



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MARCH 14, 2023, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. 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.

- I. Approval of the Personnel Committee minutes from February 28, 2023.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement position and all subsequent vacancies resulting from internal transfers.
 - a. GIS Analyst
2. Consideration with possible action to discuss additional security measures for the staff and the public at City Hall which may include full-time security personnel as well as physical improvements.

F. Informational.

- I. Report of Routine Personnel Action Items
2. Next Meeting: March 28, 2023

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





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 14, 2023

PREPARED BY

AGENDA ITEM # E.I

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

a. GIS Analyst

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo - 3.14.2023
2. GIS Analyst - Wayne_03-14-23

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: March 14, 2023

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2023 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- GIS Analyst – Replacement position due to the resignation of Krystina Wayne effective at the end of the day on March 1, 2023. This position is budgeted at \$57,657 – 67,828 annually (Pay Grade I).

**Position Fill Request
Justification Report
March 14, 2023**

Position Title: **GIS Analyst**

- 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 GIS Analyst position is vacant due to the resignation of Krystina Wayne, effective March 1, 2023,

- 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.**

This position is funded in the 2023 budget. The salary range for the position is currently \$57,657 – 67,828, annually.

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

The GIS Analyst position is primarily tasked with maintenance and record-documentation of public infrastructure databases within the City's Geographic Information System (GIS). In addition to these tasks, the GIS Analyst is responsible for developing and deploying new GIS-based applications to be used by City departments to streamline workflow, provide more complete and reliable records, and upgrade the technology from paper-based record keeping. The GIS Analyst also is responsible for converting legacy data into our GIS system.

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

The GIS Analyst does not directly generate revenue, but does reduce expenses when compared to the alternative of contracting the service out. If the City needed to contract the workload out to a contracted employee, it is estimated that the costs would be range of \$75,000 to \$85,000 annually.

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

With ever-increasing GIS-based workflow within the City, the amount of hours of available work would be greater than the number of hours available for the remaining GIS Analyst. Also, since the retirement of the IT Director, the remaining GIS Analyst has taken on additional job responsibilities, further reducing his availability to absorb work tasks assigned to this position.

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

The duties of the position were being completed by the incumbent in the position, until the date of her resignation. Work tasks assigned to this position are currently not being completed.

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

GIS database maintenance would be severely reduced if the position is not filled. Also, all legacy data conversion would stop, resulting in a severe detriment to the Department of Public Works.

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

The only reasonable alternative to filling the position would be to contract the work out to a consultant. This is expected to be cost-prohibitive.

9. Are there union issues?

There are no union issues regarding this request.

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 14, 2023

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to discuss additional security measures for the staff and the public at City Hall which may include full-time security personnel as well as physical improvements.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 14, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PAF Tracking 3.14.23 .xlsb

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
March 13, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Parks Maintenance Worker	PRF	Edward Rodriguez II	2/27/2023
Parking Enforcement Officer	DPW	Jason Anderson	3/30/2023
Planner I	DCED	Dena Mooney	3/6/2023
Firefighter	Fire	Kyle Ayvazzadeh	3/13/2023
Firefighter	Fire	Eric Beaumia	3/13/2023
Firefighter	Fire	Natalie Boney	3/13/2023
Firefighter	Fire	Andrew Bronkhorst	3/13/2023
Firefighter	Fire	Jared Cartwright	3/13/2023
Firefighter	Fire	Jacob Clausing	3/13/2023
Firefighter	Fire	Amber Evers	3/13/2023
Firefighter	Fire	Samantha Hackl	3/13/2023
Firefighter	Fire	John Jorns	3/13/2023
Firefighter	Fire	Alexander Kurth	3/13/2023
Firefighter	Fire	Caleb Mostek	3/13/2023
Firefighter	Fire	Riley Nietzer	3/13/2023
Firefighter	Fire	Wesley Pautz	3/13/2023
Firefighter	Fire	Cory Peloch	3/13/2023
Firefighter	Fire	Jesse Schwoerer	3/13/2023
Firefighter	Fire	Trevor Tupper	3/13/2023
Firefighter	Fire	Connor Ferral	3/13/2023
Firefighter	Fire	Colton Reince	3/13/2023
<u>Transfer</u>			
Admin Clerk	DCED	Jessica Deal	3/13/2023
<u>Reclassification</u>			
Parking Maintenance Technician	DPW	Celeste Hoffmann	1/18/2023
<u>Grade/Step Change</u>			
Sewer Maintenance Worker	DPW	Reed Rondeau	3/8/2023
Admin Clerk	Admin Svs	Jennifer Lueskow	2/26/2023
Parking Maintenance Technician	DPW	Cody Flavion	3/6/2023
Transit Compliance Coordinator	Transit	Miranda Socha	3/17/2023
Engineering Technician	DPW	Kelly O'Malley	3/13/2023
Erosion Control Specialist	DPW	Kelli Mincheski	3/1/2023
Operator II	DPW	Jake LaCount	3/9/2023
Truck Driver - Sanitation	DPW	Josh Sonesen	3/23/2023
Laborer - Sanitation	DPW	Nick Dorsey	3/5/2023
Paralegal	Law	Lindsey Belongea	3/11/2023
<u>End of Employment</u>			
Admin Clerk	DPW	Stephanie Chartrand	3/6/2023