



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 25, 2023, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

Immediately following Finance.

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.

1. Approval of the Minutes from the April 11, 2023 Personnel Committee meeting.

E. Regular Business.

1. For consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Park Maintenance Worker
 - b. Park Maintenance Worker
 - c. Parking Enforcement Officer
 - d. Civil Engineer
 - e. IT Director
2. For consideration with possible action on the 2023 City of Green Bay and City of Green Bay international Brotherhood of Electrical Workers Local No. 158 labor agreement.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

3. For consideration with possible action on the market assessment and pay grade adjustment for the Electrician position from Pay Grade I to Pay Grade J and Electrician Foreperson

position from Pay Grade J to Pay Grade K.

4. For consideration with possible action on the reclassification of the following positions in Community and Economic Development:
 - a. Economic Development Specialist (Pay Grade I) to Senior Economic Development Specialist (Pay Grade K)
 - b. Administrative Assistant (Pay Grade I) to Administrative Operations Supervisor (Pay Grade J)
 - c. Administrative Clerk (Pay Grade D) to Inspections Support Specialist and Development Support Specialist (Pay Grade E)
5. For consideration with possible action to amend the July 1, 2023 timeline for the increase of two legal assistant positions (one at 80% and the other at 93.75%) to full-time as soon as practicable.

F. Informational.

1. Report of Routine Personnel Action Items
2. Next Meeting: May 9, 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.

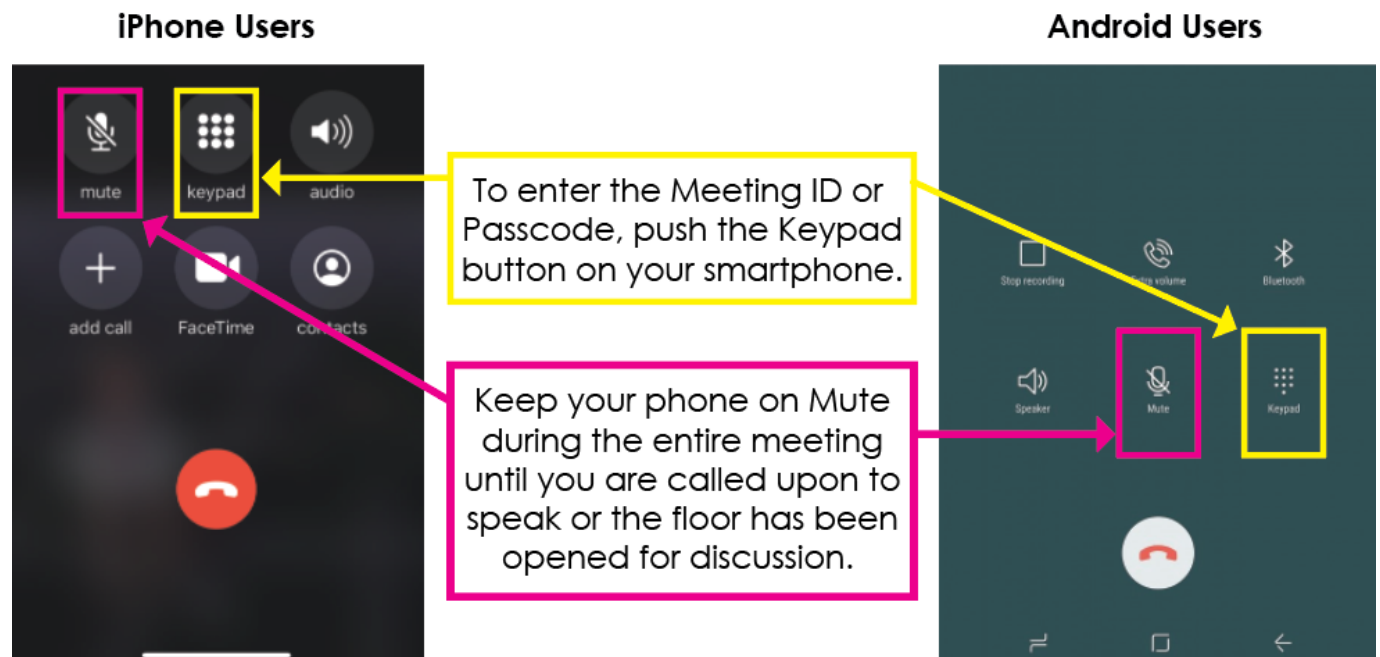
Additional Information

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

April 25, 2023

PREPARED BY

AGENDA ITEM # E.I

For consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Park Maintenance Worker
- b. Park Maintenance Worker
- c. Parking Enforcement Officer
- d. Civil Engineer
- e. IT Director

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo - 4.25.2023
- 2. Park Maintenance Worker - T. Flores 04.10.23
- 3. Park Maintenance Worker - D. Falk 06.30.23
- 4. Parking Enforcement Officer - J. Anderson 04.28.23
- 5. Civil Engineer - Snyder - 2023
- 6. Position Fill Request - IT Director

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: April 25, 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.

- Park Maintenance Worker – Replacement position due to the resignation of Terri Flores effective at the end of the work day April 10, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)
- Park Maintenance Worker – Replacement position due to the retirement of David Falk effective at the end of the work day on June 30, 2023. This position is budgeted at \$21.60 – \$25.42 per hour. (Pay Grade F)
- Parking Enforcement Officer – Replacement position due to the resignation of Jason Anderson effective at the end of the work day on April 28, 2023. This position is budgeted at \$17.33 – \$20.40 per hour. (Pay Grade C)
- Civil Engineer (Utility Section) – Replacement position due to the resignation of Tom Snyder effective at the end of the work day on May 1, 2023. This position is budgeted at \$54,600 - \$75,483 per year. Effective June 4, 2023, with the implementation of the market analysis approved by the Common Council in the 2023 budget, the salary range will be \$64,189 - \$81,162 per year. The position is currently funded 50% by the Sanitary District and 50% by the Storm Water Utility budgets.
- IT Director – Replacement position due to the retirement of Mike Hronek effective at the end of the work day on December 16, 2022. This position is budgeted at \$109,866 - \$129,230 per year. (Pay Grade R)

**Position Fill Request
Justification Report
04-10-2023**

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 is vacant as a result of the resignation of Terri Flores effective April 10, 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.**

Yes, this position is budgeted. The wage range is \$21.60 - \$25.42 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 10:30 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.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and Falling Star amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

**Position Fill Request
Justification Report
04-14-2023**

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 retirement of David Falk effective at the end of the work day on June 30, 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.**

Yes, this position is budgeted. The wage range is \$21.60 - \$25.42 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 10:30 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.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and Falling Star amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

Position Justification Form

April 17, 2023

Position Title: **Parking Enforcement Officer (PEO) – DPW-Parking Division**

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 Parking Enforcement Officer vacancy is the result of the resignation of Jason Anderson. effective at the end of his regular work shift on Friday, April 28, 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 through the Parking Division's operating budget. The current wage range is \$17.33 - \$20.40 per hour (Pay Grade C).

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

Parking Division provides over 95% of the City's parking enforcement services. The remainder of parking enforcement is provided by Police Department. Currently there are four (4) Parking Division Parking Enforcement Officers for the entire City. Parking enforcement provided by Parking Division occurs Monday through Saturday.

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

Parking Enforcement Officers generate parking citation revenue, which allows Parking Division to operate without funding from City tax levy revenue.

