



AGENDA OF THE PERSONNEL COMMITTEE

MONDAY, MARCH 23, 2020, 4:30 PM

Special Telephonic Meeting of the Personnel Committee

To listen to the meeting go to:

<https://www.youtube.com/CityOfGreenBay>

A. Zoom Meeting Call Numbers

- I. I. The attached documents contains telephone numbers and instructions for calling into this Zoom Meeting.

B. Roll Call.

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

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from February 25, 2020.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Records Clerk - Police
 - b. Building Maintenance Technicians - Public Works
 - c. Administrative Clerk - Public Works
2. Consideration with possible action the request by Ald. Johnson to draft a resolution requesting the state to suspend rules on utilization of the Unemployment Insurance fund to allow employers and/or governments to access the fund in tandem with matching subsidy payments to fully compensate employees affected by Coronavirus who are temporarily and/or partially displaced.

3. Consideration with possible action the request by Ald. Dorff to the Finance or Personnel committee by Fire and what other departments may be appropriate, regarding our current city pandemic plan in terms of potentially needed finances and personnel, especially, but not limited to, protecting our first responders from contamination.

F. Informational.

1. Building Maintenance Technician Emergency Authorization to Hire
2. Recruitment initiated to add a full-time Senior Animal Keeper position approved as part of the 2020 budget.
3. Report of routine personnel actions for regular employees.
4. Next meeting date: April 7, 2020

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.

Zoom Personnel Meeting

Topic: Personnel Meeting of 3/23/20

Time: Mar 23, 2020 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/372057360>

Meeting ID: 372 057 360

One tap mobile

+13126266799,,372057360# US (Chicago)

+19292056099,,372057360# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 372 057 360

Find your local number: <https://zoom.us/u/adbdyTaAgU>

Zoom Meeting Instructions

For Committee members and persons who have agenda items

1. You will receive a zoom meeting invitation from the host. It will be scheduled the same time as your meeting time.
2. You can receive the invitation in an email or in a calendar invite.
3. Here is what a zoom meeting invitation will look like:

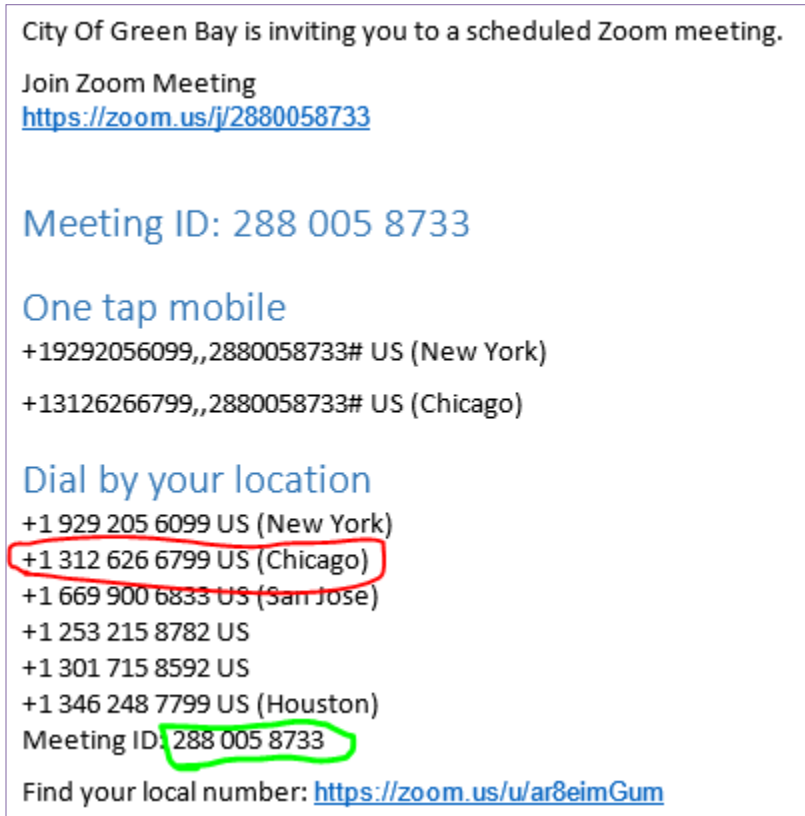
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.	The person who has invited you and is the host is named here.
Topic: Parks Committee 3/25/20	Host can choose a topic and description
Time: Mar 25, 2020 05:00 PM Central Time (US and Canada)	Host chooses the time and time zone. The host may allow you to join before the time. City meetings are recommended to let members join ahead of time.
Join Zoom Meeting https://zoom.us/j/810766649	This is what you'll use if you join via computer. City meetings are recommended to allow both phone and computer.
Meeting ID: 810 766 649	This is the ID that you will input after you dial the telephone number
One tap mobile +19292056099,,810766649# US (New York) +13126266799,,810766649# US (Chicago)	If you're using a mobile telephone number, use can simply click on these numbers and they will appear on your smart phone. The pink is the telephone number and the green is the meeting id.
Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)	Use these numbers for all types of phones. The trick here is to dial the first number, and if that doesn't work, go down the list until you find a number that works. Usually the first or second number will work.
Meeting ID: 810 766 649	Repeating the meeting id.
Find your local number: https://zoom.us/u/adbdyTaAgU	If these above numbers don't work, click this link to find other, local numbers.

4. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
5. Once you are in the meeting please mute yourselves. City recommended practice is to:
 - a. Allow a waiting room—this means the host will admit you to the meeting
 - b. Mute upon entry—this means that your phone or computer will be muted when you are allowed into the meeting. You can still hear the meeting's proceedings.
6. Waiting room
 - a. Committee members will remain in the meeting until it's concluded
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting). There is a process the committee will undertake called "opening the floor." Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay
 - c. The host of the meeting may ask you to identify yourselves, if you're calling in with a phone.
7. Using Zoom with a tablet or computer

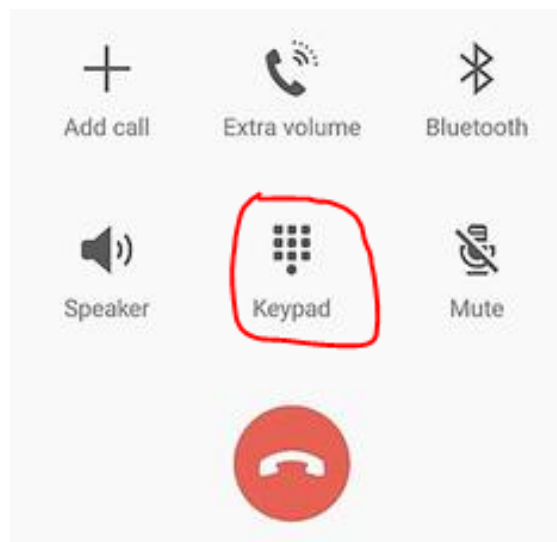
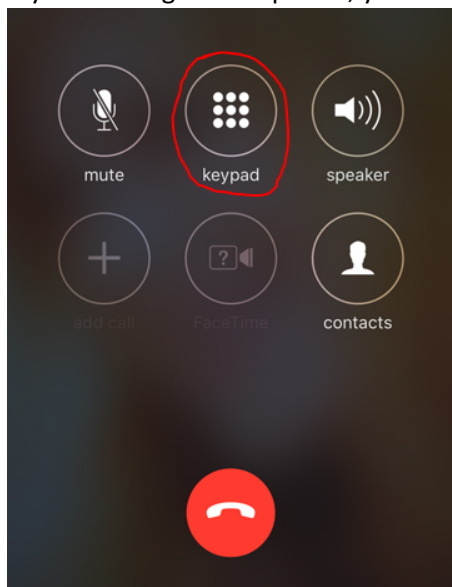
- a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
- 8. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will still be tied to an email.
- 9. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can "raise your hand" in the zoom meeting (you'd need to use a computer or tablet) to let the host know you'd like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can "raise your hand" but you'd need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has "opened the floor for interested parties to speak." Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again. Once muted, you can still hear the meeting.
- 10. Staffing
 - a. During a committee meeting, there will be at least one staff member in one of the recording rooms (council chamber, 207, 310, 604).
 - b. The staff members will be the hosts of the meeting and will manage callers with muting and admitting.
- 11. What devices should I use?
 - a. Smart phone (please see more detailed instructions on pages 3 and 4 for telephones)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You'll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
- 12. Zoom etiquette
 - a. Muting yourselves when you're not talking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number.
- 13. Closed session
 - a. During this time when we are using virtual meetings, we may use YouTube (www.youtube.com/CityOfGreenBay) for the public. We can't turn-off the You Tube recording, so all closed session items will be discussed in an adjoining room, where there is no video equipment.
 - b. Persons listening in will hear the committee take a vote to go into closed session and will then hear no voices until the committee returns.

