



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, NOVEMBER 30, 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

C. Approval of the Agenda.

D. 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. Custodian II - Parks, Recreation & Forestry
 - b. Senior Animal Keeper - Parks, Recreation & Forestry

E. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: December 14, 2021.

F. 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



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: November 30, 2021

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2021 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Custodian II – Replacement position due to the retirement of David Hetrick effective December 23, 2021. Salary range: \$18.92 - \$22.26 per hour.
- Senior Animal Keeper – Replacement position due to the resignation of Matthew Rupnik effective December 4, 2021. Salary range: \$51,979 - \$61,110 per hour.

**Position Fill Request
Justification Report
November 11, 2021**

Position Title: Building Custodian II

- 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 will be vacant following the retirement of David Hetrick effective at the end of the working day on December 23, 2021.

- 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 budgeted. The wage range is \$18.92-\$22.26 per hour (Pay Grade E).

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

The Building Custodian II Position located at City Hall is a generalist position responsible for maintaining all minor mechanical, electrical, plumbing, and general repairs in addition to the daily maintenance requirements of the building. Therefore, we need to ensure that the building is clean, safe, and functional at all times for our patrons.

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

No.

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

With the utilization of the building by both staff and the residents, the sanitization as well as the general maintenance of an aging building requires the staffing to be at its current level.

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

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of the building due to the multiple shifts and requirements. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services overlap due to the multiple shifts and this position prioritizes tasks to be performed by a limited amount of staff in a short period of time.

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

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

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

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Building Custodian II performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Whenever any of the Building Custodian positions become vacant, it becomes a strain on our City Hall operations. With limited staff located within the maintenance division at City Hall it is impossible to shift someone up to cover the hours and maintain the high standards and level of service currently provided. With limited staff located throughout the entire department it would be impossible to move someone over to cover the hours as well.

**Position Fill Request
Justification Report
(11/18/2021)**

Position Title: Senior Animal Keeper – Bay Beach Wildlife Sanctuary – Parks, Recreation, & Forestry

- 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

The position will be vacant following the resignation of Matthew Rupnik effective at the end of the work day on December 4, 2021.

- 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 budgeted. The salary range is \$51,979-\$61,110 annually (Pay Grade H).

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

This position requires a high level of experience and is critical for safety and proper coverage of animal care (and related) responsibilities. The position assumes a leadership role with other animal keepers, volunteers, and staff.

The Sr. Animal Keeper ensures proper care and safety of all animals and exhibits and acts as a resource to co-workers, the public, and represents the city in a variety of animal related issues/topics.

This position also provides and ensures ample weekend coverage and safety while Monday-Friday administration is off.

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

No, however, the position holder routinely leads animal programming (free to public), mentors co-workers and volunteers, acts as a resource building on wealth of knowledge/experience in field leading to better overall park operations.

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

The scope of the position and it's assigned duties require a higher level of experience and ability. The person in this position needs experience in items such as safe wild animal restraint, knowledge of local laws, euthanasia by injection, etc. All of these tasks require several people on-site that are capable for best coverage and customer service.

The Sr. Animal Keeper is heavily involved with busy aspects of park operation that include being responsible for 300+ on-site resident animals and the 6000+ animals that go through our site's rehabilitation program. The work load for this position is heavy which lead to the addition of a

second Sr. Keeper position in early 2020. The operational duties and responsibilities continue increase and grow.

Many of the positions are part-time and adding to their duties will lead to concerns in keeping those employees under the 1200 hour threshold while our other full-time animal care staff members have their own sets of duties and/or responsibilities. Absorbing these duties could be accomplished in-house for a short period, but will lead to low morale and decreased customer satisfaction if extended.

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

Duties are currently being performed by the current Sr. Animal Keeper through 12/04/2021. Beginning 12/05/2021, the Curator of Animals, other Sr. Animal Keeper, and other animal keepers and visitor specialists will be required to take on the additional work in the interim.

This is a leadership position of broad scope and range and will require an experienced individual that exhibits confidence, efficiency, and is able to think quickly.

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

Overall customer service and the care of on-site animals would suffer with many other employees needing to step in to fill the Sr. Animal Keeper void which would take time away from their respective duties. This will be noticeable and not paint our park or staff in a good light.

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

Filling the position with a qualified individual is necessary. Not filling this role will result in a decrease in overall animal care and customer service that our patrons expect and deserve.

9. Are there union issues?

No – this position is salary/exempt.

10. Other supporting comments.

This is an important and vital role in the operation of the park's daily function. We would like to post, interview, and fill the Sr. Animal Keeper position as soon as possible.