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

See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

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

Without Parking Enforcement Officers, there would be little to no parking enforcement activity in the City of Green Bay. Police Department places parking enforcement low on their priority list.

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

Parking Division would continue to operate at its current level of parking enforcement for the City. But parking compliance/enforcement in the City and associated revenue would decrease. Insufficient revenue would require Parking Division to eliminate services, or require assistance from the City's tax levy to remain financially solvent.

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

Privatization

9. Are there union issues?

No.

10. Other supporting comments.

The City attempted to privatize the (then) Parking Utility in 1998, and was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system. Green Bay's current parking system is functioning well, but needs employees to function properly.

**Position Fill Request
Justification Report
April 18, 2023**

Position Title: Civil Engineer – Utility 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 Tom Snyder's resignation effective May 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.**

The position is included in the current budget. The current salary range for the position is \$54,600 - \$75,483 per year. Effective June 4, 2023, with the implementation of a recent market analysis, the salary range will be \$64,189 - \$81,162 per year. The position is currently funded 50% by the Sanitary District and 50% by the Storm Water Utility budgets.

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

This position provides design and contract administration services for all Public Works construction projects throughout the City of Green Bay. The position is responsible for the design and preparation of contract plans and specifications for projects benefitting the residential, commercial, and industrial customers of the City. This position is responsible for the on-going development of a sanitary sewer system hydraulic modeling effort to aid in determining inflow & infiltration deficiencies within the existing system. This position conducts site plan and storm water management review, as well as responds to storm water drainage issues.

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

The position generally does not generate revenue and reduce expenses.

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

This vacancy results in two vacant engineering positions within the Utility Division. This is a hard to fill position and the level of work routinely exceeds the number of hours available.

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

We would anticipate some project responsibilities to be shifted to other staff while some duties of the position will currently not be completed. As a result of this vacancy, it is possible that the work in 2023 Capital Improvement Program may not be completed or will be delayed. Response to customer needs and complaints may also be delayed.

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

The design, construction and hydraulic modeling City Infrastructure, both sanitary and storm sewer as related to capital projects would not be completed. Site plan and storm water management plan reviews may not be completed in a timely manner.

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

The alternate method of accomplishing the work would be to hire outside consultants to supplement our engineering staff. The cost associated with this alternative would be approximately 15-25% of the value of the construction for each project the outside consultant works on. These additional costs were not anticipated either through the development of the 2023 budget nor the 2023 Capital Improvement Program. Furthermore, it is difficult for a consultant to fill this role since they would be reviewing the work of other consultants, which can result in positive or negative biases on behalf of the City.

9. Are there union issues?

No

10. Other supporting comments.

None.

**Position Fill Request
Justification Report**
April 25, 2023

Position Title: IT Director

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**

Mike Hronek retired on December 16, 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 currently budgeted at pay grade R (\$109,866-\$129,230) of the general employee salary schedule.

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

The Information Technology and Services Department has 12 full time individuals and a budget of approximately \$1.7M. This position is responsible for directing, administering and monitoring all of the information services department functions and provides management and supervision to departmental staff. In addition the position:

Ensures the operational effectiveness of IT systems equipment and applications, conducts analysis of computer hardware and software needs for all departments, assists in evaluation and selection of software and hardware for all departments.

Oversees the installation of systems, system upgrades, software releases, and enhancements for all City computerized applications.

Procures, develops, maintains, and updates reference manuals pertaining to information systems equipment and applications.

Develops, compiles, and prepares regular and special reports as required. Directs provision of information systems training on a city-wide basis. Maintains inventory of all city-wide computer hardware and software.

Maintains proper licensure for all software. Stays abreast of developments and trends in the field of Information Technology.

Attends meetings of the Common Council and other various meetings as necessary.

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

This position reduces expenses through careful management of the City's technology use and needs and maintenance of those systems. There have been several software programs

and business applications created throughout the years that reduce contractual expenses to purchase new software or program workflow for departmental use. Also, potential liability can be reduced by ensuring the City is up to date on its cyber and information technology defense systems.

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

The volume of work this position completes is beyond what the department's current staffing levels can absorb and is a significant amount of responsibility. This is a critical position to ensure the City continues to use the most efficient and effective technology to improve day-to-day operations, service delivery to the public, as well as protect from potential cyber attacks on the network.

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

The duties of the position are being performed by the current interim IT Director, Dave Wilquet.

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

The IT Department's response time and effectiveness will be diminished if the position is not filled and we would need to modify services currently being provided to departments.

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

Contracting the position out at a significantly higher cost.

9. Are there union issues?

No.

10. Other supporting comments.

This position is vital to the IT Department and the City of Green Bay in leading the City in all of its technology systems and all of the services the department provides to the City's internal and external customers.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 25, 2023

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the 2023 City of Green Bay and City of Green Bay international Brotherhood of Electrical Workers Local No. 158 labor agreement.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. City of GB and IBEW 2023 Agreement

Agreement Between

City of Green Bay

And

City of Green Bay

International Brotherhood of Electrical Workers

Local No. 158

(Department of Public Works
Electrical Division)

2023

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2023

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and Local 158, International Brotherhood of Electrical Workers, hereinafter referred to as the "Union".

ARTICLE 1 RECOGNITION

The City agrees to recognize representatives of Local 158, IBEW, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on August 13, 1964.

ARTICLE 2 TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2023 and remain in full force and effect up to and including December 31, 2023.

ARTICLE 3 WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement. The wage rates include a 3% increase effective with the first day of the pay period in which April 1, 2023 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, approved by IBEW Local 158 on _____ and by the City Council on _____.

City of Green Bay

**Local 158, International Brotherhood of
Electrical Workers**

Mayor

Business Manager, Local 158

Human Resources Director

City Clerk

**APPENDIX A
WAGE RATE**

International Brotherhood of Electrical Workers
Local No. 158

CITY PAY PLAN

Placement on a step of the new schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN

April 1, 2023

Pay Grade: J

✦ Electrician Foreperson

Pay Grade: I

✦ Electrician

WAGES IN ACCORDANCE WITH CITY PAY PLAN

April 1, 2023

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
J	\$30.86	\$31.75	\$32.66	\$33.58	\$34.47	\$35.37	\$36.29	\$36.30	\$41.73
I	\$28.55	\$29.38	\$30.23	\$31.04	\$31.91	\$32.72	\$33.59	\$33.60	\$38.61

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12-months of employment. All requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 25, 2023

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on the market assessment and pay grade adjustment for the Electrician position from Pay Grade I to Pay Grade J and Electrician Foreperson position from Pay Grade J to Pay Grade K.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. MEMO - Personnel Committee - Electrician and Electrician Foreperson Market Assessment 2023



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: Market Analysis for Electricians and Electrician Foreperson

Date: April 25, 2023

RECOMMENDATION

Human Resources and the Public Works Departments are requesting that the Electrician and Electrician Foreperson positions (7 total) be increased one pay grade. The Electricians will move from Pay Grade I to Pay Grade J and the Electrician Foreperson will move from Pay Grade J to Pay Grade K. The recommendation is based on the market analysis provided by the City's consultant, Carlson and Dettman.

The request is for this adjustment to take effect on June 4, 2023.

BACKGROUND

The Electricians have had at least one vacant position since 2019 which has put a strain on the staff given the responsibilities of the positions. The positions are required to be on call 24 hours/day with a weekly on-call rotation. There also has been an increase in the scope of work to assist other municipalities and Brown County in both emergency and maintenance responsibilities. An Electrician position was added in 2022 to help with the additional work, but the position has not always been filled given the turnover and ability to fill the position.

