



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, NOVEMBER 28, 2023, 4:30 PM

**Immediately following Finance Committee. In person at City Hall,
Room 207.**

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the Minutes from the October 24, 2023 Personnel Committee meeting.

E. Regular Business.

1. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Signs Worker Foreperson
 - a. Parks Maintenance Worker
 - c. Police and Fire Positions
 - d. Support Assistant
 - e. Administrative Clerk
2. For consideration with possible action on the request to amend Chapter 8 of the Personnel Policies to allow for a 2% increase for those in the performance range of the pay plan

effective January 1, 2024.

3. For consideration with possible action on the proposed compensation for the position of Mayor starting in the Mayor's next term.

F. Informational.

1. Report of Routine Personnel Action Items
2. Next Meeting: December 12, 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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 28, 2023

PREPARED BY

AGENDA ITEM # E.I

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

- a. Signs Worker Foreperson
- a. Parks Maintenance Worker
- c. Police and Fire Positions
- d. Support Assistant
- e. Administrative Clerk

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo - 11.28.23
- 2. Signs Worker Foreperson - T. Scott Wegener 12.18.23
- 3. Park Maintenance Worker - A. Wokosin 11.16.23
- 4. 2024 Police & Fire Vacancies
- 5. Support Assistant RTF Petty 11-16-23
- 6. Administrative Clerk - J. Lueskow 11.24.23

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: November 28, 2023

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2023 and 2024 budgets and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Signs Worker Foreperson – Replacement position due to the retirement of Scott Wegener effective December 18, 2023. This position is budgeted at \$25.49 to \$29.97 per hour. (Pay Grade H)
- Park Maintenance Worker - Replacement position due to the resignation of Andrew Wokosin effective November 16, 2023. This position is budgeted at \$21.60 - \$24.16 per hour. (Pay Grade F)
- Patrol Officer and Firefighter – New positions approved as part of the 2024 budget.
- Support Assistant (GBPD Professional Standards Division) – Replacement position due to the retirement of Sue Petty effective December 29, 2023. This position is budgeted at \$23.58 – \$26.20 per hour. (Pay Grade E)
- Administrative Clerk – Replacement position due to the resignation of Jennifer Lueskow effective November 24, 2023. This position is budgeted at \$18.74 - \$22.03 per hour. (Pay Grade D).

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

Position Title: Signs Worker Foreperson – DPW Operations Division/Street 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**

The position is vacant due to the retirement of T. Scott Wegener at the end of his regular work shift on December 18, 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 currently funded in the DPW operating budget. The current wage for the Signs Worker Foreperson ranges from \$25.49 to \$29.97 per hour (Pay Grade H).

3. **Please list the functions and any special information regarding this position.**
Under direction of the Street Section Superintendent or his assign, leads daily operations of the Signs and Marking Section. Duties include but are not necessarily limited to assigning daily tasks to section employees, assuring proper completion of jobs, coordinating and maintaining all paperwork, resolving production issues, maintaining proper inventory, reporting progress to management, and filling in on section duties in the absence of other section employees. The Foreperson is also expected to assist with other Signs and Marking Section job duties as necessary.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract out for those services.

5. **Please explain why current staff is unable to absorb duties of this position.**
The Signs and Marking Section operates relatively autonomously due to the unique and specific nature of its duties. This section cannot operate effectively without a Foreperson. The section includes five (5) total employees and hired summer seasonal staff (when available) who are responsible for traffic signing and pavement marking on 450 miles of street. Foreperson duties cannot be absorbed by the other four employees.

6. **If duties of position are presently being done, how are they done?**
During vacancies, DPW management conducts duties of the Signs and Marking Section Foreperson.

7. **What service would be reduced or eliminated if this position is not filled?**
DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service to residents, increase the amount of time required to complete the services, and possibly require contracting out for some services.

