



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 23, 2022, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

1. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Account Clerk II - Public Works
 - b. Building Maintenance Technician (BMT) - Public Works
 - c. Park Maintenance Worker - Parks
 - d. Human Resources Generalist II - Human Resources
 - e. Plumbing Inspector - Community and Economic Development
2. Consideration with possible action on the request to approve an out-of-state travel request to be a presenter at two (2) American Public Works Association (APWA) Winter Roadway Maintenance Training Seminars in November 2022.
3. For a presentation and update from staff regarding the decision two years ago to provide crossing guard services through contracted services rather than through the Police Department, with possible action to determine if changes or improvements need to be made to fully staff the program. (Ald. Jennifer Grant).
4. Consideration with possible action on the request to fill the Diversity and Inclusion Coordinator position and all subsequent vacancies resulting from internal transfers.

F. Informational.

1. Report of routine personnel actions for regular employees
2. Next meeting date: September 13, 2022

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=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

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

+13017158592,,86846491807#,,,,*298054# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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 #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joe Faulds
Chief of Operations

Re: Request to Fill Vacant Positions

Date: August 18, 2022

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2022 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Account Clerk II – Replacement position due to the resignation of Mary Gonion effective on August 12, 2022. Wage range: \$20.56 - \$24.20 per hour (Pay Grade F).
- Building Maintenance Technician – Replacement position due to the resignation of Justin Madero effective August 12, 2022. Wage range: \$20.56-\$24.20 (Pay Grade F)
- Park Maintenance Worker – Replacement position due to the resignation of Trey Alsteen effective on August 12, 2022. Wage range: \$20.56 - \$24.20 per hour (Pay Grade F).
- Human Resources Generalist– Replacement position due to the transfer of Sarah Fidler to the Water Utility effective August 8, 2022. Salary range: \$56,534- \$66,497 (Pay Grade I).
- Plumbing Inspector– Replacement position due to the resignation of Jason Sladky effective September 2, 2022. Wage range: \$29.37 - \$39.72 per hour.

**Position Fill Request
Justification Report
August 3, 2022**

Position Title: Account Clerk II (Public Works)

- 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 as a result of the resignation of Mary Gonion effective at the end of the work day on August 12, 2022.

- 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 – The wage range is \$20.56-\$24.20 per hour (Pay Grade F).

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

- A. Performs receptionist work and/or counter duties of moderate difficulty answering inquiries of walk-in individuals or phone calls, which involves assisting them with completion of forms, accepting payments, answering inquiries and explaining department and City procedures, or referring inquiries to the proper official or department.
- B. Enters daily payments, citations and makes adjustments for overpayments. Issue refunds, track the status of multiple ticket customers, opens and maintains accounts for monthly parking customers, processes fees, and issues passes. Maintains utility usage reports for parking facilities.
- C. Performs data entry, prepares regular reports, spreadsheets and invoices. Prepares correspondence, reports, memos, permits, statements, forms from handwritten drafts or oral instruction, which may involve some judgment regarding the information included and format used. Prepares breakdowns of invoices and calculates and invoices customers as needed. Performs general record keeping and filing. Handles routine work assignments independently.
- D. Maintains daily electronic gating system at ramps and reports problems.
- E. Initiates collection of non-sufficient funds and unpaid parking citations; maintains and updates records.
- F. Assigns registered vehicle owner information to parking citations.
- G. Enters license plate notifications for suspension and completes license plate satisfactions.
- H. Assists other clerical staff with assignments of moderate difficulty. Performs assigned functions of Account Clerk III in their absence. Researches information from various

sources and combines data for typing or for presentation to inquiries, enters data into or searches for information on a computer terminal.

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

This position will generate an undermined amount of revenue by providing an increased focus on the collection of unpaid parking citations and maintaining timely license plate suspensions when citations reach the 30-day past due mark (adding \$10 per citation to the revenue collected).

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

This position was recently reclassified to assist the existing Account Clerks in assigned duties that are either not being performed or not being completed in a timely and efficient manner due to workload and understaffing.

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?

Understaffing Parking Division will remove the focus from collection efforts for unpaid parking citations and revenue collected from entering timely information for each citation, registered owner, license plate suspension, etc. and return staff to not performing certain job duties at all and other duties being done less timely and efficiently.

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

This position is first in line for counter service, which is very heavy in volume, and first in line for phone service, which is similarly heavy. The position is critical and necessary, but could be filled using contract labor. However, it is probable that outsourcing would be more costly and service levels would likely decrease.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
July 28, 2022**

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 Justin Madero effective at 7:00 a.m. on Friday, August 12, 2022 when his regular Thursday/Friday overnight shift is complete.

- 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 Public Works operating budget. The current wage range for this position is \$20.56 to \$24.20 per hour (Pay Grade F).

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

Public Works's Building Maintenance Technician 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) Building Maintenance Technicians 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 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 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
August 2, 2022**

Position Title: Park Maintenance Worker

- 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 as a result of the resignation of Trey Alsteen effective at the end of the work day on August 12, 2022.

- 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 \$20.56 - \$24.20 per hour (Pay Grade F).

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

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:00 p.m. throughout the year. Therefore, we need to ensure that they are 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, this position does not generate revenue.

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

Over the years, we have added more parkland and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

- 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 our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

- 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 Park Maintenance Worker 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.

As our park system continues to grow, our staffing has remained level for quite a number of years. We have been able to accomplish this by being efficient with delegating staff responsibilities. Whenever any Park Maintenance position is vacant, it becomes a strain on our Park Maintenance operations. Since 2001, the Parks Division has been responsible for maintaining the following added facilities without adding park maintenance staff; V.T. Pride Park, Joannes SK8 Park, Leicht Memorial park, Resch Aquatic Center, nine splash pads, many Park property acquisitions, Navarino Park, Finger Road Ball Field Complex, Arnie Wolff Sports Complex, significant Bay Beach Amusement Park expansion, a new Banquet Facility/4K School at the Wildlife Sanctuary, CityDeck, as well as several miles of paved and unpaved trails.