To address these concerns, the City asked its consultant to provide a market analysis of the Electrician positions. Based on the analysis, the recommendation is to move both the Electrician and Electrician Foreperson positions up one pay Grade. This adjustment is recommended to provide more competitive wages to help recruit and retain these positions.

FISCAL IMPACT

The reclassification of these positions and the wage adjustment based on the market analysis will result in an overall increase of approximately \$10,092 for the remainder of 2023.

c: Public Works Director Steve Grenier



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 25, 2023

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action on the reclassification of the following positions in Community and Economic Development:

- a. Economic Development Specialist (Pay Grade I) to Senior Economic Development Specialist (Pay Grade K)
- b. Administrative Assistant (Pay Grade I) to Administrative Operations Supervisor (Pay Grade J)
- c. Administrative Clerk (Pay Grade D) to Inspections Support Specialist and Development Support Specialist (Pay Grade E)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. MEMO - Personnel Committee - 2023 C&ED Reclassifications
2. Sr. Economic Development Specialist - Clean - 2023
3. Economic Development Specialist - redline changes 2023
4. Administrative Operations Supervisor JD - 4-25-23
5. AdminAsst-Job Description tracked changes
6. Inspection Support Specialist - Clean Job Description 3-22-23
7. Development Support Specialist - Planning - Clean Job Description 3-22-23
8. Administrative Clerk-Planning - tracked changes
9. Administrative Clerk-Inspection- tracked changes



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: Joe Faulds, Chief of Operations
Neil Stechschulte, Development Director

Re: Request to reclassify the Economic Development Specialist, Administrative Assistant, and the Administrative Clerks in the Community and Economic Development Department

Date: April 25, 2023

RECOMMENDATION

The Human Resources and Community and Economic Development departments request that the Economic Development Specialist, Administrative Assistant, and Administrative Clerks be reclassified to ensure appropriate compensation for the work that is being performed and the additional responsibilities. These positions and the new job duties were reviewed by the City's consultant, Carlson and Dettman, for placement in the City's salary plan.

The reclassifications would become effective on June 4, 2023.

The total 2023 financial impact for these positions is approximately \$6,800. The funding sources will be from the projected short term rental fees, inspection fees, and TIF administrative costs. These are funding sources that directly relate to the work and responsibilities of the positions.

I. Economic Development Specialist

The City of Green Bay continues to expand its economic development that includes a variety of public and private projects. The Economic Development Specialist role is recommended to be reclassified to a Senior Economic Development Specialist to provide project management for some of the new projects as well as take on more complex responsibilities. The position will oversee the \$565,000 GLRI grant for Shipyard Phase and the planning and implementation of the Shipyard Phase 2 which will oversee the \$5 million NPS grant. In addition, the role:

- Takes on greater responsibilities in creating, reviewing, and implementing development agreements.
- Serves as a primary liaison to major development partners including developers, consultants, and community organizations.
- Serves as liaison for Downtown design efforts between DGBI, OBI, and City Staff.

The attached job description shows the new responsibilities and essential functions of the Senior Economic Development Specialist.

FISCAL IMPACT

This reclassification results in a 2023 financial impact of approximately \$2,486.38.

Estimated	2023 Grade I	2023 Grade K
Salary	\$73,413	\$77,126
FICA	\$5,533	\$5,900
WRS (General)	\$4,918	\$5,245
Worker's Comp	\$152	\$162
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$92	\$98
TOTAL COMPENSATION	\$101,621	\$107,130

Annual Fiscal Impact \$4,262

II. Administrative Assistant

The recommendation is to reclassify the Administrative Assistant position to an Administrative Operations Supervisor based on the substantial changes in job responsibilities. A summary of those changes are:

- Expanded role in providing recommendations on the department's annual budget as well as monitoring expenses and revenues throughout the year.
- Functions as the liaison to other City departments on administrative and financial matters.
- Expanded role in management decisions impacting the roles and responsibilities of the position's direct reports and all the employees in the department.
- Responsible for the accounts payable functions and maintaining billing records in the City's financial systems.
- Reviews and submits legal notices for publications and maintains records on affidavits of publication.
- Under the knowledge, skills, and abilities the changes require more knowledge and skill regarding management, administrative responsibilities, and communication.

The attached job description shows the new responsibilities and essential functions of the Administrative Operations Supervisor.

FISCAL IMPACT

This reclassification results in a 2023 financial impact of approximately \$2,854.92.

Estimated	2023 Grade I	2023 Grade J
Salary	\$70,554	\$74,818
FICA	\$5,397	\$5,724
WRS (General)	\$4,798	\$5,088
Worker's Comp	\$148	\$157
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$89	\$95
TOTAL COMPENSATION	\$99,585	\$104,479

Annual Fiscal Impact \$4,894

III. Administrative Clerks

There are three Administrative Clerks in the Community and Economic Development Department. Two of those positions will be named Inspection Support Specialists and one will be Development Support Specialist.

All three of the positions provide considerably difficult customer service and administrative support for the entire department as well as phones and counter service to walk-in customers. Two of the positions have a stronger role in supporting the Inspections and Enforcement division, while the other position has a stronger role in supporting the Planning and Projects and Housing divisions. The expanded roles include:

- All three assist the public in providing the appropriate permit applications based on the work being done and who is performing the work, explaining the forms that are needed and answering some basic code questions, explaining what is required on the site plan, etc.
- When permit applications are submitted, they review to make sure all required information is provided for the submittal (such as signatures on appropriate forms, estimated cost of construction, site plans, etc.).
- They independently create projects in ECLIPS for various permits upon submittal. This expanded role has reduced the frequency of the Building Inspector being called to the counter, having phone calls transferred, and entering data into ECLIPS. This allows more time for the Building Inspector to focus on plan review and other tasks.
- The Admin Clerk-Inspection positions will:
 - o Attend meetings with IT and the Chief Building Official to discuss and coordinate process improvements
 - o Create and maintain the ECLIPS manual

- Assist IT in the creation and improvements of online services including the scheduling webpage for inspections.
- Provide point of contact for contractors and the public with questions about the permit process when inspectors are not available.
- The Admin Clerk-Planning position will:
 - Provide agenda, minutes, and legal notification support to Community and Economic Development boards and commissions. (i.e. Plan Commission, Board of Appeals, Economic Development Authority, Green Bay Housing Authority, and others as needed).
 - This includes preparing and tracking the appropriate municipal ordinances and resolutions and ensuring they are included on boards, commission, and Council agendas. This work was previously handled by the Law Department.
 - Take the lead on short term rental applications and annual review process. This involves review of required paperwork for new applications and the annual renewal process, communication, and follow-up with the applicants and maintaining related records.

The attached job descriptions show the new responsibilities and essential functions of the Inspection Support Specialist and Development Support Specialist positions. The Inspection Support Specialist positions are fully funded by the general fund and the Development Support Specialist is funded 60% by the general fund and 40% by Community Development Block Grant funding.

FISCAL IMPACT

This reclassification results in a 2023 financial impact of approximately \$1,448.37.