Please allow yourself ample time to get set up before your meeting starts!
If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.

1. Review the calendar invite you received from the meeting host. DO NOT use the phone numbers listed in this image below – this is only an example!

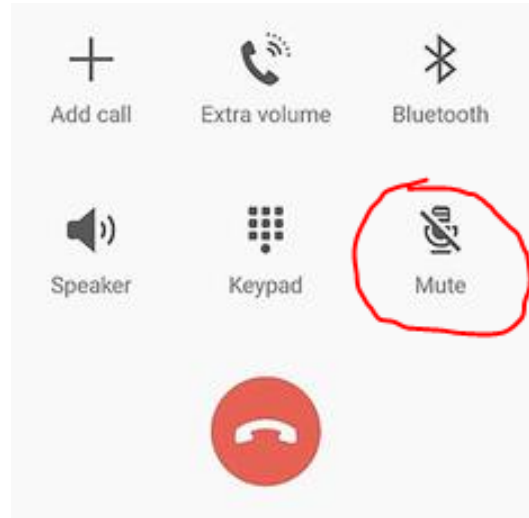
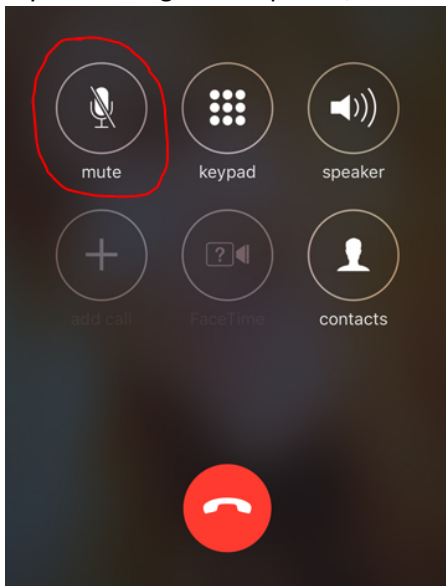


2. Use your phone to dial the phone number listed in Chicago location (red circle in example image above)
3. When prompted, enter the Meeting ID number (green circle in example image above) followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



4. Once you are in the meeting, notify the meeting host that you are in and state your name.
5. If you do not need to talk, please make sure your phone is on **Mute**

- a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 23, 2020

PREPARED BY

AGENDA ITEM # E.I

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

- a. Records Clerk - Police
- b. Building Maintenance Technicians - Public Works
- c. Administrative Clerk - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 03.10.2020
2. Records Clerk M Carlson retire 4-16-20
3. Building Maintenance Technician - Kellner 02.21.20
4. Administrative Clerk (DPW) - Fleese 03.30.20

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: March 23, 2020

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2020 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Records Clerk – Replacement position due to the retirement of Mary Carlson effective April 16, 2020. Salary range: \$17.30 - \$20.35 per hour.
- Building Maintenance Technician - Replacement position due to the resignation of Andy Kellner effective February 21, 2020. Salary range: \$19.96 - \$23.49 per hour.
- Administrative Clerk – Replacement position due to the resignation of Stacie Fleese effective March 30, 2020. Salary range: \$17.30 - \$17.81 per hour.

**Position Fill Request
Justification Report
February 25, 2020**

Position Title: Records Clerk

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 is a replacement position for Mary Carlson who is retiring effective 4/16/20.

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 included in the current budget. Wage range is \$17.30-\$20.35/hour.

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

Records clerical support, validating/processing police reports and citations.

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

Yes, in terms of citations and arrests. When citations are not processed in a timely manner, it impacts Municipal Court and revenues.

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

Due to the volume of reports and citations. The Records Division has lost 2 full time positions off the Table of Organization over the last 2 years.

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

By the incumbent.