With future additional maintenance responsibilities sure to come such as the Shipyard, JBS Park and the shoreline improvements at Bay Beach, we will fall further behind in our efforts to provide the most basic services if we do not maintain our staffing levels accordingly.

Position Fill Request
Justification Report
August 17, 2022

Position Title: Human Resources Generalist II (Administrative)

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 is vacant because of Sarah Fidler's transfer to Water effective August 8, 2022

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 budget. The salary range is \$56,534-\$66,497.

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

The HR Generalist II provides support for administrative, financial, and budget development assignments. The position assists with the HR budget preparation and completion as well as assists the Finance Department in overall City budget development for salary projections. This position monitors revenues and expenditures and budget status; handles all aspects of department purchasing including requisitioning, receiving reports and maintaining inventory; reconciles purchasing card statements and maintains all department financial records. In addition, the position verifies and processes all employee personnel changes (i.e. salary increases, new hires, resignations) as well as maintains and updates labor agreements, assists with labor negotiation preparation.

The position is responsible for overseeing Family Medical Leave and assisting supervisors and employees on working with our outside vendor who administers FMLA. Similarly, the position advises department heads, supervisors, and employees on applicable labor agreements, policies, and laws. The position will assist in recruitment and selection activities of a routine nature.

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

This position does not generate revenue.

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

The Human Resources Department only has one position dedicated to the financial, administrative, and budget responsibilities. If the position is not filled, then the HR Department is unable to continue to absorb these additional duties and maintain the current workload for responsibilities such as recruitment and employee relations.

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

The duties at this time have been reassigned to other members of the department.

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

The City would not have a position to oversee the human resources financial and budget aspects. From an internal control requirement this position is necessary as there needs to be checks and balances between human resources and payroll/finance on all personnel changes.

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

There are no alternative methods to accomplishing the work.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
August 18, 2022**

Position Title: **Plumbing Inspector**

- 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

Jason Sladky is resigning effective September 2, 2022.

- 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. The wage rate is \$29.37 – \$39.72/hour.

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

Plumbing Inspectors are responsible for the review of internal and external plumbing plans and the inspection of plumbing for both UDC (1 and 2 family residential) and Commercial structures to ensure compliance with City, State, and Federal codes, including compliance with zoning and floodplain ordinances. They review and are involved with the issuing permits for plumbing and UDC HVAC projects. Plumbing Inspectors also inspect UDC HVAC projects.

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

Yes, Plumbing/UDC HVAC permits and plumbing plan review fees are paid by property owners, developers, and contractors. Plumbing/HVAC Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspections and plan reviews will be delayed, slowing development and reducing the level of customer service.

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

The duties are currently being performed by the incumbent.

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

The City would not be capable of providing efficient plumbing/HVAC inspections which would slow development and reduce the level of customer service. Plumbing plan reviews will go from 2 weeks at the City to over 3 months at the State.

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

Assigning the work the other Plumbing/HVAC Inspector or contracting the service. Neither of these options would be effective or less costly. The current inspector is at capacity with his inspections and the contracted service do not have a good track record for quality inspections.

9. Are there union issues?

No.

10. Other supporting comments.

Staff is recommending further review of these classifications to ensure that existing staff and new hires pay are being paid equitably from an internal standpoint as well as a market comparison.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 23, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the request to approve an out-of-state travel request to be a presenter at two (2) American Public Works Association (APWA) Winter Roadway Maintenance Training Seminars in November 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022 NWW out-of-state travel request APWAI (003)

CITY OF GREEN BAY-DPW
OUT OF STATE TRAVEL REQUEST
FOR FLEET MANAGER NATHAN WACHTENDONK
(AUGUST 2022)

Date Request Submitted	August 15, 2022
Requesting Department	Public Works
Employee(s) Requesting Travel	Nathan Wachtendonk, DPW Fleet Manager
Date(s) of Travel	November 7 to 9, 2022 <i>and</i> November 16 to 17, 2022 (2 training events during back-to-back weeks)
Location of Out of State Travel	Reno, NV (11/7/22) <i>and</i> Boston, MA (11/16/22)
Purpose of Travel – Name of Conference or Training	Teacher/Presenter at two (2) American Public Works Association (APWA) Winter Roadway Maintenance Training Seminars
Costs Transportation Room and Board Conference and/or Training Fee Total Cost	APWA – to cover 100% of cost for travel, lodging, and meals City – to pay Fleet Manager’s salary
Will Employee Incur Overtime or Comp Time	No
Funding	APWA will cover all costs for travel, lodging, and meals. City will pay the Fleet Manager’s salary.
Additional Information	Fleet Manager Nathan Wachtendonk serves on the APWA Fleet Committee. APWA asks committee members to actively participate in APWA events in their area of professional expertise. Nathan has been asked to present at two (2) training events. There is no cost to the City except regular salary of Fleet Manager Nathan Wachtendonk during his absence from work.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 23, 2022

PREPARED BY

AGENDA ITEM # E.3

For a presentation and update from staff regarding the decision two years ago to provide crossing guard services through contracted services rather than through the Police Department, with possible action to determine if changes or improvements need to be made to fully staff the program. (Ald. Jennifer Grant).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 23, 2022

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the request to fill the Diversity and Inclusion Coordinator position and all subsequent vacancies resulting from internal transfers.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo - Diversity and Inclusion Coordinator
2. Strategic Plan, Project I-Act
3. Workplace Culture and Inclusion Specialist Job Description 8-23-22
4. Diversity and Inclusion Coordinator Job Description (External) - 8-23-22



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

From: Joseph Faulds, Chief of Operations

Re: Workplace Culture and Inclusion Specialist & Diversity and Inclusion Coordinator

Date: August 23, 2022

Workplace Culture and Inclusion Specialist

One of the City of Green Bay's key strategies from its strategic plan is to focus on employee recruitment and engagement. Specifically, to build a diverse, inclusive, and engaged workforce and focus on employee training and development. The Workplace Culture and Inclusion Specialist position will directly impact the City's initiative to build a diverse, inclusive, and engaged workforce by maintaining a positive workplace culture with an emphasis on employee engagement, productivity, and diversity, equity, and inclusion in the workplace.