Estimated	Admin Clerk Grade D	Admin Clerk Grade D	Admin Clerk Grade D	Inspection Grade E	Inspection Grade E	Develop. Grade E
Salary	\$43,534	\$45,822	\$45,822	\$44,970	\$47,403	\$44,970
FICA	\$3,330	\$3,505	\$3,505	\$3,440	\$3,626	\$3,440
WRS (General)	\$2,960	\$3,116	\$3,116	\$3,058	\$3,223	\$3,058
Worker's Comp	\$91	\$96	\$96	\$94	\$100	\$94
Health Insurance	\$17,197	\$17,197	\$17,197	\$17,197	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402	\$1,402	\$1,402	\$1,402	\$1,402
Life Insurance	\$55	\$58	\$58	\$57	\$60	\$57
TOTAL COMPENSATION	\$68,571	\$71,197	\$71,196	\$70,217	\$73,012	\$70,217

Fiscal Impact \$2,483

JOB DESCRIPTION

City of Green Bay

Position Title:	SENIOR ECONOMIC DEVELOPMENT SPECIALIST
Department:	Community and Economic Development
Reports To:	Development Director
Position Status:	Exempt
Salary Range:	Grade K
Job Summary:	Creates an economically vibrant community by developing, promoting and managing a variety of City incentives and business assistance programs. This position requires a high degree of versatility and a working understanding of the basic principles of urban planning, downtown revitalization, brownfield redevelopment, public administration and political science.
Essential Functions:	1) Manages and coordinates City involvement in major development projects including environmental review, budgets, contracting, bidding, financing, and other aspects of projects as directed by the Development Director. Acts as the lead and primary contact for these projects. 2) Manages City programs focusing on downtown revitalization and brownfield redevelopment, including but not limited to, grants and loans funded by, federal, state, and private partners. 3) Manages City-led redevelopment projects, including complicated brownfield properties, in coordination with other City departments, private developers, consultants, state and federal partners, and community stakeholders. 4) Proactively seeks out, applies for and administers major grants and funding opportunities that complement Department and City objectives. 5) Supports the Development Director in the creation and implementation of development agreements, incentive packages, economic development policies, and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TIDs). 6) Provides direction and guidance to project teams, and outside consultants or vendors who provide project support and services for City projects. 7) Cultivates business networks. Collaborates with Business Improvement Districts (BIDs) and other economic development partners on retention and recruitment efforts. 8) Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers. 9) Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends. 10) Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement.

	11) Performs other duties as assigned.
Knowledge, Skills And Abilities	• Considerable knowledge of the principles, techniques, and objectives of economic development, urban planning, and land development concepts, especially brownfield redevelopment. Considerable knowledge of the basic principles of urban planning and design, and the tools and practices of economic development including incentives and public-private financial structures; Federal and state statutes; and real estate sales and financing. Knowledge of the City's economic structure and of local, state and federal loan and tax credit programs. • Working skill in the application of principles and practices of community and economic development, especially through grant writing and administration, program and project management, drafting policies, and analyzing data and preparing reports on the economy, housing, the environment, transportation and other relevant topics. • Good ability in the collection, preparation, and analysis of reports and data; financial analysis; analytical skill preparing and maintaining accurate and complete records, files and reports; and making public presentations. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors. Ability to work the required hours of the position.
Minimum Education And Experience	• Bachelor's degree in Urban Planning, Public Administration, Economics, Political Science or other closely related field. Master's degree desirable. • Three years related experience in economic development, planning, or real estate development desired. • Experience applying for and administering federal and state grants. • Experience with GIS desirable. • Experience conducting real estate market analysis desirable. • Certification through International Economic Development Council (IEDC), American Institute of Certified Planners (AICP), or similar accreditation desirable. • Valid driver's license and a good driving record. A combination of equivalent experience and/or education may be considered.

Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • 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 (please print) _____ Employee Signature _____ Date	

JOB DESCRIPTION

City of Green Bay

Position Title:	<u>SENIOR</u> ECONOMIC DEVELOPMENT SPECIALIST
Department:	Community and Economic Development
Reports To:	Development Director
Position Status:	Exempt
Salary Range:	Grade <u>KI</u>
Job Summary:	Creates an economically <u>vibrant</u> community by developing, promoting and managing a variety of City incentives and business assistance programs. This position requires a high degree of versatility and a working understanding of the basic principles of urban planning, <u>downtown revitalization, brownfield redevelopment</u> , public administration and political science.
Essential Functions:	1) Cultivates business networks. Collaborates with Business Improvement Districts (BID's) on retention and recruitment efforts. Organizes and facilitates meetings with employers in the business centers. 2) Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers. 3) Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends. 4) Assists in the creation and implementation of neighborhood, district, corridor and Tax Increment District (TID) plans. <u>1) Manages and coordinates City involvement in major development projects including environmental review, budgets, contracting, bidding, financing, and other aspects of projects as directed by the Development Director. Acts as the lead and primary contact for these projects.</u> <u>2) Manages City programs focusing on downtown revitalization and brownfield redevelopment, including but not limited to, grants and loans funded by, federal, state, and private partners. US Environmental Protection Agency (EPA) Brownfields Community-wide Assessment funds. Completes all reporting requirements.</u> 5)3) Manages City-led redevelopment projects, including complicated brownfield properties, in coordination with other City departments, private developers, consultants, state and federal partners, and community stakeholders. 6) Manages Community Development Block Grant (CDBG) funds for façade and demolition grants. Markets programs and reviews applications. 7)4) Proactively seeks out, applies for and administers major grants and funding opportunities (<\$250,000) that complement Department and City objectives. Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement.

	5) <u>Supports the Development Director in the creation and implementation of development agreements, incentive packages, economic development policies, and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TID).</u> 6) <u>Provides direction and guidance to project teams, and outside consultants or vendors who provide project support and services for City projects.</u> 7) <u>Cultivates business networks. Collaborates with Business Improvement Districts (BID's) and other economic development partners on retention and recruitment efforts.</u> 8) <u>Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers.</u> 9) <u>Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends.</u> 8)10) <u>Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement.</u> 9)11) <u>Performs other duties as assigned.</u>
Knowledge, Skills And Abilities	• Considerable knowledge of the principles, techniques, and objectives of <u>economic development, community urban planning, and land development concepts, especially brownfield redevelopment. ; basic statistical methods; financial analysis; market analysis; and marketing and urban development.</u> Considerable Good knowledge of the basic principles of urban planning and design, and the tools and practices of economic development including incentives and public-private financial structures; Federal and state statutes; and real estate sales and financing. Knowledge of the City's economic structure and of local, state and federal loan and tax credit programs. • Working skill in the application of principles and practices of community <u>and economic development, planning; performance of statistical calculations and analysis; collection, analyzing and interpreting data pertaining to planning and zoning; reading and understanding construction plans and maps; performing mathematical computations and analysis; and preparing marketing and advertising publications especially through grant writing and administration, program and project management, drafting policies, and analyzing data and preparing reports on the economy, housing, the environment, transportation and other relevant topics.</u> • Good ability in the collection, preparation, and analysis of <u>marketing reports and data; financial analysis; analytical skill; preparing and maintaining accurate and complete records, files and reports; and making public presentations.</u> Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors. Ability to work the required hours of the position.
Minimum Education And Experience	• Bachelor's degree in Urban Planning, Public Administration, Economics, Political Science or other closely related field. Master's degree desirable. • <u>One to t</u>Three years related experience in economic development, <u>marketing,</u> planning,

	or real estate development desired. • Experience applying for and administering federal and state grants. • Experience with GIS desirable. • Experience conducting real estate market analysis desirable. • Certification through International Economic Development Council (IEDC), American Institute of Certified Planners (AICP), or similar accreditation desirable. • Valid driver's license and a good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • 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 (please print) _____ Employee Signature _____ Date	