- 8. What are the alternative methods and costs of accomplishing the work?**
DPW would need to work overtime to maintain the expected level of service or outsource some Signs and Marking Section services if this vacancy is not filled. Reducing the City's level of traffic-related services is not an option due to Federal requirements.
- 9. Are there union issues?**
No
- 10. Other supporting comments.**
None

**Position Fill Request
Justification Report
11-16-2023**

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 resignation of Andrew Wokosin effective at the end of the workday on November 16, 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-\$24.16 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, 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.



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: Jennifer Smits, Human Resources Generalist

Re: Request to fill Patrol Officer and Fire Fighter vacancies in 2024 that were approved as part of the budget.

Date: November 28, 2023

The Police Department and Fire Department are requesting authorization to fill Patrol Officer and Fire Fighter vacancies in 2024 that were approved as part of the budget.

This request is being made to maintain consistent staffing levels and to limit overtime. When vacancies occur in Patrol Officer or Fire Fighter positions, other Patrol Officers and Fire Fighters are required to staff these vacancies on overtime until the vacancy is filled. Granting approval to fill these vacancies at this time will allow the Human Resources Department to expedite the process as vacancies occur, so that overtime, as a result of vacancies, can be kept to a minimum.

c: Fire Chief Matthew Knott
Police Chief Chris Davis

**Position Fill Request
Justification Report
(11/16/23)**

Position Title: Support Assistant (GBPD Professional Standards 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 is a replacement position for Sue Petty who is retiring on December 29, 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 fully funded in 2023 and 2024. The pay range is \$23.58-26.20 per hour.

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

This is a support position that coordinates training, travel, announcements and planning and reservations. This position also supports the activities of the Professional Standards Division in transcription of interviews, review of documents, and records retention for both administrative investigations and background investigations. This position monitors and maintains in-house employee records related to call in records, overtime records, employment records and other various duties as assigned.

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

No

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

These duties need to be performed and maintained by a full-time position. There are significant confidentiality needs with this position, specifically related to any and all administrative investigation responsibilities and some employment records are and must stay confidential.

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

The position is currently filled, but the employee is retiring effective 12/29/23.

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

Training scheduling, training reservations, training notifications, timeliness of IA investigations reports and transcriptions and other related employment documentation, call in updates and entry of overtime for some special events (Packers games)

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

None. Current staff is unable to absorb the duties.

9. Are there union issues?

No

10. Other supporting comments.

**Position Fill Request
Justification Report
November 21, 2023**

Position Title: Administrative Clerk

- 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 Jennifer Lueskow effective on November 24, 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 current rate of pay is \$18.74 to \$22.03 per hour (Pay Grade D).

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

- Serves as second receptionist and cashier. Answers phone, explains department policies and procedures to the general public, responds to questions regarding all facets of Clerk, Treasurer, and general City business, and performs general receipting.
- Assists in election process by entering new voter registrations and voter changes. Takes absentee votes over counter. Records voter history, assists in mailing of absentee ballots, and assists in preparation of ballot boxes for polling places.
- Prepares agendas for the meetings, records and transcribes minutes, and reports to Council.
- Receives and enters applications for licenses, verifies information, sells and issues various licenses, permits and passes, and posts payments. Maintains various license renewals and issues notices accordingly. Performs data entry. Prepares reports and maintains related files and records.
- Searches parcels and issues letters of specials, calculates assessment payoffs. Maintains various indexes.
- Provides clerical support for the Board of Review.
- Distributes employee check-stubs and runs weekly accounts payable checks.
- Receipts delinquent personal property payments and delinquent special assessments, and balances with the County.
- Provides general office assistance in the City Clerk's Office.
- Performs other duties as assigned.

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

Yes. This position is directly responsible for \$26,750 in revenue and assists in collecting \$46,875 in revenue.

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

The Clerks office is adequately staffed at 5—with all working elections. However, we will need this position to receipt, daily, the dozens of checks and payments coming into our office. We will also need this position to create special assessment letters for title companies and manage the public vehicle/operator license program.

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

Other staff members are depositing checks, creating special assessment letters, and managing the public vehicle/operator license program. As we approach 2024, we will fall behind in these duties.