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

Entering police records and arrests to maintain data available to law enforcement officers, courts and other government agencies. Processing citations to forward to Municipal Court. Internal and external customer service.

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

Overtime assignments filled by the current staff as a short term fix, but this is not a feasible long-term solution.

9. **Are there union issues?**

No

10. **Other supporting comments.**

None

**Position Fill Request
Justification Report
February 21, 2020**

Position Title: Building Maintenance Technician (BMT)
DPW Operations Division/Buildings and Grounds 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 a result of the resignation of BMT Andy Kellner, effective at 7:30 a.m. on Friday, February 21, 2020

- 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 wage range for this position is \$19.96 to \$23.49 per hour (\$41,517 to \$48,859 annually)

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

DPW's BMT staff cleans and maintains all DPW facilities. They provide 24-hour on-site duty coverage on weekdays and 24-hour first-response on-call service on weekends. BMT's serve as DPW's first responders to emergency calls received from the DPW emergency line and Police Department. BMT job duties include but are not limited to building cleaning and maintenance, first-response barricading, supplemental incident traffic control, securing DPW facilities after hours, and crash debris clean-up.

- 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 reduces the need to contract out for those services.

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

Each of the three (3) BMT's work five (5) 8-hour shifts on-site Monday through Friday. Then they rotate first-response on-call duty for the entire weekend on a three week rotation. If the current BMT staff is reduced then overtime must be routinely expended to maintain proper BMT coverage. This would increase the potential of BMT burnout.

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

When a BMT vacancy occurs, DPW either pays overtime to other BMT staff or modifies the work schedule of DPW Laborers from other sections to fill vacant BMT shifts. Vacant weekday (7:00 a.m. to 3:00 p.m. Monday to Friday) BMT shifts are not filled because the rest of DPW field staff is already present for emergency response.

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

DPW will continue to perform all of its core services. However, a reduction in staffing can result in a lower level of service to residents and potentially increase the amount of time required to complete the services. If a BMT position is eliminated, DPW plans to change to an on-call BMT service on weekends. First responder actions will still be performed. But it response will dispatch from the BMT's private residence instead of from a DPW facility.

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

See response to item 7 above

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report**
March 16, 2020

Position Title: Administrative Clerk (DPW)

- 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

Stacie Flease has resigned effective March 30, 2020.

- 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 – \$17.30-\$17.81 per hour.

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

- A. Provides clerical support services to departmental staff in the processing of letters, reports, permits, studies, and forms as instructed by the Public Works Supervisor. Prioritizes and processes work related to City construction and/or reconstruction projects to meet deadlines of bidding documents and corresponding advertisement notices, agenda, change orders, letters, reports, payments, and record keeping of the same. Types and data enters information for statistical or financial reports, correspondence, schedules, budgets, statements, and other material as necessary, which frequently involves some judgement regarding the information included or format used. Tracks various licensing programs and related duties.
- B. Prepares agenda, minutes, and organizes follow-up work of notices and correspondence for Improvement & Services Committee and Traffic, Bicycle, & Pedestrian Commission; processes follow-up Council report and prepares resolutions as needed. Records and files proceedings as they relate to the Department. Organizes and maintains records of 90-day traffic signage trial periods for Traffic, Bicycle, & Pedestrian Commission. Takes and prepares minutes and summaries for bid opening meetings. Prepares minutes for preconstruction and other meetings as needed.
- C. Maintains files and prepares correspondence, forms, reports, and other materials; sorts and files materials alphabetically, numerically or by other predetermined classification. Searches for information for same from various sources. Updates Public Works website and calendars as needed.
- D. Sells and issues various items such as bidding documents, plans, maps, garbage and recycling bins, etc. Issues receipts. Maintains related records.
- E. Generates invoices for early solid waste/recycling set out collection, bulk collection, snow and ice control, grass and weed control, damaged City property, clean-ups, excavation permits, etc., and maintain records. Compiles and enters data for requisitions and purchase orders and maintains records of requisition purchases. Maintains inventory and keeps records of supplies.