It is important for any organization to have a healthy and inclusive workplace culture. The Workplace Culture and Inclusion Specialist will focus on ensuring City policies and practices create an inclusive workplace environment and an environment where employees feel valued and recognized for their performance. Specifically, the position will focus on ensuring there is a positive and productive workplace culture that emphasizes open communication, equitable policies, quality service standards, and employee recognition. In addition, the position will provide education and training on best hiring practices for diversity, equity, and inclusion to ensure the City can recruit and retain qualified candidates.

The attached job description outlines the specific job duties of the role. Specific projects for the Workplace Culture and Inclusion Specialist will be:

- Develop relationships with supervisors and employees to understand current culture and policies (10%)
- Research and implement policies and practices to further improve workplace culture with an emphasis on employee engagement, recognition, and productivity. (10%)
- Develop workplace culture and diversity plan to set goals and metrics for the City and City Departments (15%)

- Assist with the implementation of Employee Resource Groups to create another avenue for employees to feel valued, respected, and included in the workplace. Liaison to established ERGs (20%)
- Assist in recruitment efforts to identify trends and best practices for attracting candidates to the City as well as performing routine recruitment efforts. (20%)
- Staff liaison to the Equal Rights Commission to assist in researching ERC projects and updating the ERC on information about activities and accomplishments with respect to diversity and equal employment opportunity in the City of Green Bay (20%)
- Build relationships with community partners and DEI groups (5%)

The overall goal is to enhance the workplace culture to ensure there is a high level of employee engagement, productivity, and inclusion which in turn will ensure we are providing quality and accessible service to the Green Bay Community.

Diversity and Inclusion Coordinator

The Personnel Committee requested that Human Resources prepare a job description for a Diversity and Inclusion position that focuses on diversity and inclusion efforts in the community. The job description for the Diversity and Inclusion Coordinator has been revised and is attached to this memo.

Based on the request to explore the option of a more external focused DEI position, the Personnel Committee can determine if the position should be filled in the Human Resources Department or the Mayor's Office. The draft job description includes the Diversity and Inclusion Coordinator as an added appointed position to the Mayor's Office.

The position's focus will be on developing a DEI plan that sets out goals and initiatives for partnering with the community on increasing DEI efforts. The position would develop and implement programs that infuse DEI efforts within the business and non-profit community, provide advice guidance, and DEI support to community members.

The position's interaction and role with the Equal Rights Commission would be to assess community needs, engage with the community to create positive working relationships focused on providing equal opportunities throughout the City, and raise awareness of important equity issues.

Lastly, the position would still be a resource for City employees on DEI efforts, but the focus would be on community DEI efforts.

D&I Coordinator Accomplishments Past Accomplishments

- Created the Strategic Plan, Project I-Act (see attached).
- Updated our Employee Resource Group Application process.
- Created a Microsoft 365 Diversity and Inclusion Sharepoint Page that provides Resources to DEI websites, publications, and City policies.
- Created an inclusive insights card which was a monthly email on DEI topics and questions for discussions.
- Provided a D&I training in 2022 to City Supervisors.
- Created a D&I Team assessment for City departments and divisions to utilize.
- Worked with the Chief of Operations and HR Manager to create the Employee Engagement Survey.
- Submitted HRC MEI Scorecard.
- Assisted the Mayor's staff in coordinating The Mayor's Dialogue Series—three total sessions.
- Worked closely with HR Staff in improving social media outreach for recruitment.
- Led the first book group series about appreciation and recognition in the workplace: *The 5 languages of Appreciation in the Workplace*
 - o Community and Economic Development used the appreciation assessment as a team building exercise.
- Member of the City's Public Relations Team.
- Attended the City of Green Bay Police Department PRIDE Team meetings.
- Promoted United Way 21 Week Challenge and worked with GBPD on promoting the 21 week challenge.
- Attended various trainings on DEI topics such as:
 - o CVMIC Trainings on Soft Skills, Stress Management, Emotional Intelligence, and Workplace Culture.
 - o National DEI Conference held in UW Madison.
 - o YWCA Global presentation on Anti-Asian Racism, Belonging ROAR with US.
 - o Schreiber Foods D&I Global Presentation with VP of Netflix.
 - o UW-Madison's DEI conference on Racism, Bias, DEI in the workplace and in education.

External Accomplishments

- Led a session on DEI and Biases for a Neighborhood Association.
- Began building relationships and collaboration with:
 - o YWCA
 - o Prevea
 - o City of Appleton
- Member of the New North DEI Task Force.
- Member of the CVMIC DEI Council to talk about trends and best practices for municipalities.
- Attended Green Bay Chamber Task Force meetings.
- Collaborated with UWGB on DEI topics.
- Met with Marion University to discuss partnership opportunities and DEI programs and efforts.



Strategic DE&I Plan: City of Green Bay

Plan I-ACT (Intentional Awareness and City Transformations)

The purpose of this plan is to grow employee intentional awareness and to provide educational programming and curriculum design on diversity, equity, inclusion, and emotional intelligence. Via implementation of the key project components, the following concepts will be fostered: Diversity, allyship, equity, belonging, inclusivity and self-development within the City of Green Bay.

