



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, DECEMBER 12, 2023, 4:30 PM

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 November 28, 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. Records Clerk

F. Informational.

- 1. Report of Routine Personnel Action Items
- 2. Next Meeting: January 9, 2024

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

December 12, 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. Records Clerk

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo - 12.12.23
2. Records Clerk Position to Fill Request for Terri Racine

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: December 12, 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.

- Records Clerk – Replacement position due to the retirement of Terri Racine effective January 17, 2024. This position is budgeted at \$22.20 to \$24.66 per hour. (Pay Grade D)

**Position Fill Request
Justification Report
November 28, 2023**

Position Title: Records 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 is a replacement position for Terri Racine who will retire effective January 17, 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 included in the current budget at Grade D (\$22.20-\$24.66/hour).

3. **Please list the functions and any special information regarding this position.**
Records clerical support, validating/processing police reports and citations.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
Yes, in terms of citations and arrests. When citations are not processed in a timely manner, it impacts Municipal Court and revenues.

5. **Please explain why current staff is unable to absorb duties of this position.**
Due to the volume of reports and citations. The Records Division has lost 2 full time positions off the Table of Organization over the last several years.

6. **If duties of position are presently being done, how are they done?**
By the incumbent until retirement, and then by other Records Clerks.

7. **What service would be reduced or eliminated if this position is not filled?**
Entering police records and arrests to maintain data available to law enforcement officers, courts and other government agencies. Processing citations to forward to Municipal Court. Internal and external customer service.

8. **What are the alternative methods and costs of accomplishing the work?**
Overtime assignments filled by the current staff as a short-term fix, but this is not a feasible long-term solution.

9. **Are there union issues?**
No

10. **Other supporting comments.**
None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

December 12, 2023

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2023 PAF Tracking .xlsb

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
December 12, 2023**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Transit Operations Supervisor	Transit	Jacob Kulis	12/11/2023
Community Liaison	Mayor	Jessie Paque	11/27/2023
Americorps Crew Member - Seasonal	PRF	Adam Schmalz	12/4/2023
Americorps Crew Member - Seasonal	PRF	Samual GreenBerg	12/4/2023
Temp Tax Collection Help	Admin Svs	Lauren Wojick	12/11/2023
Temp Tax Collection Help	Admin Svs	Pamela Vanderbloemen	12/11/2023
Temp Tax Collection Help	Admin Svs	Roxanne Boncher	12/11/2023
Temp Tax Collection Help	Admin Svs	Constance Brownell	12/11/2023
Temp Tax Collection Help	Admin Svs	Terry Hetzel	12/11/2023
Transit Operator	Transit	Amy Masemore	12/11/2023
<u>Grade/Step Change</u>			
Administrative Clerk	PRF	Dawn Ouradnik	12/1/2023
Administrative Clerk	PRF	Jamie Destiche	12/1/2023
Senior Carpenter	PRF	Dan Jacobs	12/1/2023
Parking Enforcement Officer	DPW	David May	12/1/2023
Truck Driver - Streets	DPW	Paula Whiting	12/1/2023
Truck Driver - Streets	DPW	Padraig Fahey	12/1/2023
Laborer - Streets	DPW	Kenneth Gille	12/1/2023
Operator I	DPW	Rick Schiltz	12/1/2023
Truck Driver - Streets	DPW	Chris Compton	12/1/2023
Operator I	DPW	Benjamin LaPlante	12/1/2023
Sewer Maintenance Worker	DPW	Jeremy Gilson	12/1/2023
Operator I	DPW	Michael Deribque	12/1/2023
Operator I	DPW	Jody Cooney	12/1/2023
Park Maintenance Worker	PRF	Jeffrey Paape	12/9/2023
Laborer - Streets	DPW	Nathan Anderson	12/1/2023
Recreation Supervisor	PRF	Jeremy Crees	12/1/2023
Resiliency Coordinator	DPW	Melissa Schmitz	10/12/2023
Procurement Manager	Admin Svs	Tom Walenski	11/29/2023
Assistant Fire Chief	Fire	Rob Goplin	12/1/2023
Captain	PD	Jeff Brester	10/31/2023
City Assessor	Admin Svs	Russ Schwandt	12/1/2023
Park Maint Worker	PRF	David McConaghy	12/1/2023
Park Facility Supervisor	PRF	Brittney Burkart-Labar	12/1/2023
Naturalist	PRF	Jody Sperduto	12/1/2023
Chief Naturalist	PRF	Kimberly Diedrich	12/1/2023
Pool Maintenance Specialist	PRF	Andrew Kazmer	12/1/2023
Park Maintenance Foreperson	PRF	Mark Kugel	12/1/2023
Park Facilities Superintendent	PRF	Jason Arnoldi	12/1/2023
Curator of Animals	PRF	Lori Bankson	12/1/2023
Battalion Chief	Fire	David Kolz	12/1/2023
Battalion Chief	Fire	Michael VandenAvond	12/1/2023
Arborist II	PRF	Jeremy Massart	12/1/2023
Arborist II	PRF	Daniel Krueger	12/1/2023
Arborist II	PRF	Kyle Kovnesky	12/1/2023
Arborist I	PRF	Timothy Gitter	12/1/2023

Building Maintenance Technician	PRF	Bruce Kollman	12/1/2023
Parking Enforcement Officer	PRF	Sharon Ruby	12/1/2023
Park Maintenance Worker	PRF	Ricky Vanderwegen	12/25/2023
Forestry Supervisor	PRF	Nicholas Peterson	12/7/2023
Forestry Supervisor	PRF	Joshua Zarling	12/7/2023
Arborist II	PRF	Darin Schmuki	12/1/2023
Arborist II	PRF	Evan Allan	12/1/2023
Arborist I	PRF	Brad Jozwiak	12/1/2023
Dispatcher	Transit	Kathy Peer	12/12/2023

End of Employment

Casual Worker	DCED	Brian Champion	11/17/2023
Administrative Clerk	Admin Svs	Jennifer Lueskow	11/27/2023
Truck Driver - Streets	DPW	Bruce Keon	12/1/2023