JOB DESCRIPTION

City of Green Bay

Position Title:	Administrative Operations Supervisor
Department:	Community and Economic Development
Reports To:	Development Director
Position Status:	Non-Exempt
Salary Range:	Grade J
Job Summary:	Under general direction, performs work of considerable difficulty in the management of office operations and supervision of clerical staff in the Community and Economic Development Department; provides administrative assistance to the Director.
Essential Functions:	1) Plans, assigns, supervises, and evaluates the work of administrative clerks. Interviews and selects applicants for positions. Provides training and orientation of administrative clerks. Responsible for front office procedures and staffing. Manages related daily issues. 2) Participates in managers meetings and department team meetings involving discussions and decisions on department operations and policies. 3) Provides recommendations for annual budget and works with Director and managers on budget preparation, review, and submittal. Monitors expenses and revenues throughout the year. Prepares and reviews budget status reports. Responsible for maintenance of budget accounts. Responsible for records of revenue, receipts and deposits. Maintains inspection receivables account for expenses and billings related to demolitions and nuisance abatement work. Functions as the liaison to other City departments on administrative and financial matters. 4) Responsible for accounts payable functions. Codes invoices for payment from appropriate general ledger account and approves invoice entry batches. Maintains records for various department operations. Involves expense tracking and billing of chargebacks for federal programs. 5) Provides oversight and review of processes relating to all Boards and Commissions served by the Community and Economic Development Department. Involves all aspects of meeting preparation, mailing of notices, agenda packet preparation, minutes, and Council reports. Performs work for the Green Bay Redevelopment Authority and Tax Incremental Districts Joint Review Board. Coordinates execution of development agreements and other documents with developers and City officials. 6) Provides oversight and review of processes relating to front office responsibilities involving the issuance of building permits, scheduling of inspections, communications with customers, and processing of payments. 7) Reviews and submits legal notices for publication. Reconciles billings and issues payments for various accounts with Official City newspaper. Maintains records on Affidavits of Publication. 8) Responsible for department purchasing functions including the purchase of office supplies, field supplies for inspectors, safety equipment, furniture, and clothing.

	Reconciles assigned purchasing cards and responsible for maintenance of records. Authorizes requisitions and vouchers in the Director's absence. 9) Processes all confidential materials for Community and Economic Development Department. Maintains personnel records. Initiates, tracks, and prepares required personnel action forms. Responsible for training and travel arrangements. Handles reservations, registrations, travel reimbursements and other employee reimbursements. 10) Responsible for oversight of conference room use, copy machine/printer operation and maintenance, and overall functioning of department equipment, furniture, supplies, etc. This would include development and maintenance of Standard Operating Procedures. 11) Performs other duties as assigned.
Knowledge, Skills And Abilities	• Comprehensive knowledge and skill in the principles of management and administration including accounting and bookkeeping, budget management, financial reporting, and record keeping. Comprehensive knowledge of the principles and techniques of effective supervision and evaluation skills. Considerable knowledge of standard office procedures and routines, department programs and policies. Knowledge of local government organization and procedures. • Strong interpersonal communication and analytical skills. Sufficient supervisory skills to effectively supervise assigned staff. Sufficient communication and human relation skills to effectively communicate with people at all levels of the organization. Must possess the analytical and planning skills to evaluate current systems, determine needs, implement changes, and assess impacts of recommendations. Good computer skills including familiarity with word processing, databases, graphics, spreadsheets, and desktop publishing programs. • Proficient skill and ability to learn and adeptly apply departmental rules and regulations. Ability to use a computer and the required software, including spreadsheets. Ability to understand and carry out complex oral and written instructions, work independently without specific instruction, and handle confidential materials with discretion. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. • Ability to organize and maintain a variety of office records, determine formats for reports of various documents and correspondence. Ability to work the required hours of the position. • May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	• Associate degree in Supervisory Management, Accounting or related field. • Five years of office management experience. • Prior supervisory experience desired. • Valid driver's license and good driving record.

	• A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • 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 (please print) _____ Employee Signature _____ Date	

CITY OF GREEN BAY
Job Description

I. IDENTIFICATION

Position Title: ADMINISTRATIVE ASSISTANT
Dept/Division: ~~Planning and Development~~Community and Economic Development
Reports To: Director of ~~Planning and Development~~Community and Economic Development
Supervises: ~~Secretarial Staff~~Administrative Clerks
Job Summary: ~~Performs work of considerable difficulty as administrative assistant to the Green Bay/Brown County Planning Executive Director. Supervises clerical staff. Performs work as related.~~Under general direction, performs work of considerable difficulty in the management of office operations and supervision of clerical staff in the Community and Economic Development Department; provides administrative assistance to the Director.

II. ESSENTIAL FUNCTIONS

~~Responsible for planning scheduling, training, orientation and supervision of all secretarial responsibilities and clerical staff for the Planning and Development Department, including interviewing applicants for employment within the clerical division. Responsible for training and orientation of all departmental staff concerning clerical and other procedures of the department.~~Plans, assigns, supervises, and evaluates the work of administrative clerks. Interviews and selects applicants for positions. Provides training and orientation of administrative clerks. Responsible for front office procedures and staffing. Manages related daily issues.

Participates in managers meetings and department team meetings involving discussions and decisions on department operations and policies.

~~Provides recommendations for annual budget and works with Director and managers on Assists and contributes input in budget preparation, review, and submittal. -and mMonitors expenses and revenues throughout the year. Prepares and reviews budget status reports.;~~Responsible for maintenance of budget accounts. Responsible for records of revenue, receipts and deposits. Maintains inspection receivables account for expenses and billings related to demolitions and nuisance abatement work. Functions as the liaison to other City departments on administrative and financial matters.

Provides oversight and review of processes relating to all Boards and Commissions served by the Community and Economic Development Department. Involves all aspects of meeting preparation, mailing of notices, agenda packet preparation, minutes, and Council reports. Performs work for the Green Bay Redevelopment Authority and Tax Incremental Districts Joint Review Board. Coordinates execution of development agreements and other documents with developers and City officials.

Provides oversight and review of processes relating to front office responsibilities involving the issuance of building permits, scheduling of inspections, communications with customers, and processing of payments.

Reviews and submits legal notices for publication. Reconciles billings and issues payments for various accounts with Official City newspaper. Maintains records on Affidavits of Publication.

Responsible for accounts payable functions. Codes invoices for payment from appropriate general ledger account and approves invoice entry batches. Maintains records for various department operations. Involves expense tracking and billing of chargebacks for federal programs.

~~Responsible for all aspects of department purchasing functions. Handles purchasing including the purchase of office supplies, field supplies for inspectors, safety equipment, furniture, and clothing. Enters requisitions and received reports. Reconciles assigned purchasing cards and responsible for maintenance of records, including requisitioning, received reports and maintaining inventory.~~ Authorizes requisitions and vouchers in the Director's ~~s~~ of Planning and Development's absence.

Processes all confidential materials for ~~Planning and~~Community and Economic Development Department. Maintains personnel records. Initiates, tracks, and prepares required personnel action forms. Responsible for overall physical appearance of the Planning and Development Office and procurement of equipment and supplies for all staff. Prepares invoices for planning services performed and follows up on collections. Deposits monies for real estate transactions, cash sales and billing payments. Maintains related accounting records. Responsible for training and travel arrangements. Handles making reservations, registrations, advances and travel reimbursements and other employee reimbursements.