- F. Records, reviews, and maintains records of utility bills for City and department facilities and/or equipment.
- G. Maintains records of employee leave time.
- H. Acts as receptionist, assisting callers and responding to inquiries. Performs moderately to considerably difficult telephone answering and counter work, which may involve explanation of some departmental procedures or independent judgement for immediate/emergency referral to staff. Takes complaints and forwards to appropriate personnel.
- I. Organizes and processes street resurfacing postcard surveys of affected residents. Composes routine correspondence in accordance with standard policies.
- J. Assists Public Works Supervisor and Parking Division clerical staff with clerical-related duties as deemed necessary.
- K. Performs related work as required.

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

Clerical staff is responsible for accepting payment and/or preparing invoices for a variety of services including, but not limited to, excavation permits, bulk garbage collection, traffic equipment damages, snow removal, weed cutting, recycling carts, parking citations, and monthly parking stall rentals amounting to approximately \$3,000,000 per year in City revenue.

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

Loss of an Administrative Clerk position represents a reduction in DPW's ability to provide all administrative services in a timely manner, including customer service response times, accepting payments, sending invoices, issuing permits, executing DPW contracts, completing correspondence and letters, finalizing Committee agendas, reports, and minutes.

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

The position is currently filled.

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

Response time and the level of service to the public would be impacted.

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

Outsourcing of invoicing and answering service for phone calls. It is doubtful that this would be less costly and service levels would likely decrease.

9. Are there union issues?

No.

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 23, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action the request by Ald. Johnson to draft a resolution requesting the state to suspend rules on utilization of the Unemployment Insurance fund to allow employers and/or governments to access the fund in tandem with matching subsidy payments to fully compensate employees affected by Coronavirus who are temporarily and/or partially displaced.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Communication from Ald. Johnson 3.17.20



PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY

Date of Council Meeting: 03-17-2020

Request of Alderperson Brian Johnson

Refer to: Personnel

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

To draft a resolution ~~to~~ requesting
the state to suspend rules on
utilization of the UI fund to allow
employers and/or governments ^{to} ~~access~~ the fund in tandem with ^{matching} subsidy
payments to fully compensate employees
affected by coronavirus who are
temporarily, ^{and/or partially} displaced.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 23, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action the request by Ald. Dorff to the Finance or Personnel committee by Fire and what other departments may be appropriate, regarding our current city pandemic plan in terms of potentially needed finances and personnel, especially, but not limited to, protecting our first responders from contamination.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Pandemic Response Plan - Ald. Dorff 3.23.20

Communication

District One

Sent: Tuesday, March 03, 2020 11:07 AM

To: District One

In the spirit of preparation/mitigation, I request a report to the Finance or Personnel committee by Fire and what other other departments may be appropriate, regarding our current city pandemic plan in terms of potentially needed finances and personnel, especially, but not limited to, protecting our first responders from contamination.

Alderwoman Barbara Dorff

District 1

920 469 0969



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 23, 2020

PREPARED BY

AGENDA ITEM # F.I

Building Maintenance Technician Emergency Authorization to Hire

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Building Maintenance Technician - Lynch 02.21.20
2. Building Maintenance Technician - LaPlant 02.19.20

**Position Fill Request
Justification Report
February 21, 2020**

Position Title: Building Maintenance Technician (BMT)
DPW Operations Division/Buildings and Grounds 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 a result of the resignation of BMT Malik Lynch, effective at 7:00 a.m. on Friday, February 21, 2020

- 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 wage range for this position is \$19.96 to \$23.49 per hour (\$41,517 to \$48,859 annually)

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

DPW's BMT staff cleans and maintains all DPW facilities. They provide 24-hour on-site duty coverage on weekdays and 24-hour first-response on-call service on weekends. BMT's serve as DPW's first responders to emergency calls received from the DPW emergency line and Police Department. BMT job duties include but are not limited to building cleaning and maintenance, first-response barricading, supplemental incident traffic control, securing DPW facilities after hours, and crash debris clean-up.

- 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 reduces the need to contract out for those services.

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

Each of the three (3) BMT's work five (5) 8-hour shifts on-site Monday through Friday. Then they rotate first-response on-call duty for the entire weekend on a three week rotation. If the current BMT staff is reduced then overtime must be routinely expended to maintain proper BMT coverage. This would increase the potential of BMT burnout.