STEVE LAKATOS – Superintendent – Bay Beach Wildlife Sanctuary - 11/18/2021

RE: Senior Animal Keeper – (Matt Rupnik Resignation)

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
November 30, 2021**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Parking Building Technician	Public Works	Richard Daanen	10/18/2021
4K Nature Teacher	Park, Recreation & Forestry	Emily Block	11/2/2021
Conservation Corps Coordinator	Park, Recreation & Forestry	Maria Otto	11/8/2021
Transit Operator	Transit	Jennifer Tepsa	11/22/2021
Forestry Worker I	Park, Recreation & Forestry	Sawyer Gonnering	11/16/2021
Building Inspector	Community & Economic Development	Matthew Bablitch	11/15/2021
Park Maintenance Worker	Park, Recreation & Forestry	Larry Loppnow	11/29/2021
<u>Rehire</u>			
Truck Driver - Street	Public Works	Joe Luedeman	11/1/2021
<u>Transfer</u>			
Programmer Analyst	Information Technology	Yurshia Xiong	10/4/2021
Patrol Officer	Police	Eric Elbe	9/12/2021
Patrol Officer	Police	Noah Heuvelmans	9/12/2021
Patrol Officer	Police	Cameron Boersma	9/12/2021
<u>Promotion</u>			
Mechanic	Fire	Mark Retzlaff	10/11/2021
Mechanic Foreperson			
<u>Grade/Step Change</u>			
Design Specialist	Community & Economic Development	Erin Rovinski	9/27/2021
Parking Building Technician	Public Works	Louis Del Frate	10/12/2021
Resiliency Coordinator	Public Works	Melissa Schmitz	10/12/2021
Operator II	Public Works	Shawn Potts	10/28/2021
Laborer - Street	Public Works	Tim Schumacher	10/28/2021
Park Superintendent	Park, Recreation & Forestry	Andrew Krzewina	9/16/2021
HR Generalist	Human Resources	Adam Reidinger	9/4/2021
Economic Development Specialist	Community & Economic Development	Matthew Buchanan	9/27/2021
Patrol Officer	Police	Logan Rueckl	10/28/2021
Public Works Supervisor	Public Works	Douglas Kropp	10/26/2021
Transit Operator	Transit	John Manser	10/15/2021
Muni Court Administrator	Municipal Court	Neil Basten	10/3/2021
Park Maintenance Worker	Park, Recreation & Forestry	Gregory Heezen	10/19/2021
Park Maintenance Worker	Park, Recreation & Forestry	Terri Antonio-Martinez	10/21/2021
Truck Driver - Street	Public Works	Joe Mancoske	11/2/2021
Deputy City Attorney	Law	Joanne Bungert	12/1/2021
Municipal Judge	Muni Court	Jerry Hanson	12/1/2021
Park Planner	Park, Recreation & Forestry	Kaurie Mihm	10/1/2021
Senior Animal Keeper	Park, Recreation & Forestry	Amy Harris	10/27/2021
Park Maintenance Worker	Park, Recreation & Forestry	David Falk	11/7/2021
Park Maintenance Worker	Park, Recreation & Forestry	Jeffrey Paape	12/9/2021
Park Maintenance Worker	Park, Recreation & Forestry	Ricky Vanderwegen	12/25/2021
Park Maintenance Worker	Park, Recreation & Forestry	Derek Willems	11/4/2021
Housing and Zoning Enforcement Supervisor	Community & Economic Development	Bill Paape	11/12/2021
Truck Driver - Sanitation	Public Works	Kevin Marks	11/23/2021
F.O.G. Inspector	Public Works	Bradley Rentmeester	11/9/2021
Engineering Technician	Public Works	Mark Wisneski	11/10/2021
Mechanic Foreperson (N)	Public Works	William Leisgang	11/25/2021

Patrol Officer	Police	Wyatt Veseth	11/2/2021
Advanced Patrol Officer	Police	Roman Trimberger	11/3/2021
Advanced Patrol Officer	Police	Craig Kolbeck	11/3/2021
Patrol Officer	Police	Marco Rodriguez	11/9/2021
Patrol Officer	Police	Jacob Brenteson	11/18/2021
Patrol Officer	Police	Grant Fischer	11/18/2021
Patrol Officer	Police	Joseph Mueller	11/18/2021
Patrol Officer	Police	Christopher Vaubel	11/26/2021
Patrol Officer	Police	Shawna Coron	11/26/2021
Patrol Officer	Police	Bashir Buruin	11/26/2021

Name Change

Patrol Officer	Police	Makayla Wolfe	10/13/2021
Criminalistic Specialist	Police	Baeleigh Larson	9/24/2021

End of Employment

Financial Analyst	Admin Services	Kathy Reissmann	10/22/2021
Neighborhood Compliance Inspector	Community and Economic Development	Joshua Miller	10/7/2021
Limited Term Employee	Admin Services	Caleb Jeffreys	6/30/2021
Limited Term Employee	Admin Services	Emily Zilliox	6/30/2021
Limited Term Employee	Admin Services	Maura Vazquez	6/30/2021
Limited Term Employee	Admin Services	Rebecca Derenne	6/30/2021
Transit Operator	Transit	Lisa Kandziora	10/11/2021
Patrol Officer	Police	Bryce Boldus	10/14/2021
Specialist II	Police	Lee Kingston	12/17/2021
Transit Mechanic	Transit	Ryan Klapatch	10/28/2021
Word Processor	Police	Carolyn Boyea	1/18/2022
Custodian II	Park, Recreation & Forestry	David Hetrick	12/23/2021
Truck Driver - Street	Public Works	Jared Zalewski	11/23/2021
City Attorney	Law	Vanessa Chavez	11/19/2021
Operator I	Public Works	Todd DeGrave	11/26/2021