~~Responsible for completion of city and county payroll and maintenance of related records, maintenance of sick and vacation records, attendance reports, insurance and worker's compensation records, processing of inventory and maintenance of related records, and for maintaining other department records, including vehicles, equipment, etc.~~

Responsible for oversight of conference room use, copy machine/printer operation and maintenance, and overall functioning of department equipment, furniture, supplies, etc. office procedures related to secretarial work flow, staff use of equipment including vehicles, fax machine, office supplies, etc. This would include development and maintenance of Standard Operating Procedures.~~an operations and procedures manual for the department.~~

III. KNOWLEDGE, SKILLS AND ABILITIES

□ Comprehensive knowledge and skill in the principles of management and administration including accounting and bookkeeping, budget management, financial reporting, and record keeping. Comprehensive knowledge of the principles and techniques of effective supervision and evaluation skills. Considerable knowledge of standard office procedures and routines, department programs and policies. Knowledge of local government organization and procedures.

Strong interpersonal communication and analytical skills. Sufficient supervisory skills to effectively supervise assigned staff. Sufficient communication and human relation skills to effectively communicate with people at all levels of the organization. Must possess the analytical and planning skills to evaluate current systems, determine needs, implement changes, and assess impacts of recommendations. Good computer skills including familiarity with word processing, databases, graphics, spreadsheets, and desktop publishing programs.

~~Comprehensive knowledge of business forms and letter writing, policy and procedure forms and terminology, including business English, spelling, punctuation, grammar and vocabulary. Considerable~~

~~knowledge of standard office procedures and routines, department programs and policies. Knowledge of bookkeeping procedures and other City departments.~~

☐ ~~Proficient skill and ability to learn and adeptly apply departmental rules and regulations. Ability to use a computer and the required software, including spreadsheets. Ability to understand and carry out complex oral and written instructions, work independently without specific instruction, and handle confidential materials with discretion. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public.~~

~~Comprehensive skill in providing a full range of secretarial services, including use of discretionary judgment in dispensing information. Ability to work independently without specific instruction, handling confidential materials with discretion, operating a computerized word processor proficiently (minimum speed of 70 WPM). General computer and office equipment familiarity and experience sufficient to allow for ready understanding of~~

~~computerized systems. Proficiency in word processing and spreadsheet applications. Ability to organize and maintain a variety of office records, determine formats for reports of various documents and correspondence. Working skill in dealing effectively with the public and maintaining effective working relationships.~~ Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests.

IV. **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- ~~High school diploma or equivalent.~~
- Associate degree in ~~secretarial science~~Supervisory Management, Accounting or related field, ~~highly desirable.~~
- ~~Three to five year's progressively responsible secretarial experience~~Five years of office management experience.
- Prior supervisory experience ~~desirable~~d.
- Valid driver's license and good driving record.

A combination of equivalent experience and/or education may be considered.

V. **PHYSICAL REQUIREMENTS**

Ability to perform the following activities:

Lifting up to 10-20 pounds.

Carrying up to 10-20 pounds.

Frequent standing and sitting.

Ability to focus for long periods 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 (Please Print)

Date

Administrative Assistant

~~Planning and Development~~ Community and Economic Development

~~Page 2~~

Employee Signature

Date: 7/22/99



JOB DESCRIPTION

City of Green Bay

Position Title:	Inspection Support Specialist
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade E
Job Summary:	Under general supervision, provides customer service and administrative support of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Community & Economic Development Department. Works closely with Inspection Division staff.
Essential Functions:	▪ Provides administrative support to inspection and enforcement staff in the permitting and plan review process. Assists with permit process improvements using technology to improve efficiency and communication, including regularly attending meetings with Information Technology staff to streamline processes. Point of contact for contractors, public, and other department staff with questions relating to the building permit process. Tracks and follows up on unpaid permits and start of work. ▪ Proactively updates website content, permitting guides, and documents related to permitting procedures and code updates. Creates and maintains online forms. ▪ Creates and maintains a training manual for inspection software as well as creation and updating documents generated from the inspection software. ▪ Performs considerably difficult customer service duties to walk-in, telephone, and on-line inquiries. Provides information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. Involves explanation of department policies and procedures or independent judgement for immediate referral to staff. ▪ Assists the public with permit-related questions and completion and submittal of building permit applications. Involves review for required forms, signatures, site plans, etc. Independently creates projects and processes applications for building, heating, plumbing, electrical, sewer, and other permits upon submittal. ▪ Utilizing computerized system, receives and logs in complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. Schedules inspections for residential and commercial construction projects. Maintains communications with inspectors in the field. ▪ Performs essential financial functions of accepting payments and generating receipts for in-person, mailed, and online payments for permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals are in place before accepting payment, and communication and follow-up with customers on missing documents. ▪ Prepares daily deposit and balancing of cash drawer. Generates and reviews daily and monthly reports to verify accuracy of financial and permit information. Maintains receipt and deposit records and assists with annual auditing. ▪ Generates invoices to property owners for inspection fees and services. Processes

	court citations and related recordkeeping and billings. ▪ Performs work related to invoice processing and payments using computerized system. Generates and distributes monthly reports of building report activity and census data. ▪ Coordinates mailings and schedules inspections for renewals of liquor license establishments. ▪ Provides administrative support services to department staff in typing, formatting, proofreading and distribution of correspondence, reports, forms, plans and other material. Processes incoming and outgoing mail. ▪ Creates committee agendas, reports, minutes and related documents as needed utilizing computerized system. Distributes/publishes meeting materials to website and members. Attends committee meetings. ▪ Maintains files of correspondence, plans, forms, reports and other materials, including scanning of current and historic records. ▪ Assists and performs backup duties for Administrative Assistant and other Administrative Clerks as deemed necessary. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Good knowledge of basic office procedures; Working knowledge of business English, spelling, punctuation, and grammar. Working knowledge of business letter forms and general filing procedures. Good attention to detail. ▪ Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. ▪ Ability to provide excellent customer service. Ability to prioritize and multi task duties to meet deadlines as required in a fast paced environment. Ability to maintain focus and complete tasks with multiple disruptions. ▪ Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently; ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position. ▪ Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	▪ High school diploma or equivalent. ▪ Successful completion of post high school courses in administrative professional, business, communications, or related field highly desirable. ▪ Three or more years of full-time office experience which included a substantial amount of data entry and computerized systems and software. ▪ Three or more years of full-time customer service with money handling. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Lifting up to 20 pounds. ▪ Carrying up to 20 pounds.