Key Project Components: This project will be made up of five crucial components including:

1. Employee Resource Groups –TBD
2. Educational Programing - Q1, Q2 of 2021, On-going
3. Programming Support-Discussion Series- Q2 2021, On-going
4. Diversity, Equity and Inclusion (DEI) City of Green Bay Marketing, Hiring, Retention Plan– Q1 2021 and ongoing.
5. Community Partnerships

Component 1 Focus: Employee Resource Groups (ERG)

Goal: To develop Employee Resource Groups (ERG) to foster diversity, inclusion, community, belonging, allyship and support within the organization and City of Green Bay. This will help to reduce turnover, support retention and belonging.

ERG Startup Guide:

- A) Submit paperwork to HR regarding the desired ERG startup
- B) Once approved by HR, set up first meeting with ERG leadership
- C) Meet with ERG leadership to:
 - Establish who will have what role within the ERG
 - Establish the core mission of the ERG, goals
 - Discuss budget for ERG
 - Discuss when leadership will meet (once a month is the general sequence) and when meetings will be held with all members
 - Develop the ERG yearly plan (objectives, goals, activities)
 - Decide who will set up meeting occurrences
 - Decide who will be responsible for notifying members/potential attendees of future events and/or info
- D) Hold a second meeting with leadership within two weeks to plan first event

- Decide if one to two more planning meetings are needed for first event, (generally 2-3 on a weekly to bi-weekly basis depending on timeline)
 - Ideate on the event
 - Establish who will do what for the event
 - Establish event date/s (if it is a series event such as a book club or speaker series determine dates)
 - Determine if outside speakers are necessary and identify who will reach out and bring the info back to ERG leadership
 - Establish who will be leading, speaking and when during the event
 - Establish what the activity will be and what resources and logistics need to be addressed to make this a success
 - Decide who will send out next invite for the next event planning meeting and agree on a meeting date
- E) Set up third meeting for leadership to go over (if an additional meeting is needed to accomplish the following steps, please set up accordingly)
- The script for the event and the sequence of delivery
 - Marketing for event (identify who will create marketing when it will be reviewed by ERG leadership and when it will be cascaded out)
 - Create survey for members/ attendees of 3-5 questions to gauge event success in Microsoft Forms or Survey Monkey
 - Identify if resources/outside speakers are available for desired date
 - Any loose ends for event planning/event execution
- F) Selected person sends out marketing material/s to ERG leadership team for OK
- G) Once marketing materials are agreed upon by ERG leaders, ERG leaders submit marketing material/s and survey to HR for approval three weeks before event
- H) When HR (Joe, Melanie, Raiya) has approved marketing material/s and survey, cascade marketing out to employees preferable two weeks prior to the event and no later than one week prior to event
- I) Hold additional meeting one week before event to
- Do a dry run through of event, (speaking points, activity, gauge timing)
- J) Hold first ERG event
- Within 24 hrs of event send out survey that has been created
 - Meet with leadership within two weeks of event to discuss survey results, identify what went well and where improvements can be made
 - In this meeting create meeting agenda for upcoming member meeting

Next Steps:

- K) Set up first member meeting within one month of ERG event to discuss:
- Any new happenings, upcoming events, and ideations
- L) Selected ERG leader will issue a meeting reminder via email and include reminder burst for those who may not have email
- Include set agenda in this email
- M) Hold first member meeting with leadership and members
- Begin meeting with introductions, going over mission, values, goals

- Walk through agenda with members and lead meeting via set agenda
 - Receive member input
 - Close meeting with appreciation and re-cap of who will do what for next meeting
- N) ERG leaders meet within two weeks to discuss member meeting and assess the direction of next steps based on all info from meetings/event.

Component 2 Focus Q1, Q2, Q3, Q4 2021, 2022 Ongoing: Educational Programming

Goal: To introduce awareness surrounding diversity, inclusion, belonging and emotional intelligence concepts to the City of Green Bay and foster discussion to further education on key concepts and initiatives:

- **Inclusive Insight Cards and Discussion** (*Monthly*)
- **Mayor's Dialogue Series** (*TBD*)
- **Newsletter Content** (*monthly*)
- **5 Book Clubs**-(*Quarterly*)

Inclusive Insight Cards and Discussion:

Inclusive Insights 2021 Concepts

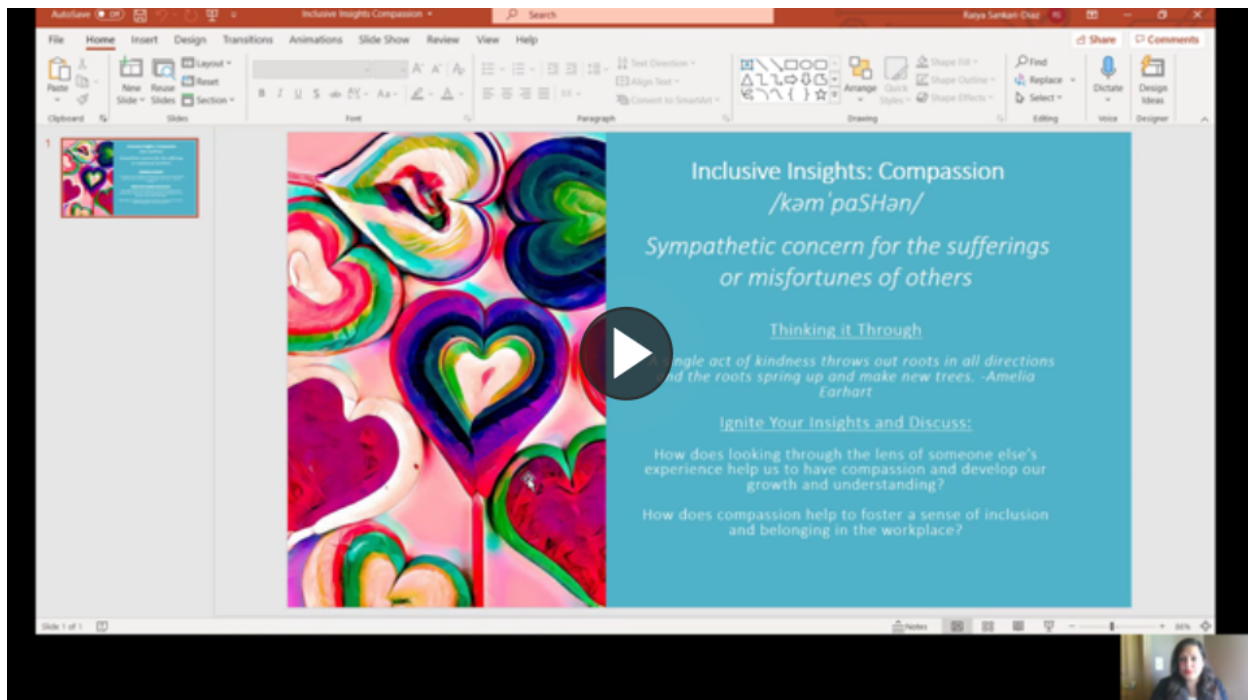
February- (ERGs)	March-Allyship	April-Change
May-Compassion	June-Empathy	July-Intention
August-Appreciation	Sept.-Recognition (Book Club Offering)	Oct-Reflection
November-Trust	Dec. Listening	