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

As stated above, title companies will not receive their special assessment letters as quickly and payment receipts may need to be handled by another department. Elections are a top priority for our office.

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

Financial duties will have to be assumed by another department. This work does not seem appropriate for a temporary worker.

9. Are there union issues?

No.

10. Other supporting comments.

None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 28, 2023

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the request to amend Chapter 8 of the Personnel Policies to allow for a 2% increase for those in the performance range of the pay plan effective January 1, 2024.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. CITY OF GREEN BAY PERSONNEL POLICY CHAPTER 8 COMPENSATION - Revised 11-28-23 - Tracked Changes
2. CITY OF GREEN BAY PERSONNEL POLICY CHAPTER 8 COMPENSATION - Revised 11-28-23 - Clean Version



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Compensation	Policy Reference Chapter 8
Policy Source Human Resources Department	Legal Review Date July 6 <u>November 22, 2023</u> 17
Personnel Committee Approval July 11 <u>November 28, 2023</u> 17	City Council Approval December 5 <u>July 18, 2024</u> 17

- 8.1 **SALARY PLAN DEVELOPMENT AND ADMINISTRATION.** The Personnel Committee will be responsible for the general development and maintenance of the salary plan and the overall impact of salary administration. The Human Resources Director will administer the plan in accordance with established policies and will conduct salary surveys or other reviews as appropriate or as directed by the Personnel Committee. In addition, department heads are responsible for ensuring compliance with compensation policies within their department through the use of personnel action forms.
- 8.2 **GENERAL PROVISIONS.** An important component of the City's compensation plan is accurate job descriptions. Job descriptions should be updated as necessary and prior to beginning the recruitment and selection process. Revisions to job descriptions must be approved by the Human Resources Director or designee.
- 8.2.1 **Pay Grade Evaluation.** The content of a position or classification is evaluated by the Human Resources Department in accordance with established criteria, with the position/classification then being placed into the appropriate pay grade. The pay grade is determined on the basis of internal alignment and relevant market factors, and is not set on the basis of the individual holding the position or in anticipation of attracting a specific candidate.
- An employee whose duties have changed substantially over the course of a year may request a classification review to coincide with the budget process.
- 8.2.2 **Salary Adjustments.** Salary adjustments will be made as authorized by the Personnel Committee and approved by the Community Council. Any changes in employee status (such as reclassification) which would affect the pay rate or eligibility for fringe benefits will be made effective at the start of a pay period whenever possible.
- 8.3 **DETERMINATION OF PAY RATES.**
- 8.3.1 **Hiring.** New employees will typically be hired between Step 1 and Step 4; however, employees may be hired up to the maximum of the range with approval of the

Human Resources Director or designee, if the employee has sufficient experience.

- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for an annual step increase in accordance with 8.3.2.
- Employees hired at Step 2 or higher will be eligible for an annual step increase in accordance with 8.3.2.

8.3.2 Step Progression. Employees are eligible for an annual step increase, unless otherwise agreed upon 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 the Department Head or designee.

At the discretion of the Human Resources Director or designee, advancement through the schedule may be modified at the time of hire to accommodate recruitment. Following employment advancement through the schedule may be modified based on performance with a recommendation of the Department Head or designee and approval by the Human Resources Director or designee.

8.3.3 Performance Range Increase.s. for Employees in Non-Exempt (Hourly) Positions. Once an employee ~~in a non-exempt position~~ reaches the control point of the appropriate pay grade, the employee is eligible for a 21% 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-Director~~ and Human Resources Director.

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

~~8.3.4 Performance Increases for Employees in Exempt (Salaried) Positions. Once an employee in an exempt position reaches the control point of the appropriate pay grade, the employee is eligible for an annual performance increase to the maximum of the range based on the following criteria.~~

- ~~a. Performance rated overall as 'Exceptional' = eligible for 1.5% performance increase.~~
- ~~b. Performance rated overall as 'Above Expectations' = eligible for 1.0% performance increase.~~
- ~~c. 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.~~

8.3.5 General Wage Increases. It is intended that general wage increases will be applied

to all steps and the maximum of the performance range of the City Pay Plan unless otherwise approved by the City Council. Employees in the performance range will receive the general increase so that employees maintain their placement in the range, unless otherwise approved by the City Council.