- | | |
|--|---|
| | <ul style="list-style-type: none">▪ Frequent sitting.▪ Ability to stoop, reach 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 (please print)

Date

Employee Signature

JOB DESCRIPTION

City of Green Bay

Position Title:	Development Support Specialist
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade E
Job Summary:	Under general supervision, provides customer service and administrative support of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Community & Economic Development Department. Performs Planning, Economic Development, Inspection, Green Bay Housing Authority, and Green Bay Redevelopment Authority work as assigned.
Essential Functions:	• Provides administrative support for staff related to various boards and commissions including Plan Commission, Board of Appeals, Economic Development Authority, Green Bay Housing Authority, and others as needed. Sets up meetings utilizing computerized system and creates agendas, reports, minutes and related documents. Distributes/publishes meeting materials to website and members. Sets up Zoom meetings for hybrid meeting access. Attends committee meetings. Prepares, tracks, and adds items needed to Council agenda including reports, resolutions, and ordinances. Prepares mailings and public notices as required per committee guidelines. Maintains contact information for boards and commissions. Prioritizes related work to meet deadlines. • Performs work related to the short-term rental permit application process. Involves review of required paperwork for new applications and the annual renewal process. Communicates and follows up with applicants as needed. Maintains related records in computerized system. • Performs considerably difficult customer service duties to walk-in, telephone, and on-line inquiries. Provides information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. Involves explanation of department policies and procedures or independent judgement for immediate referral to staff. • Assists the public with permit-related questions and completion and submittal of building permit applications. Involves review for required forms, signatures, site plans, etc. Independently creates projects in computerized system for various permits upon submittal. • Utilizing computerized system, receives and logs complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. Schedules inspections for residential and commercial construction projects. Maintains communications with inspectors in the field. • Performs essential financial functions of accepting payments and generating receipts for in-person, mailed, and online payments for permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals

	are in place before accepting payment, and communication and follow-up with customers on missing documents. • Prepares daily deposit and balancing of cash drawer. Generates and reviews daily reports to verify accuracy of financial and permit information. Maintains receipt and deposit records. • Maintains files of correspondence, forms, reports, and other materials. Compiles and enters data for invoice processing. Processes incoming and outgoing mail.. • Proactively updates website content, creates and maintains online forms, and creates department documents for staff and public use. • Provides administrative support for federal housing program and community development block grant program. • Assists and performs back up duties for Administrative Assistant and other Administrative Clerks as deemed necessary. • Performs other duties as assigned.
Knowledge, Skills And Abilities	• Good knowledge of basic office procedures. Working knowledge of business English, spelling, punctuation and grammar. Working knowledge of business letter forms and general filing procedures. Good attention to detail. • Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. • Ability to provide excellent customer service. Ability to prioritize duties and multi-task to meet deadlines as required. Ability to focus on projects for long periods of time. Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently. Ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position. Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	• High school diploma or equivalent. • Three or more years of full-time office and customer service experience which included a substantial amount of data entry, computerized systems, software, and money handling. • Successful completion of post high school courses in Administrative Professional, business, communications, or related field highly desirable. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 20 pounds. • Carrying up to 20 pounds. • Frequent sitting. • Ability to stoop, reach 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 (please print)

Date

Employee Signature

JOB DESCRIPTION

City of Green Bay

Position Title:	ADMINISTRATIVE CLERK <u>(PLANNING)</u>
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade D
Job Summary:	Under general supervision, provides customer service and performs clerical-related work <u>administrative support</u> of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Community <u>& Economic Development Department. Services Agency.</u> Performs Planning, <u>Economic Development</u> , Inspection, Green Bay Housing Authority, Brown County Housing Authority, and Green Bay Redevelopment Authority work as assigned.
Essential Functions:	• <u>Provides administrative support for staff related to various boards and commissions including Plan Commission, Board of Appeals, Economic Development Authority, Green Bay Housing Authority, and others as needed. Sets up meetings utilizing computerized system and creates agendas, reports, minutes and related documents. Distributes/publishes meeting materials to website and members. Sets up Zoom meetings for hybrid meeting access. Attends committee meetings. Prepares, tracks, and adds items needed to Council agenda including reports, resolutions, and ordinances. Prepares mailings and public notices as required per committee guidelines. Maintains contact information for boards and commissions. Prioritizes related work to meet deadlines.</u> • <u>Performs work related to the short-term rental permit application process. Involves review of required paperwork for new applications and the annual renewal process. Communicates and follows up with applicants as needed. Maintains related records in computerized system.</u> • <u>Performs front desk receptionist and considerably difficult customer service duties to walk-in, and telephone, and on-line inquiries. FurnishesProvides information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. <u>Involves explanation of department policies and procedures or independent judgement for immediate referral to staff.</u></u> • <u>Assists the public with permit-related questions and completion and submittal of building permit applications. Involves review for required forms, signatures, site plans, etc. Independently creates projects in computerized system for various permits upon submittal.</u> • <u>Utilizing computerized system, Rreceives and logs new complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. relating to code violations using computerized system. Schedules inspections <u>for residential and commercial construction projects. as-needed for contractors and property owners using computerized system. Maintains communications with inspectors in the field.</u></u>

	• <u>Performs essential financial functions of accepting payments and generating receipts for in-person, mailed, and online payments for permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals are in place before accepting payment, and communication and follow-up with customers on missing documents.</u> • <u>Prepares daily deposit and balancing of cash drawer. Generates and reviews daily reports to verify accuracy of financial and permit information. Maintains receipt and deposit records.</u> • Provides clerical support services to department staff in the typing, formatting and proofreading of agendas, minutes, letters, reports, loan documents, plan documents, studies and other material from rough drafts, originals, or digital files. Prioritizes and processes related work to meet deadlines. Makes copies and prepares mailings. Maintains mailing lists for boards and commissions. Performs other general office work as required. • Transcribes minutes for various committee meetings and handles the processing of agendas, reports and related documents. Organizes and prepares follow up Council reports and notices and maintains records of related Council actions. • Maintains files of correspondence, forms, reports, and other materials. Compiles and enters data for invoice <u>processing</u>. <u>Processes incoming and outgoing mail.</u>; requisitions and purchase orders and maintains related records. Processes and receipts payments for permits, fees, and various other department transactions. • <u>Proactively updates website content, creates and maintains online forms, and creates department documents for staff and public use.</u> • <u>Provides administrative support for federal housing program and community development block grant program.</u> • Assists and performs back up duties for Administrative Assistant and other Administrative Clerks as deemed necessary. Inspection Division staff, including clerical staff, with related tasks as deemed necessary. • Performs back-up duties in the absence of the Administrative Assistant as deemed necessary. • Performs other duties as assigned.
Knowledge, Skills And Abilities	• Good knowledge of basic office procedures. Working knowledge of business English, spelling, punctuation and grammar. Working knowledge of business letter forms and general filing procedures. <u>Good attention to detail.</u> • Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. • Ability to provide excellent customer service. Ability to prioritize duties and multi-task to meet deadlines as required. Ability to focus on projects for long periods of time. Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently. Ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position.

	Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	• High school diploma or equivalent. • Three or more years of full-time office and customer service experience which included a substantial amount of <u>data entry, word processing</u>, computerized systems, software, and money <u>handling/receipting</u>. • Successful completion of post high school courses in Administrative Professional, <u>business, communications, program</u> or related field <u>highly</u> desirable. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Ability to perform the following activities: • Lifting up to 10-20 pounds. • Carrying up to 10-20 pounds. • Frequent sitting. • Ability to stoop, reach 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 (please print) _____ Date _____ Employee Signature	



JOB DESCRIPTION

City of Green Bay

Position Title:	ADMINISTRATIVE CLERK (INSPECTION)
Department:	Community & Economic Development
Reports To:	Administrative Assistant
Position Status:	Non-Exempt
Salary Range:	Grade D
Job Summary:	Under general supervision, provides customer service and <u>administrative support</u> performs clerical related work of considerable difficulty calling for individual judgment, initiative, and specialized knowledge of the Department of Community & Economic Development <u>Department. Works closely with Inspection Division staff.</u>
Essential Functions:	<u>Provides administrative support to inspection and enforcement staff in the permitting and plan review process. Assists with permit process improvements using technology to improve efficiency and communication, including regularly attending meetings with Information Technology staff to streamline processes. Point of contact for contractors, public, and other department staff with questions relating to the building permit process. Tracks and follows up on unpaid permits and start of work.</u> <u>Proactively updates website content, permitting guides, and documents related to permitting procedures and code updates. Creates and maintains online forms.</u> <u>Creates and maintains a training manual for inspection software as well as creation and updating documents generated from the inspection software.</u> Performs front desk receptionist and <u>considerably difficult</u> customer service duties to walk-in, telephone, and on-line inquiries. <u>FurnishesProvides</u> information to and/or directs callers and visitors to proper personnel using knowledge of department policies and procedures. Appropriately directs callers to other City of Green Bay departments and other governmental agencies. <u>May involveInvolves explanation of some department policies and procedures or independent judgement for immediate referral to staff.</u> Assists the public with permit-related questions and completion and submittal of building permit applications. {Involves review for required forms, signatures, acceptable site plans, etc.} <u>Independently creates projects and processes applications for building, heating, plumbing, electrical, sewer, and other permits upon submittal.</u> <u>Utilizesing</u> computerized system, receives and logs in new complaints from the public and other departments/agencies for building, housing, zoning, plumbing, heating, and electrical code violations. <u>Creates projects and processes applications for building, heating, plumbing, electrical, sewer, and other permits.</u> Schedules various inspections for residential and commercial construction projects <u>for building, heating, plumbing, and electrical inspectors.</u> Maintains communications with inspectors in the field. Coordinates mailings and schedules inspections for renewals of liquor license establishments. Generates invoices to property owners for inspection fees and services. Processes lot cleanup and secure requests. Processes citations and related recordkeeping and billings. <u>Performs essential financial functions of Ggeneratesing accepting payments and generating</u> receipts for over the counter in person, mailed, and online payments for

	permits, fees, and various other department transactions. Involves research to ensure proper paperwork and approvals are in place before accepting payment, and communication and follow-up with customers on missing documents. - Prepares daily deposit and balancing of cash drawer. Generates and reviews daily and monthly reports to verify accuracy of financial and project/permit information. Maintains receipt and deposit records and assists with annual auditing. Generates invoices to property owners for inspection fees and services. Processes court citations and related recordkeeping and billings. Performs work related to invoice processing and payments using computerized system. Generates and distributes monthly reports of building report activity and census data. Coordinates mailings and schedules inspections for renewals of liquor license establishments. - Provides administrative clerical support services to department staff in typing, formatting, proofreading and distribution of correspondence, reports, forms, plans and other material. Processes incoming and outgoing mail. Proactively Updates website content and documents related to permitting procedures and code updates. Creates and maintains online forms. May aAttends committee meetings and eCreates process committee agendas, reports, minutes and related documents as needed utilizing computerized system. Distributes/publishes meeting materials to website and members. Attends committee meetings. - Maintains files of correspondence, plans, forms, reports and other materials, including scanning of current and historic records. - Assists and performs backup duties for Administrative Assistant and other department staff, including other clerical staff,Administrative Clerks as deemed necessary. with related tasks. Performs back up duties in the absence of the Administrative Assistant. - Performs other duties as assigned.
Knowledge, Skills And Abilities	- Good knowledge of basic office procedures; Working knowledge of business English, spelling, punctuation, and grammar. Working knowledge of business letter forms and general filing procedures. Good attention to detail. - Good skill in performing basic mathematical computations, cash handling, and simple bookkeeping procedures; good skill in planning and processing documents to meet specified deadlines. Skill and ability to operate a variety of office machines. - Ability to provide excellent customer service. Ability to prioritize and multi task duties to meet deadlines as required in a fast paced environment. Ability to maintain focus and complete tasks with multiple disruptions. - Ability to proficiently type and utilize a computer and the required software. Ability to follow oral and written instructions. Ability to use independent judgment and work independently; ability to learn and apply departmental policies, City ordinances and State Statutes. Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate effectively both orally and in writing. Ability to work the required hours of the position. - Typing and other testing tools will be used to assess skills.

Minimum Education And Experience	▪ High school diploma or equivalent. ▪ <u>Successful completion of post high school courses in administrative professional, business, communications, or related field highly desirable.</u> ▪ Three or more years of full-time office experience which included a substantial amount of <u>data entry</u> typing and computerized systems and software. ▪ Three or more years of full-time customer service with money <u>handling</u> receipting. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Ability to perform the following activities: ▪ Lifting up to 20 pounds. ▪ Carrying up to 20 pounds. ▪ Frequent sitting. ▪ Ability to stoop, reach 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 (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 25, 2023

PREPARED BY

AGENDA ITEM # E.5

For consideration with possible action to amend the July 1, 2023 timeline for the increase of two legal assistant positions (one at 80% and the other at 93.75%) to full-time as soon as practicable.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 25, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 4.25.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 25, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Service Officer	PD	Jaden Head	5/9/2023
Transit Operator (Part Time)	Transit	Dale Detrie	4/4/2023
Seasonal Conservation Corps Crew Member	PRF	Evelyn Perrien	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Heather Thomas	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Allison Vista	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Abigail Riske	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Rebecca Walder	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Baylee Woiak	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Mirran Barr	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Michael Clapper	4/11/2023
Seasonal Conservation Corps Crew Member	PRF	Jacob Smither	4/11/2023
Laborer - Streets	DPW	Nathan Francois	4/24/2023
Seasonal Engineering Aide	DPW	Dylan Ferron	5/1/2023
Transit Operator (Part Time)	Transit	Mohamed Khan	4/18/2023
<u>Promotion</u>			
Firefighter EMT	Fire	Adam Stordeur	4/17/2023
Firefighter EMT	Fire	Thomas Donnan	4/17/2023
Fire Engineer	Fire	Jerame Schueler	4/17/2023
Fire Engineer	Fire	Curtis Dequaine	4/17/2023
Fire Lieutenant	Fire	Quincy Koltz	4/17/2023
Fire Lieutenant	Fire	Andrew Pelegrin	4/17/2023
Fire Captain	Fire	David Siegel	4/17/2023
<u>Grade/Step Change</u>			
Sewer Maintenance Worker	DPW	Carlos Castro	4/22/2024
Truck Driver - Sanitation	DPW	Keith Falish	4/16/2023
Civil Engineer II	DPW	Thomas Snyder	4/4/2023
Assistant City Engineer	DPW	Matthew Woicsek	3/5/2023
Electrician	DPW	Peter Vissers	4/22/2023
Planner II	DPW	Stephanie Hummel	4/15/2023
Painter	PRF	Frank H. Theys	4/20/2023
Arborist II	PRF	Nicholas McDonald	4/17/2023
Assistant City Engineer	DPW	Trista Hobbs	4/20/2023
<u>Name Change</u>			
Patrol Officer	PD	Courtney (Ainsworth) Cherry	4/6/2023
<u>End of Employment</u>			
Transit Operator	Transit	Keith Roubal	4/12/2023
Parking Enforcement Officer	DPW	Jason Kurowski	1/4/2023
Fire Captain	Fire	Todd Geurts	4/17/2023
Park Maintenance Worker	PRF	Terri Flores	4/10/2023
Civil Engineer II	DPW	Thomas Snyder	5/1/2023