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

When a BMT vacancy occurs, DPW either pays overtime to other BMT staff or modifies the work schedule of DPW Laborers from other sections to fill vacant BMT shifts. Vacant weekday (7:00 a.m. to 3:00 p.m. Monday to Friday) BMT shifts are not filled because the rest of DPW field staff is already present for emergency response.

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

DPW will continue to perform all of its core services. However, a reduction in staffing can result in a lower level of service to residents and potentially increase the amount of time required to complete the services. If a BMT position is eliminated, DPW plans to change to an on-call BMT service on weekends. First responder actions will still be performed. But it response will dispatch from the BMT's private residence instead of from a DPW facility.

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

See response to item 7 above

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
February 21, 2020**

Position Title: Building Maintenance Technician (BMT)
DPW Operations Division/Buildings and Grounds 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 a result of the resignation of BMT Jeff LaPlant, effective at 3:00 p.m. on Wednesday, February 19, 2020

- 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 wage range for this position is \$19.96 to \$23.49 per hour (\$41,517 to \$48,859 annually)

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

DPW's BMT staff cleans and maintains all DPW facilities. They provide 24-hour on-site duty coverage on weekdays and 24-hour first-response on-call service on weekends. BMT's serve as DPW's first responders to emergency calls received from the DPW emergency line and Police Department. BMT job duties include but are not limited to building cleaning and maintenance, first-response barricading, supplemental incident traffic control, securing DPW facilities after hours, and crash debris clean-up.

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When a BMT vacancy occurs, DPW either pays overtime to other BMT staff or modifies the work schedule of DPW Laborers from other sections to fill vacant BMT shifts. Vacant weekday (7:00 a.m. to 3:00 p.m. Monday to Friday) BMT shifts are not filled because the rest of DPW field staff is already present for emergency response.

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DPW will continue to perform all of its core services. However, a reduction in staffing can result in a lower level of service to residents and potentially increase the amount of time required to complete the services. If a BMT position is eliminated, DPW plans to change to an on-call BMT service on weekends. First responder actions will still be performed. But it response will dispatch from the BMT's private residence instead of from a DPW facility.

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

See response to item 7 above

9. Are there union issues?

No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 23, 2020

PREPARED BY

AGENDA ITEM # F.2

Recruitment initiated to add a full-time Senior Animal Keeper position approved as part of the 2020 budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Senior Animal Keeper

MEMORANDUM



Human Resources Department

To: Joseph Faulds, Human Resources Director
Personnel Committee

From: Adam Reidinger
Human Resources Generalist

Re: Informational Item – Senior Animal Keeper

Date: March 10, 2020

During the 2020 budget process, the City Council approved adding a full-time Senior Animal Keeper to the Parks, Recreation & Forestry Department's table of organization.

Senior Animal Keepers are classified at Pay Grade H (\$50,440/annually - \$59,321/annually) of the City Pay Plan and are responsible for daily routine care and maintenance of the Wildlife Sanctuary's animal rehabilitation and exhibit birds and animals.

The Human Resources Department has initiated recruitment efforts to fill this position. Budget authorization allows for this position to be filled effective May 1, 2020. The projected fiscal impact for the remainder of 2020 for this position is \$54,745. Below is a detailed breakdown of the fiscal impact of the position.

Category	Senior Animal Keeper (Step 4 - \$26.38/hour)
Salary	\$37,225
FICA	\$2,649
WRS	\$2,513
Worker's Comp	\$89
Health Insurance	\$11,240
Dental Insurance	\$935
Life Insurance	\$94
TOTAL COMPENSATION	\$54,745