- 8.3.6 Reclassification or Promotion. Employees who are promoted or reclassified will be assigned a step in the new grade that typically provides an increase of 3% unless the maximum salary of the pay grade is less than 3%. The increase will be effective on the first of the pay period or an alternative date as approved.

A reclassification is defined as a change in duties which results in a position being placed in a different pay grade as determined by an evaluation conducted by Human Resources. An employee whose position is reclassified to a lower salary grade will retain the salary of the position prior to the change for a period of 1 month or as otherwise agreed upon. This does not apply to an employee whose position is eliminated and the employee is offered and accepts a different position.

- 8.4 SALARY DEDUCTIONS FROM EXEMPT EMPLOYEES. No payroll deductions will be made from the salaries of employees determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA) unless provided for under State or Federal law. However, deductions may be made for infractions of safety rules or for serious misconduct violations pursuant to written policy applicable to all employees. In the event an employee feels improper deductions have been made from their salary, they should file a request for review with the Human Resources Department at the following address:

Human Resources Director
Department of Human Resources
100 N. Jefferson Street, Room 500
Green Bay, WI 54301
920-448-3147

This policy is adopted pursuant to 29 CFR 541.603

- 8.5 DIRECT DEPOSIT. All City employees are subject to mandatory direct deposit of their entire paycheck. The employee has the option of designating the deposit into one or more accounts up to a maximum of 6 different accounts. Direct deposit is mandatory for all employees.
- 8.6 OUT OF CLASS PAY. When the City temporarily assigns an employee to perform a significant amount of the functions of a position in a higher classification for a minimum of one working day or more, the employee will be eligible to receive out of class pay for the time spent performing the higher class functions. Out of class pay will be at a step in the pay range of the higher classification that typically provides the employee with a minimum increase of 3% not to exceed the maximum step of the higher classification pay scale. In the event that an employee is performing functions in a higher classification for a longer period of time while also performing functions in a lower classification other calculations may be worked out with the approval of the Human Resources Director or designee.
- 8.7 CALL-IN PAY. A non-exempt employee that is called in for work outside of the regular work

day will be paid for a minimum of 2-hours pay.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Compensation	Policy Reference Chapter 8
Policy Source Human Resources Department	Legal Review Date November 22, 2023
Personnel Committee Approval November 28, 2023	City Council Approval December 5, 2023

- 8.1 **SALARY PLAN DEVELOPMENT AND ADMINISTRATION.** The Personnel Committee will be responsible for the general development and maintenance of the salary plan and the overall impact of salary administration. The Human Resources Director will administer the plan in accordance with established policies and will conduct salary surveys or other reviews as appropriate or as directed by the Personnel Committee. In addition, department heads are responsible for ensuring compliance with compensation policies within their department through the use of personnel action forms.
- 8.2 **GENERAL PROVISIONS.** An important component of the City's compensation plan is accurate job descriptions. Job descriptions should be updated as necessary and prior to beginning the recruitment and selection process. Revisions to job descriptions must be approved by the Human Resources Director or designee.
- 8.2.1 **Pay Grade Evaluation.** The content of a position or classification is evaluated by the Human Resources Department in accordance with established criteria, with the position/classification then being placed into the appropriate pay grade. The pay grade is determined on the basis of internal alignment and relevant market factors, and is not set on the basis of the individual holding the position or in anticipation of attracting a specific candidate.
- An employee whose duties have changed substantially over the course of a year may request a classification review to coincide with the budget process.
- 8.2.2 **Salary Adjustments.** Salary adjustments will be made as authorized by the Personnel Committee and approved by the Common Council. Any changes in employee status (such as reclassification) which would affect the pay rate or eligibility for fringe benefits will be made effective at the start of a pay period whenever possible.
- 8.3 **DETERMINATION OF PAY RATES.**
- 8.3.1 **Hiring.** New employees will typically be hired between Step 1 and Step 4; however, employees may be hired up to the maximum of the range with approval of the

Human Resources Director or designee, if the employee has sufficient experience.

- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for an annual step increase in accordance with 8.3.2.
- Employees hired at Step 2 or higher will be eligible for an annual step increase in accordance with 8.3.2.

8.3.2 Step Progression. Employees are eligible for an annual step increase, unless otherwise agreed upon 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 the Department Head or designee.

At the discretion of the Human Resources Director or designee, advancement through the schedule may be modified at the time of hire to accommodate recruitment. Following employment advancement through the schedule may be modified based on performance with a recommendation of the Department Head or designee and approval by the Human Resources Director or designee.

8.3.3 Performance Range Increase. Once an employee reaches the control point of the appropriate pay grade, the employee is eligible for a 2% 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 Director and Human Resources Director.

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

8.3.4 General Wage Increases. It is intended that general wage increases will be applied to all steps and the maximum of the performance range of the City Pay Plan unless otherwise approved by the City Council. Employees in the performance range will receive the general increase so that employees maintain their placement in the range, unless otherwise approved by the City Council.

8.3.5 Reclassification or Promotion. Employees who are promoted or reclassified will be assigned a step in the new grade that typically provides an increase of 3% unless the maximum salary of the pay grade is less than 3%. The increase will be effective on the first of the pay period or an alternative date as approved.

A reclassification is defined as a change in duties which results in a position being placed in a different pay grade as determined by an evaluation conducted by Human Resources. An employee whose position is reclassified to a lower salary grade will retain the salary of the position prior to the change for a period of 1 month or as otherwise agreed upon. This does not apply to an employee whose position is eliminated and the employee is offered and accepts a different position.

- 8.4 SALARY DEDUCTIONS FROM EXEMPT EMPLOYEES. No payroll deductions will be made from the salaries of employees determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA) unless provided for under State or Federal law. However, deductions may be made for infractions of safety rules or for serious misconduct violations pursuant to written policy applicable to all employees. In the event an employee feels improper deductions have been made from their salary, they should file a request for review with the Human Resources Department at the following address:

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- 8.6 OUT OF CLASS PAY. When the City temporarily assigns an employee to perform a significant amount of the functions of a position in a higher classification for a minimum of one working day or more, the employee will be eligible to receive out of class pay for the time spent performing the higher class functions. Out of class pay will be at a step in the pay range of the higher classification that typically provides the employee with a minimum increase of 3% not to exceed the maximum step of the higher classification pay scale. In the event that an employee is performing functions in a higher classification for a longer period of time while also performing functions in a lower classification other calculations may be worked out with the approval of the Human Resources Director or designee.
- 8.7 CALL-IN PAY. A non-exempt employee that is called in for work outside of the regular work day will be paid for a minimum of 2-hours pay.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 28, 2023

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on the proposed compensation for the position of Mayor starting in the Mayor's next term.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Nov2023_Mayor Market Review_Population



November 1, 2023

MEMORANDUM

TO: Joseph Faulds, Chief of Operations, City of Green Bay

FR: Ashley McCluskey, Compensation Analyst, Carlson Dettmann Consulting

RE: Market Review: Mayor

The city requested that a market review to be completed for the Mayor. The position was evaluated, and the recommendations follow below.

Market Review Results: To provide this analysis, we are relying on survey information that was provided to Carlson Dettmann Consulting in 2017 when an in-depth review of Mayor wages was last completed for the city. Data from fifteen comparable organizations, amongst the State's most populated cities, has been manually aged with a 4% increase annually. These data results for Mayor project an average rate of \$113,600 annually for the 2024 year.

