



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 10, 2021, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

1. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the minutes from July 27, 2021.

E. Regular Business.

1. Consideration with possible action to reclassify the Public Works Signs Worker Foreperson position from Pay Grade G (\$22.53/hour - \$26.52/hour) to Pay Grade H (\$24.74/hour - \$29.06/hour)

F. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: August 24, 2021

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.

Virtual Meeting Instructions



Personnel Committee

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVtUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

+19292056099,,86846491807#,,,,*298054# US (New York)

+13017158592,,86846491807#,,,,*298054# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVtUkJYdz09>

Additional Information

1. 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*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - 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).
6. 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.
7. 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.
8. 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.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - 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.
10. 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 and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. 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

August 10, 2021

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action to reclassify the Public Works Signs Worker Foreperson position from Pay Grade G (\$22.53/hour - \$26.52/hour) to Pay Grade H (\$24.74/hour - \$29.06/hour)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Signs Worker Foreperson Reclass Report 08-2021
2. Signs Worker Foreperson Reclass Fiscal Impact - 07-2021



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Melanie Falk, PHR
HR Operations Manager

Re: Request to Reclassify the Public Works Signs Worker Foreperson Position from Pay Grade G (\$22.53/hour - \$26.52/hour) to Pay Grade H (\$24.74/hour - \$29.06/hour)

Date: August 4, 2021

RECOMMENDATION

- I. The Department of Public Works is requesting that the Signs Worker Foreperson classification, Grade G, be reclassified to Pay Grade H of the City's pay plan to ensure appropriate compensation for the work that is being performed.

BACKGROUND

- II. The Signs Worker Foreperson is responsible for scheduling and directing the work of (3) sign shop section employees. These employees hold the position of Operator or Laborer, and the Foreperson also oversees the work of the summer help personnel. The Foreperson conducts performance evaluations of summer personnel; approves time off for section employees; ensures that all installations conform with federal guidelines; supervises and performs computer-aided design of signs and prepares billing information. In addition to these duties, this position operates all of the equipment and performs the work of the Signs Operator.

In 2017, the City implemented the new salary plan, which is currently in place. The Signs Worker Foreperson was placed in Pay Grade G. In addition, it was determined that the Signs Operator position would also be placed in Pay Grade G due to internal and competitive concerns. As a result, the employee that held the position of Foreperson was offered the opportunity for a subsequent classification review due to the Signs Worker position being placed in the same pay grade. However, the incumbent did not want to pursue the additional review. This individual retired in April 2020.

The current Foreperson requested a classification review which was conducted by our salary plan consultant, Carlson and Dettman. The consultant has determined, after receiving

clarification of the job functions, particularly those related to the lead worker duties, that the Signs Worker Foreperson position should be placed in Grade H of the salary plan.

FISCAL IMPACT

- III. This reclassification results in an annual cost increase of \$2,006. (See attached worksheet for detail).
The department has the budgetary funds to cover the additional expense.

c: Steve Grenier, Public Works Director
Chris Pirlot, Operations Director
Josh Brassfield, Superintendent

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Signs Worker Foreperson Fiscal Impact

Category	Signs Worker Foreperson (Grade G, Performance Range - \$26.79/hr.)	Signs Worker Foreperson (Grade H, Step 5 - \$27.63/hr.)
Salary	\$55,723	\$57,470
FICA	\$4,263	\$4,396
WRS	\$3,761	\$3,879
Worker's Comp	\$117	\$121
Health Insurance	\$18,527	\$18,527
Dental Insurance	\$1,555	\$1,555
Life Insurance	\$95	\$98
TOTAL COMPENSATION	\$84,041	\$86,047

Fiscal Impact

\$2,006

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
August 10, 2021**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
HVAC Technician	Public Works	Dante Bott	7/26/2021
Patrol Officer Recruit	Police	Jurrone Petry	8/2/2021
Forestry Worker I	Park, Recreation & Forestry	Steven Fishler	8/2/2021
<u>Reclassification</u>			
Administrative Clerk	Police	Kelly Howard	12/1/2020
<u>Promotion</u>			
Advanced Patrol Officer Specialist I	Police	Timothy Eickholt	8/1/2021
Advanced Patrol Officer Specialist I	Police	Marc Opicka	8/1/2021
Laborer - Street Operator II	DPW	Kevin Burmeister	8/9/2021
<u>Grade/Step Change</u>			
Chief Building Official	Community & Economic Development	Paul VanCalster	4/29/2021
Appraiser II	Admin Services	Matthew Johnson	7/9/2021
Patrol Officer	Police	Colton Wernecke	8/27/2021
Mechanic (D)	Public Works	Jamie Hendricks	8/12/2021