Inclusive Insights 2022 Concepts

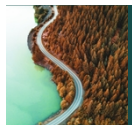
January- Inclusivity Leadership Book Club	Feb. Interaction	March-Understanding- Discussion Opportunity
April-Growing	May- Communication Book Club Offering	

Inclusive Insights Training Video

<https://web.microsoftstream.com/video/4dd9c8e8-dccd-4718-a06e-2b9c8f304c86>



Inclusive Insights Card



Inclusive Insights: In·ten·tion

/in 'ten(t)SH(ə)n/

A determination or plan to do a specific thing.

Think it Through

"...Intention Transforms".

-Deepak Chopra

Ignite Your Insights and Discuss:

- How does pausing to acknowledge our intentions before we speak help us to organize our thoughts and language?
- How does intentional communication help to foster inclusion and belonging ?

Mayor's Dialogue Series 2021

May	June	October
Latinos are not a Monolith Dr. Marcelo Cruz, UW-GB	The History of Policing in Wisconsin Dr. Jillian Jacklen, UW-GB	The History of Native People in NE Wisconsin, Pro. Stephanie Dodge, UW-GB

Newsletter Content

Diversity and Inclusion Facts:

We must not only learn to tolerate our differences. We must welcome them as the richness and diversity which can lead to true intelligence.

Albert Einstein

Diverse teams are 87% better at making decisions.

1% of Fortune 500s have Black CEOs.

Gender diverse organizations are 15% more likely to have higher performance overall.

10% of leaders in the workplace are women, while 90% are men.

Potential Book Clubs Books for 2021-2023

Book Title	Author	Concept Supported	Potential Dates
<u>The 5 Languages of Appreciation in the Workplace</u>	Gary Chapman Paul White	Recognition, Inclusion, Belonging, Appreciation	9/29-11/10 (2021)
<u>How to be an Inclusive Leader</u>	Jennifer Brown	Inclusivity	1/25-2/25 (2022)

<u>The Advantage</u>	Patrick Lencioni	Communication, Belonging	5/1-5/25 (2022)
<u>Emotional Agility</u>	Dr. Susan David	Emotional Intelligence and Emotional Agility	9/15-10/15 (2022)
<u>Blind Spot</u>	Banaji, Greenwald	Hidden Bias	1/15-2/15 (2023)

Component 3 focus Q3 Q4 of 2022, 2023: Programming Support

Goal: To support DEI educational growth and programming by identifying and showcasing potential speakers, media clips and resources to further employee discussion and strengthening understanding within the City of Green Bay. Initiative to begin in Q3 of 2022.

Media sources, partnerships and additional resources identified for programming support:

- **"The Look"** <https://www.youtube.com/watch?v=aJav36Nbn58>
- **Harvard Implicit quiz** <https://implicit.harvard.edu/implicit/takeatest.html>
- **16 personalities quiz, share results** <https://www.16personalities.com/>
- **Bias Blindspots-** <https://www.youtube.com/watch?v=BFcfqmVah8>
- **Prototype bias** https://www.youtube.com/watch?v=6_ylevcJCPc
- **Review clip** <https://www.youtube.com/watch?v=PWx5jSyWyPE>
- **Review clip on hiring bias** <https://www.youtube.com/watch?v=C-Dp372Js4>
- **Review clip bias Gail Tolstai-Miller** <https://www.youtube.com/watch?v=QCFb4BiDDcE>
- **SharePoint page**

Know to Grow Series

Date	Topic	Link
Sept. 2022	Know to Grow-SELF	https://www.16personalities.com/
Nov. 2022	Know to Grow-Emotion	TBD
Jan 2023	Know to Grow-Bias	TBD

Component 4: Q1 2021 and ongoing City of Green Bay DE&I Recruiting, Hiring Initiatives

Goal: To recruit, engage and retain a wide range of diverse talent and to capture the attention as to why the City of Green Bay is the place to be and work. This methodology aims to improve a larger, more diverse pool of applicants, engage, and retain those on staff and promote the City of Green Bay via online platforms. Seeks to engage new populations and educate others on the City of Green Bay.