25 th %-ile	50 th %-ile	75 th %-ile
\$95,000	\$106,000	\$118,000

Comparable organizational data includes: City of Appleton, City of Brookfield, City of Greenfield, City of Kenosha, City of La Crosse, City of Madison, City of Manitowoc, City of Milwaukee, City of New Berlin, City of Racine, City of Sheboygan, City of Superior, City of Waukesha, City of Wausau, City of West Allis

Please contact me with any questions on this review.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 28, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 11.28.23

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
November 28, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Service Officer	PD	Anna Rouleau	11/8/2023
Plumbing Inspectory (Temporary)	DCED	Steve Terrien	10/19/2023
Conservation Corps Field Assistant	PRF	Marlee Fritkin	10/30/2023
Conservation Corps Part Time Crew Member	PRF	Brittany Arnold	10/9/2023
Maintenance Technician	Transit	Travis Schmutzer	11/1/2023
Truck Driver - Streets	DPW	Gerard Hamilton	11/13/2023
Custodian I	PRF	Abigail Rybacki	12/1/2023
<u>Promotion</u>			
Laborer	DPW	Daniel Koetz	10/30/2023
Sr. Economic Development Specialist	DCED	Matt Buchanan	11/13/2023
Patrol Officer Recruit	PD	Jakob Pflederer	11/13/2023
Animal Keeper	PRF	Amber Gravunder	11/28/2023
<u>Transfer</u>			
Seasonal Clerical	PRF	Lauren Destiche	10/30/2023
Payroll Manager	Admin Svs	Karen Smits	12/11/2023
<u>Reclassification</u>			
Operations Supervisor	Transit	Chris Braatz	9/20/2023
Principal Planner	DCED	David Buck	11/13/2023
<u>Grade/Step Change</u>			
Human Resources Generalist II	HR	Adam Reidinger	9/4/2023
Engineering Technician	DPW	William Tomchek	9/28/2023
Park Planner	PRF	Kaurie Mihm	10/1/2023
Operator II	DPW	Scott Breitenbach	10/10/2023
Patrol Officer	PD	Luke VanDonsel	10/23/2023
Patrol Officer	PD	Jacob Wallner	10/23/2023
Senior Animal Keeper	PRF	Amy Harris	10/27/2023
Maintenance Technician	Transit	Doug Janssen	10/31/2023
Operator I	DPW	Joe Luedeman	11/1/2023
Patrol Officer	PD	Tessa Dimity	11/2/2023
Park Maintenance Worker	PRF	Derek Willems	11/4/2023
Lieutenant	Fire	Brad Berth	11/6/2023
Lieutenant	Fire	Thomas McKenna	11/6/2023
Lieutenant	Fire	Luke Schuster	11/6/2023
Patrol Officer	PD	Eric Elbe	11/6/2023
Patrol Officer	PD	Matthew Woods	11/6/2023
Patrol Officer	PD	Gerald Gorin	11/6/2023
FOG Inspector	DPW	Bradley Rentmeester	11/9/2023