c: Dan Ditscheit
Steve Lakatos

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
March 23, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Laborer - Street	Department of Public Works	Todd DeGrave	2/24/2020
Transit Operator	Transit	Daniel Longoria	3/19/2020
Transit Operator	Transit	Alejandro Amaro	3/4/2020
Casual Worker	Department of Community & Economic Development	James Summers	2/25/2020
Parking Enforcement Officer	Department of Public Works	Gaylord Katzbahn	3/23/2020
Community Service Officer	Police	Jack Smith	3/6/2020
Relief Crossing Guard	Police	Stanley Sukowaty	3/3/2020
Parking Building Technician	Department of Public Works	Terri Antonio-Martinez	3/23/2020
Laborer - Sanitation	Department of Public Works	Jeffrey Bielski	3/23/2020
<u>Transfer</u>			
Laborer - Sanitation	Department of Public Works	Ken Maccaux	3/2/2020
Truck Driver - Sanitation			
Truck Driver - Streets	Department of Public Works	Warren Naud	3/9/2020
Building Maintenance Technician			
Laborer - Street	Department of Public Works	Bruce Kollman	3/9/2020
Building Maintenance Technician			
Mechanic	DPW	Jacob Borley	3/16/2020
Operator I			
Parking Building Technician	DPW	Joshua Sonesen	3/23/2020
Laborer - Sanitation			
<u>Reclassification</u>			
Relief Crossing Guard	Police	Steven Sannes	2/17/2020
Regular Crossing Guard			
<u>Promotion</u>			
Specialist I	Police	Janelle Kleemann	3/7/2020
Specialist II			
Park Maintenance Worker	Parks, Recreation & Forestry	Andrew Krzewina	3/16/2020
Park Superintendent			
Operator I	Department of Public Works	Jake LaCount	3/9/2020
Operator II			
Engineering Aide II	Department of Public Works	Jeffrey Lambrecht	3/16/2020
Engineering Technician			
<u>Grade/Step Change</u>			
Engineering Aide II	Department of Public Works	Jeffrey Lambrecht	2/19/2020
Transit Operator	Transit	Karen Sternkopf	2/15/2020
Paralegal	Law	Lindsey Belongea	3/11/2020
Laborer - Sanitation	Department of Public Works	Nick Dorsey	3/5/2020
Laborer - Sanitation	Department of Public Works	John Krumrey	2/26/2020
Principal Planner	Department of Community & Economic Development	David Buck	3/4/2020
HR Assistant	Human Resources	Hailey Heath	2/26/2020
Building Inspector	Department of Community & Economic Development	Peter O'Connor	2/25/2020
Patrol Officer	Police	Paul Linsmeyer	3/12/2020
Administrative Clerk	Administrative Services	Jennifer Lueskow	2/24/2020
Civil Engineer I	Department of Public Works	Jeffrey Bodoh	2/20/2020
Community Relations Assistant	Mayor's Office	Jered Vogeltanz	12/3/2019
Erosion Control Specialist	Department of Public Works	Kelli Mincheski	3/1/2020
Operator I	Department of Public Works	Jake LaCount	3/5/2020
Parking Maintenance Technician	Department of Public Works	Kira Gunville	3/11/2020
Building Services Coordinator	Department of Community & Economic Development	David Schmidt	3/5/2020
Public Works Supervisor	Department of Public Works	Dustin McMullen	3/3/2020
Administrative Clerk II	Clerks	Jaime Fuge	3/10/2020

Appraiser II	Assessor	Kristi Norton	2/19/2020
Laborer - Signs	Department of Public Works	Keith Waldo	3/12/2020
<u>End of Probation</u>			
Firefighter EMT	Fire	Evan Bluma	3/4/2020
Firefighter EMT-P	Fire	Riley Grasee	3/4/2020
Firefighter EMT-P	Fire	Kimberly Davister	3/4/2020
Firefighter EMT-P	Fire	Matthew Thompson	3/4/2020
Firefighter EMT-P	Fire	Anthony Wenzel	3/4/2020
<u>Name Change</u>			
Administrative Clerk	Parks, Recreation & Forestry	Alexandra Lamer	2/26/2020
Document Center Lead	Administrative Services	Erica Manteufel	2/25/2020
<u>End of Employment</u>			
Building Maintenance Technician	Department of Public Works	Jeff LaPlant	2/19/2020
Engineering Technician	Department of Public Works	Joshua Johnson	3/17/2020
Assistant City Engineer	Department of Public Works	Jon Mueller	2/17/2020
Truck Driver - Sanitation	Department of Public Works	Scott Blank	2/17/2020
Records Clerk	Police	Mary Carlson	4/16/2020
Building Maintenance Technician	Department of Public Works	Andrew Kellner	2/21/2020
Building Maintenance Technician	Department of Public Works	Malik Lynch	2/21/2020
Specialist II	Police	David Steffens	3/5/2020
Park Superintendent	Parks, Recreation & Forestry	Keith Wilhelm	4/17/2020