Current Data:

City of Green Bay's population data according to the Census report:

76.7% White	3.6% Native American
15.2% Hispanic or Latino	4.2% Asian
4% African American	

Green Bay City employee data according to Tyler Munis software:

914 total employees to date	0.09% or 9 employees are Native American
94% or 862 employees are Caucasian	0.08% or 8 employees are Asian
1.75% or 16 employees are Hispanic	0.08% or 8 employees have no race specified in the documentation
1.2% or 11 employees are Black	

Plan: To assess and analyze hiring data, report on findings, create hiring goals, assess policy and hiring strategy. To tap into mining resources, promote and communicate the positive environment, organizational culture, diverse happenings in Green Bay, and to communicate employment opportunities within the City of Green Bay using LinkedIn, Facebook (Meta) and other methodologies identified by HR.

Action Steps, Marketing:

- Create and maintain strong online presence to promote the City of Green Bay via LinkedIn, Facebook (Currently implemented)
- Formulate ability to copy and paste live employment announcement link into LinkedIn, Facebook (Currently implemented)
- Maintain strong partnerships locally and explore and define alliances with key stakeholders (universities, tech schools, etc.) online (Currently in progress)
- Promote ERG online when established (TBD)
- Promote Inclusive Insights cards when created on LinkedIn, Facebook (Currently implemented)
- Promote events, happenings, and information (Currently implemented)
- Create discussion topics and post them (Future)

Action Steps Recruitment

- Discuss job creation, naming of positions and future roles in relationship to D&I goals (Implemented, on-going)
- Re-assess current methods of job advertising/recruiting locations (In-progress, resources determined)
- Assess current approach to recruitment/hiring (Implemented, on-going)
- Discuss D&I concepts via LinkedIn for reach (Implemented, on-going)
- Display pictures of employees having a great day “It’s a great day to have a great day here at the City of Green Bay!” (Future)
- Capture different downtown building locations, offerings and promote them via Facebook/LinkedIn (restaurants, shops, etc) (Future)
- Post fun facts about the City of Green Bay on LinkedIn/Facebook (Future)
- Cascade Inclusive Insights and D&I work out on LinkedIn (Implemented, on-going)
- Communicate Pride events online and in City Hall (Implemented)
- Diversify exhibits brought in (Implemented, in progress)

Action Steps Retention

- Define organizational culture (in-progress)
- Create culture cards (Future Q1 2022)
- Distribute culture cards during recruitment, hiring, onboarding (Q2, Q3 2022)
- Distribute culture card online (Q2 ongoing 2022)
- Create ERGs (TBD)
- Develop online learning strategy through CVMIC, Content review and user experience review (In progress)
- Develop online trainings for employees relevant to their interest (Future)
- Create and develop learning pathways for employee promotion, growth, and development (In-process)

Component 5 Q1 2021-Ongoing: Community Partnerships

Goal: To form lasting and intentional partnerships with the Green Bay community to impact diversity and well-being for all community members for the purpose of growing diversity, equity, and inclusion within the City of Green Bay and the outer lying community. Furthermore, to raise awareness surrounding DE&I statistics and progress internally and externally. Also, to create space for diversity of thought, awareness and continual project collaboration and outreach with area organizations.

Action Items:

- Diversity and Inclusion Coordinator to sit on and contribute to area DE&I Taskforces (*Implemented Q1 2021, ongoing, serves on New North, Fox Valley and Chamber Taskforces*)
- Diversity and Inclusion Coordinator to be a member of sub-committee on diversifying area boards (*Implemented, serves on Chamber sub-committee*)

- Diversity and Inclusion Coordinator to oversee HRC documentation and City of Green Bay contributions, Scorecard submission for HRC (*Implemented, Q2 2021*)
- Diversity and Inclusion Coordinator to participate in Hidden Bias, cultural awareness cohort via YWCA and area orgs in partnership. (*Implemented Q3 2021, ongoing*).
- Diversity and Inclusion Coordinator to respond to community members requests, challenges, and concerns (*Implemented, ongoing*).
- Diversity and Inclusion Coordinator to contribute/communicate to media inquiries on specific content for community awareness (*Implemented*)
- Diversity and Inclusion Coordinator to participate in online marketing campaign for DE&I for the City of Green Bay (*Implemented, ongoing*)
- Diversity and Inclusion Coordinator to partner with UW-Green Bay, City, to host Mayor's Dialogue Series for DE&I awareness (*Implemented, ongoing*)
- Diversity and Inclusion Coordinator to participate in regional panel/s when on DE&I subject matter. (*In progress*)
- Diversity and Inclusion Coordinator to form partnerships with other municipalities in the DE&I arena. (*Implemented, ongoing*)
- For the Diversity and Inclusion Coordinator to serve on the DEI Council for CVMC (*Implemented, ongoing*)

Equal Rights Commission:

- Startup of Equal Rights Commission Diversity, and Inclusion Coordinator presence (*Implemented, Q3 2021*)
- Assess needs and concerns of the community (*Q4-On-going*)
- Developing projects and policies based on community DEI needs (*Q4-On-going*)



JOB DESCRIPTION

City of Green Bay

Position Title:	Workplace Culture & Inclusion Specialist
Department:	Human Resources
Reports To:	Chief of Operations
Position Status:	Exempt
Salary Range:	Pay Grade I
Job Summary:	Under the direction of the Chief of Operations, performs work of moderate difficulty in maintaining a positive workplace culture with an emphasis on employee engagement , recognition, productivity, and inclusion in the workplace. Provides strategic advice and assists department heads in integrating diversity and inclusion goals and strategies into business and planning processes. Maintains positive relationships with departments and the public.
Essential Functions:	▪ Provides strategic advice to department heads and staff on employee engagement, workplace culture, and diversity and inclusion issues. Consults with department heads to develop goals, objectives and strategies and develops plans to meet the established goals. ▪ Develops, implements and monitors a strategic, comprehensive workplace culture and diversity and inclusion plan that identifies core initiatives with mission and value statements. Establishes a system for periodically reviewing and updating the plan. ▪ Develops and implements city-wide policies, procedures and programs as they relate to employee engagement, equality, diversity, inclusion, and workplace culture issues. Reviews city policies and procedures to ensure that they are all inclusive. ▪ Assists with the implementation of the City's Employee Resource Groups (ERG). Serves as the advisor to the (ERG's). Advocates and provides strategic guidance to the groups, and serves as a liaison to management and Human Resources. ▪ Researches, prepares and conducts training programs for employees on recognizing, accommodating and appreciating individual differences and how to apply these skills in meeting employee engagement, productivity, and overall business needs. business and community needs. ▪ Develops metrics for measuring the effectiveness of employee engagement, productivity, and diversity and inclusion initiatives. Prepares reports as deemed necessary on the value of the initiatives. ▪ Identifies external trends and best practices to increase diversity and inclusion in the workplace. Supports and provides recruitment guidance to attract and increase the applicant pool of diverse candidates. ▪ Conducts recruitment and selection activities of a routine nature. Prepares and/or updates job descriptions. Determines recruitment sources; prepares job ads; prepares/updates interview questions; conducts interviews and reference checks. Schedules pre-employment physicals and obtains results.