Engineering Technician	DPW	Mark Wisneski	11/10/2023
Housing and Zoning Enforcement Supervisor	DCED	Bill Paape	11/12/2023
Financial Analyst	Admin Svs	Jodi Meyer	11/14/2023
Patrol Officer	PD	Ezekiel Stoll	11/14/2023
Patrol Officer	PD	Grace Bessey	11/14/2023
Patrol Officer	PD	Dan Skenadore	11/16/2023
Arborist I	PRF	Sawyer Gonnering	11/16/2023
Programmer/Analyst	PD	Nicholas Rouse	11/26/2023
Patrol Officer	PD	Aaron Werchek	11/29/2023
Patrol Officer	PD	Derek Johnson	11/29/2023
Patrol Officer	PD	Heath Hermans	11/29/2023
Park Maintenance Worker	PRF	Larry Loppnow	11/29/2023
Mechanic	PRF	Timothy Wagner	12/1/2023
Mechanic	PRF	Mark Berglund	12/1/2023
Parts Clerk	PRF	Jared Koeller	12/1/2023
Operator I	DPW	Robert Blake	12/1/2023
Signs Laborer	DPW	Jacob Glatt	12/1/2023
Truck Driver - Sanitation	DPW	Dennis Aschenbrenner	12/1/2023
Operator I	DPW	Stacey Brodbeck	12/1/2023
Truck Driver - Sanitation	DPW	Donald Matzke	12/1/2023
Operator II	DPW	Scott Walczyk	12/1/2023
Truck Driver - Sanitation	DPW	Timothy Cropsey	12/1/2023
Laborer - Sanitation	DPW	Kenneth Maccaux	12/1/2023
Truck Driver - Sanitation	DPW	Scott VanderVelden	12/1/2023
Truck Driver - Sanitation	DPW	Christopher Higgins	12/1/2023
Truck Driver - Sanitation	DPW	Bart Kreuser	12/1/2023
Truck Driver - Sanitation	DPW	David Rollin	12/1/2023
Truck Driver - Sanitation	DPW	Derek Boggs	12/1/2023
Truck Driver - Sanitation	DPW	Pat Brick	12/1/2023
Truck Driver - Sanitation	DPW	Brian Colburn	12/1/2023
Truck Driver - Sanitation	DPW	Steven Rosenthal	12/1/2023
Park Maintenance Worker	PRF	Patrick Langin	12/1/2023
Truck Driver - Streets	DPW	Bruce Keon	12/1/2023
Operator II	DPW	Wade Lotto	12/1/2023
Operator II	DPW	Adam Grimm	12/1/2023
Truck Driver - Sanitation	DPW	Kevin Lacombe	12/1/2023
Truck Driver - Sanitation	DPW	Robert Wegener	12/1/2023
Truck Driver - Sanitation	DPW	Jeffrey Curnett	12/1/2023
Truck Driver - Sanitation	DPW	Matthew Tochtermann	12/1/2023
Laborer - Streets	DPW	Joshua Turner	12/1/2023
Operator II	DPW	Thomas Weis	12/1/2023
Operator I	DPW	Jared Dequaine	12/1/2023
Operator I	DPW	Ryan Lewis	12/1/2023
Sewer Maintenance Worker	DPW	James Terrien	12/1/2023
Recreation Supervisor	PRF	Patrick Baye	12/1/2023
Park Maintenance Worker	PRF	Mark Desjardine	12/1/2023
Administrative Clerk	PRF	Florence Aerts	12/1/2023
Appraiser II	Admin Svs	Jim Placek	12/1/2023
Administrative Operations Supervisor	DCED	Lisa Bergelin	12/1/2023
Community Development Specialist	DCED	Krista Cisneroz	12/1/2023
Transit Mechanic	Transit	Jim Drake	12/1/2023
Custodian I	DCED	Thomas Katers	12/1/2023
Housing Inspector	DCED	Tim Meves	12/1/2023
Housing Inspector	DCED	Donna Rosenthal	12/1/2023
Public Works Supervisor	DPW	Daniel Szymik	12/1/2023
Transit Mechanic	Transit	Tom Vanbeek	12/1/2023
Program and Project Manager	DCED	Wendy Townsend	12/1/2023
Resident Services Coordinator	DCED	Ka Vang	12/1/2023

Account Clerk II	DPW	Candie VanBeckum	12/1/2023
Truck Driver - Sanitation	DPW	Nick Tarkowski	12/2/2023
Laborer - Sanitation	DPW	Shane Hovanick	12/2/2023
Laborer - Sanitation	DPW	Timothy Kosch	12/6/2023
Truck Driver - Streets	DPW	Jason Loppnow	12/13/2023
Operator II	DPW	Joe Sobieski	12/27/2023

End of Employment

Seasonal Maint. Employee	DPW	Louis Del Frate	10/19/2023
Transit Operator	Transit	Seth Huebner	10/31/2023
Specialist II	PD	Kelly Molitor	12/15/2023
Specialist II	PD	Brad Biller	12/15/2023
Support Assistant	PD	Susan Petty	12/29/2023
Park Maintenance Worker	PRF	Andrew Wokosin	11/16/2023
Bus Operator	Transit	Travis Krause	11/9/2023
Transit Operator	Transit	Roger Skorupa	10/29/2023
Signs Worker Foreperson	DPW	Terry Wegener	12/18/2023