



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 10, 2021, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

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

B. ROLL CALL.

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

Present: Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

Others Present: Human Resources Director Joseph Faulds, Public Works Director Steven Grenier, Interim Police Chief James Runge, Finance Director Diana Ellenbecker, Assistant Finance Director Pamela Manley, and Procurement Manager Calvin Winters.

C. APPROVAL OF THE AGENDA.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to Approve.
Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

D. APPROVAL OF MINUTES.

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

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Barbara Dorff to Approve.
Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax

E. REGULAR BUSINESS.

I. 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)

Ald. Brian Johnson arrived at this time.

Moved by Ald. Brian Johnson, seconded by Ald. Barbara Dorff to Approve.
Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

F. INFORMATIONAL.

1. Report of routine personnel actions for regular employees.

Moved by Ald. Brian Johnson, seconded by Ald. Veronica Corpus-Dax to Receive and Place on File.
Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

2. Next meeting date: August 24, 2021

G. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Barbara Dorff to Adjourn.
Motion Passed.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Brian Johnson

VERBATIM MINUTES

- At 4:31, I'll start with a roll call. Alder Corpus-Dax?
- Present.
- Alder Dorff?
- Here.
- Alder Galvin is present. And we're still waiting for Alder Johnson. But we'll get going. What we have here is--
- Well, do you want me to text him quick?
- Yeah, if you could please.
- I'll tell him I begged you to wait. Somebody's microwave.
- That was mine. And that was our cat.
- All right. Let me see, does anyone have any issues with the agenda?
- Nope. Move to approve.
- Second.
- All in favor?

- Aye.
- Aye.
- Everyone's had a chance to review the minutes?
- Yep.
- I'll entertain a motion.
- Move to approve.
- Second.
- All those in favor?
- Aye.
- Aye.
- Aye. That passes unanimously. On to regular business. Item number one. Consideration with possible action to reclassify the Public Works Signs Worker Foreperson position from Pay Grade G, which is \$22.53 an hour to \$26.52 an hour to Pay Grade H, which is \$24.74 an hour up to \$29.06 an hour. Does anyone have any questions for staff? Or would you like a brief explanation from staff?
- They had a good write up. I thought it was pretty self-explanatory. But Steve is here, maybe he wants to talk?
- Yeah, let's do a brief explanation or summary.
- Sure, Steve, if you don't mind?
- Oh there he is! There's Alder Johnson. I begged him to wait, Alder Johnson.
- Can't hear you.
- You're on mute.
- I just said I've been here the whole time. I don't know, where have you guys been?
- Well, as Melanie indicated in the memo, the position of Sign Worker Foreperson does have some work delegation type responsibilities. The person conducts performance evals of our summer seasonals, approves time off selections for the employees, ensures that all installations are consistent with federal guidelines, and supervises and performs the computer-aided design of signs, and prepares some billing operations. In 2017, when the city adopted the new pay plan, as part of the effort that went into the study that was performed by Carlson Dettmann. Had to try to come up with groupings of like-minded tasks or positions that were similar, in not necessarily nature of work, but area or level of responsibility. This may have been a short sight on my part in. Attention to the workflow delegation, differentiation, between the signs and marking operator laborer positions and the foreperson. If you look at the city's pay plan, in the sewer utilities division, the sewer section, the sewer lead worker is one pay class above the sewer laborer. Likewise, under the electricians, the electrical lead worker, who has a similar level of workflow delegation to the electricians, sits one pay grade higher. So when that came through back in '17, we noticed that Carlson Dettmann slotted in the signs and marking foreperson at the same level as the operator position. We did have a conversation with the incumbent at that

time. He was offered the opportunity to have that review completed to determine whether or not there should have been a differential in there. However, that incumbent did that pursue to go forward that review at that time, and has subsequently retired. The current foreperson getting into the position, seeing what the position was about, has subsequently requested that we perform that review. Carlson Dettmann completed the review, and it is their opinion, it is my opinion as well, that that lead worker does have some additional responsibilities, although not hiring-firing responsibilities or true supervisory. It's more in leading the section and prioritizing work events. Very similar to what happens with the electrical section and sewer section that the lead worker should be one pay category higher than the people he is delegating work to.

- Alder Dorff?

- So that seems consistent with the other areas that you described. And it's not a huge raise in pay and there is more responsibility. So, I would be in favor of that.

- Okay. Any other comments?

- Yeah. I don't think we need to over complicate it. Move to approve.

- Second.

- All those in favor?

- [All] Aye.

- And that passes unanimously. Onto informational. Routine. Anyone have any questions for staff on the report of the routine personnel actions for regular employees? No?

- No.

- Okay. I'll entertain a motion on that.

- Move to receive and place on file.

- Second.

- Okay. All in favor say aye?

- [All] Aye.

- Our next meeting is August 24th, 2021.

- Move to adjourn.

- And second?

- Second.

- Okay. All in favor?

- [All] Aye.

- Do we need a big break here or can we just scoot right into Finance?

- Let's just go.
- Let's see, Barb, if you can do it faster than Bill?
- Oh, all right, on your mark, get set.