	▪ City staff liaison to the Equal Rights Commission. Provides information to the Equal Rights Commission on efforts and activities undertaken across City government to achieve diversity, equity, and inclusion efforts. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Considerable knowledge of diversity, inclusion, racial equity and social justice theory, laws, principles and practices. Considerable knowledge of civil rights, disability rights, equal employment opportunity and other relevant laws, rules and regulations. Considerable knowledge of equity and diversity related policy development and organizational development. Considerable knowledge of group dynamics, related facilitation skills and relevant public administration principles. Considerable knowledge of supervisory principles and practices, labor relations and human resources management. ▪ Knowledge of conflict resolution methods and techniques. ▪ Skill in conducting complex equity analysis, developing work plans and program implementation. Skill in conflict resolution and the conciliation of disputes. ▪ Ability to utilize a computer and the required software. ▪ Ability to deal with complex information, identify problems and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to lead, plan, direct and evaluate departmental functions. Ability to formulate, recommend and administer related City-wide policies. Ability to communicate orally and in writing. Ability to prepare and conduct presentations and training to diverse groups of people. Ability to successfully work with multicultural/diverse organizations. Ability to analyze and address complex civil rights issues and effectively represent City interests. ▪ Ability to independently exercise discretion in applying rules, policies and procedures. Ability to independently provide consultation to managers, supervisors and employees on diversity issues, and the development of related strategies. Ability to work effectively as part of a diverse, multidisciplinary team. Ability to develop and maintain cooperative and effective working relationships with a variety of individuals, groups and organizations. Ability to create and deliver effective training sessions and presentations on various topics. Ability to prioritize and organize work. ▪ Ability to work the required hours of the position.
Minimum Education and Experience	▪ Bachelor's Degree in Business Administration, Public Administration, Human Resources Management, Sociology or a related field. ▪ Three years related professional experience in a responsible diversity, inclusion and/or racial equity role with emphasis on policy analysis/development and program/plan development and administration. ▪ Certified Diversity Professional (CDP) or other related diversity certification preferred. ▪ A combination of equivalent education, training and work experience may be considered.

Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 20 pounds. ○ Frequent standing and sitting. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift.
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 Name (Print) _____ Employee Signature _____ Date	



JOB DESCRIPTION

City of Green Bay

Position Title:	Diversity and Inclusion Coordinator
Department:	Human Resources Mayor's Office
Reports To:	Chief of Operations Mayor
Position Status:	Exempt
Salary Range:	Pay Grade I
Job Summary:	Under the direction of the Chief of Operations Mayor, performs work of moderate difficulty in leveraging community resources to promote creating and implementing plans to promote diversity, inclusion, equity, and belonging in the community and workplace. Provides advice and guidance and DEI support to community members, businesses, and City employees. strategic advice and assists department heads in developing and integrating diversity goals and strategies into business and planning processes. Maintains positive relationships with departments and the public.
Essential Functions:	▪ Develops, implements and monitors a strategic, comprehensive diversity-DEI plan for the organization that identifies core initiatives with mission and value statements. Establishes a system for periodically reviewing and updating the plan. ▪ Develops and implements programs that infuse DEI within the business and non-for-profit communities that support both the City's strategic plan and comprehensive plan. ▪ Develops and fosters effective working relationships with key stakeholders, elected officials, community groups, key external diversity organizations and City departments to foster collaboration. ▪ Provides advice, guidance, and DEI support to community members, businesses, and City employees. ▪ Assesses community needs and promotes community cohesion. ▪ City staff liaison to the Equal Rights Commission. Provides information to the Equal Rights Commission on efforts and activities undertaken across City governmentthe community to achieve diversity, equity, and inclusionDEI efforts. ▪ Provides strategic advice to department heads and staff on diversity-related issues. Consults with department heads to develop diversity goals, objectives and strategies and develops plans to meet the established goals. ▪ Develops and implements city-wide policies, procedures and programs as they relate to equality, diversity and inclusion issues. Reviews city policies and procedures to ensure that they are all inclusive. ▪ Identifies external trends and best practices to increase diversity in the workplace. Supports and provides recruitment guidance to attract and increase the applicant pool of diverse candidates.

