/26/2019
Assistant City Engineer	Department of Public Works - Engineering	Matthew Woicek	3/5/2019
Appraiser II	Finance/Assessor	Kristi Norton	2/28/2019
Erosion Control Specialist	Department of Public Works - Engineering	Kelli Mincheski	3/1/2019
Laborer - Sanitation	Department of Public Works - Operations	John Krumrey	2/26/2019
Laborer - Sanitation	Department of Public Works - Operations	Nicholas Dorsey	3/5/2019
Laborer - Sanitation	Department of Public Works - Operations	Keith Waldo	3/12/2019
Custodian	Transit	Bruce Nevala	2/28/2019
Administrative Clerk II	Admin Services/Clerk	Jaime Fuge	3/10/2019
Planner II	Community & Economic Development	David Buck	2/18/2019
End of Employment			
Patrol Officer	Police	Steven Nurkala	2/22/2019
Accountant	Transit	Alex Sweetman	3/15/2019