	▪ Assists with the implementation of the City's Employee Resource Groups (ERG). Serves as the advisor to the (ERG's). Advocates and provides strategic guidance to the groups, and serves as a liaison to management and Human Resources. ▪ Researches, prepares and conducts training programs for employees <u>and the community</u> on recognizing, accommodating and appreciating individual differences and how to apply these skills in meeting business and community needs. ▪ <u>Develops metrics for measuring the effectiveness of organizational diversity initiatives. Prepares reports as deemed necessary on the value of the initiatives.</u> ▪ <u>Attends staff, committee and City meetings as required; may represent the Mayor at various meetings as request</u> ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Considerable knowledge of diversity, inclusion, racial equity and social justice theory, laws, principles and practices. Considerable knowledge of civil rights, disability rights, equal employment opportunity and other relevant laws, rules and regulations. Considerable knowledge of equity and diversity related policy development and organizational development. Considerable knowledge of group dynamics, related facilitation skills and relevant public administration principles. Considerable knowledge of supervisory principles and practices, labor relations and human resources management. ▪ Knowledge of conflict resolution methods and techniques. ▪ Skill in conducting complex equity analysis, developing work plans and program implementation. Skill in conflict resolution and the conciliation of disputes. ▪ Ability to utilize a computer and the required software. ▪ Ability to deal with complex information, identify problems and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to lead, plan, direct and evaluate departmental functions. Ability to formulate, recommend and administer related City-wide policies. Ability to communicate orally and in writing. Ability to prepare and conduct presentations and training to diverse groups of people. Ability to successfully work with multicultural/diverse organizations. Ability to analyze and address complex civil rights issues and effectively represent City interests. ▪ Ability to independently exercise discretion in applying rules, policies and procedures. Ability to independently provide consultation to managers, supervisors and employees on diversity issues, and the development of related strategies. Ability to work effectively as part of a diverse, multidisciplinary team. Ability to develop and maintain cooperative and effective working relationships with a variety of individuals, groups and organizations. Ability to create and deliver effective training sessions and presentations on various topics. Ability to prioritize and organize work. ▪ Ability to work the required hours of the position.

Minimum Education and Experience	▪ Bachelor's Degree in Business Administration, Public Administration, Human Resources Management, Sociology or a related field. ▪ Three years related professional experience in a responsible diversity, inclusion and/or racial equity role with emphasis on policy analysis/development and program/plan development and administration. ▪ Certified Diversity Professional (CDP) or other related diversity certification preferred. ▪ A combination of equivalent education, training and work experience may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 20 pounds. ○ Frequent standing and sitting. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift.
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 Name (Print) Employee Signature Date	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 23, 2022

PREPARED BY

AGENDA ITEM # F.I

Report of routine personnel actions for regular employees

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 8.23.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
January 11, 2022

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Administrative Clerk	Public Works	Edith Vazquez	8/1/2022
Transit Operator	Transit	David Dufresne	7/25/2022
Crime Analyst	Police	Jonah Riggle	8/8/2022
Civil Engineer I	Public Works	Brock Behnke	7/27/2022
Sewer Maint Worker	Public Works	Wade Harris	8/8/2022
Parking Maintenance Technician	Public Works	Jason Shelly	8/1/2022
Community Service Officer	Police	Mason Saharsky	8/4/2022
Communications Coordinator	Police	Jennifer Gonzalez	8/22/2022
Patrol Officer Recruit	Police	Agustin Mahner	8/8/2022
Community Service Officer	Police	Alexis Mleziva	8/10/2022
Community Service Officer	Police	Emma Effert	8/23/2022
<u>Rehire</u>			
Temp Clerk Election	Admin Svs	Karen Schley	7/25/2022
<u>Transfer</u>			
HR Generalist II	Human Resources	Sarah Fidler	8/8/2022
HR Coordinator	Water Utility		
Specialist I	Police	Daniel Greene	8/22/2022
School Resource Officer			
Laborer - Sanitation	Public Works	Timothy Kosch	8/22/2022
Operator I - Street Division			
<u>Grade/Step Change</u>			
Transit Operator	Transit	Keith Roubal	7/6/2022
Operator I	Public Works	Andrew Theis	7/26/2022
Public Works Supervisor	Public Works	Stuart Stormer	7/18/2022
Engineering Technician	Public Works	Kyle Vanderloop	6/11/2022
Administrative Supervisor	Public Works	Elizabeth Nadolski Spears	6/1/2022
Senior Animal Keeper	Park, Recreation & Forestry	Alyssa Baumann	7/10/2022
HVAC Technician	Public Works	Dante Bott	7/26/2022
Operator II	Public Works	Kevin Burmeister	8/9/2022
Mechanic (D)	Public Works	Jamie Hendricks	8/12/2022
Financial Supervisor	Public Works	Nancy Clifford	6/24/2022
Patrol Officer	Police	Brandon Eick	7/6/2022
Patrol Officer	Police	Benjamin Snyder	7/8/2022
Patrol Officer	Police	Nicholas Walvort	7/9/2022
Patrol Officer	Police	Alexander Carlson	7/11/2022
Patrol Officer	Police	John Allen	7/11/2022
Patrol Officer	Police	Arturo Santos Martinez	7/11/2022
Patrol Officer	Police	Luke Lansbach	7/30/2022
Truck Driver - Street	Public Works	R. Scott Blank	8/30/2022
<u>Name Change</u>			
Patrol Officer	Police	Sheila Sleeter	7/6/2022

End of Employment

Operator I (D)	Public Works	Scott Eiting	7/28/2022
Seasonal Engineering Aide	Public Works	Joseph Stoa	8/11/2022
Park Maintenance Worker	Park, Recreation & Forestry	Trey Alsteen	8/12/2022
Building Maintenance Tech	Public Works	Justin Madero	8/12/2022
Community Service Officer	Police	Jack Smith	5/20/2022
Account Clerk II	Public Works	Mary Gonion	8/12/2022
Transit Operator	Transit	Duane Georgia	8/16/2022
Seasonal Engineering Aide	Public Works	Keeshawn Katers	8/26/2022
Parking Enforcement Officer	Public Works	Curtis Roger	9/1/2022
Seasonal Engineering Aide	Public Works	Charles Skogg	8/19/2022
Seasonal Engineering Aide	Public Works	Evan Schneider	8/12/2022



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 23, 2022

PREPARED BY

AGENDA ITEM # F.2

Next meeting date: September 13, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None