



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 27, 2024, 3:00 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYkdz09>

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.

I. Approval of the Minutes from the January 30, 2024 Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.**
 - a. Operator I
 - b. Signs Operator
 - c. Park Ranger II
- 2. For consideration with possible action to over-hire one Police Captain through September 2024.**
- 3. For consideration with possible action to over-hire one Firefighter position.**
- 4. For consideration with possible action on the reclassification of the Housing and Zoning**

Inspection Supervisor (Pay Grade K) to the Inspection Supervisor (Pay Grade M).

5. For consideration with possible action on the City of Green Bay and City of Green Bay international Brotherhood of Electrical Workers Local No. 158 2024 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.

6. Update and discussion of negotiations on the 2024 City of Green Bay and City of Green Bay Fire Fighters Local 141, International Association of Fire Fighters AFL-CIO 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.

7. For consideration with possible action on the request from Ald. Wery for an external HR investigation to be initiated regarding the apparent retaliatory disorderly conduct charge filed versus Attorney Janet Angus after she submitted a valid election complaint to the WEC (Wisconsin Elections Commission).
8. For consideration with possible action on the request from Ald. Wery for the City to return to the process of department heads being confirmed every two years by the City Council, instead of being permanently appointed.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: March 12, 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

February 27, 2024

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. Operator I
- b. Signs Operator
- c. Park Ranger II

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- 1. Personnel Committee Request to Fill Memo
- 2. Operator I - D. Mielke 02.09.24
- 3. Signs Operator - M. Herlache 04.16.24
- 4. Park Ranger II - P. Leicht 03.18.24

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: February 27, 2024

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

- Operator I – Replacement position due to the resignation of Dan Mielke effective February 9, 2024. This position is budgeted at \$24.93 – \$28.49 per hour. (Pay Grade F)
- Signs Operator – Replacement position due to the retirement of Mike Herlache effective April 16, 2024. This position is budgeted at \$26.82 to \$31.55 per hour. (Pay Grade G)
- Park Ranger II – Replacement position due to the retirement of Paul Leicht effective March 18, 2024. This position is budgeted at \$29.42 - \$34.61 per hour. (Pay Grade H)

**Position Fill Request
Justification Report
February 2, 2024**

Position Title: Operator 1 (Sweeper/Days) – 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**

This position is vacant as the result of the resignation of Dan Mielke effective at the end of his regular work shift on Friday, February 9, 2024.

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 range for this position is \$24.93 to \$28.49 per hour (Pay Grade F).
3. **Please list the functions and any special information regarding this position.**
Sweeper Operators perform a full range of duties including but not limited to operating street sweepers, flusher truck, tractors, sidewalk snow removal units, and other DPW vehicles. In addition to sweeping streets during summer months, they assist in leaf collection, snow/ice control, and general labor assignments necessary to complete DPW core functions.
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. Also, Federal EPA and State DNR requirements dictate that the City must remove debris from roads that can contaminate streams, rivers, and lakes when diluted in storm water runoff.
5. **Please explain why current staff is unable to absorb duties of this position.**
Loss of a Sweeper Operator position will reduce DPW's ability to maintain EPA and DNR requirements for street sweeping. Those requirements must be met to reduce contamination in storm water runoff that flows into streams, rivers, and lakes.
6. **If duties of position are presently being done, how are they done?**
During periods of short staffing, duties are assigned to other Street Section employees as needed. When there is a lack of personnel, assignments are prioritized and completed in priority order. If there is not adequate time to complete all jobs, then lower priority jobs are postponed or not completed.
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. Sweepers must be staffed to meet government requirements. So grass cutting, leaf collection, and snow removal duties would suffer.
8. **What are the alternative methods and costs of accomplishing the work?**

Working overtime to maintain the required service, or outsourcing of services. Continued overtime leads to employee burnout and higher operating costs. Outsourcing this function is more costly than addressing it in-house.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
February 21, 2024**

Position Title: Signs Operator – 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**

This position will be vacant as a result of the retirement of Mike Herlache effective at the end of the work day on April 16, 2024.

- 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-Traffic Division operating budget. The current wage range is \$26.82 to \$31.55 per hour (Pay Grade G).

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

Under direction of the Street Section Superintendent, and Signing and Marking Foreperson, coordinates and performs activities related to DPW's pavement marking program. Pavement marking duties include but are not limited to coordinating and scheduling daily pavement marking assignments in the field, communicating commodity and hardware needs with management, leading seasonal workers, and documenting accomplishments.

During cold and snowy periods when pavement marking is not conducted, and at other times as assigned, Signing and Marking Section Operators perform traffic control barricading work, traffic control sign installation/maintenance/repair, associated documentation, coordinate work activities with the Leadworker and managers, and complete other duties as assigned.

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

This position does generate revenue for the City. DPW-Signing and Marking Section applies pavement markings for the communities of DePere, Allouez, and Bellevue. The two (2) Signing and Marking Section Operators play a critical role in the success of the pavement marking program in Green Bay and three other adjacent communities.

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

The Signing and Marking Section operates relatively autonomously due to the unique nature of its skill set and duties. The section includes only five (5) employees, who are responsible for traffic signing, barricading, and pavement marking on all Green Bay streets, and pavement marking duties in the communities of DePere, Allouez, and Bellevue. Duties of the Signs Operators cannot be absorbed by the other Signing and

Marking Section employees, and cannot be assigned to other Operations Division personnel because other DPW core duties would be affected.

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

DPW wishes to expedite recruitment for this vacancy due to the critical nature of the Signing and Marking Section Operator position. Pavement marking season is starting next week, and the painting program must progress as planned. Street Section employees will assist with pavement marking duties as needed, but will only fill staffing gaps until an Operator can be secured.

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

DPW will continue to perform all of its core services, due to the safety aspect of Signing and Marking Section functions, and the City's contractual commitments to other communities. A reduction in Signing and Marking Section staff will result in a lower level of service to residents, increasing the amount of time required to complete services. It could possibly also require postponing and/or contracting out for some services.

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

Signing and Pavement Marking employees would need to work overtime continuously to maintain the expected level of service. Otherwise DPW would need to outsource and/or postpone some traffic signing and pavement marking services. Reducing the City's level of traffic control service is not an option due to Federal requirements and safety implications.

9. Are there union issues?

No

10. Other supporting comments

None

**Position Fill Request
Justification Report**

February 23rd, 2024

Position Title: Park Ranger II (Parks, Recreation, and Forestry)

- 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 Paul Leicht effective at the end of the workday on March 18, 2024.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is included in the budget. The wage range is \$29.42 – \$34.61 / hourly (Pay Grade H).

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

The Park Ranger II coordinates and manages the daily maintenance and repairs of the entire 535-acre Bay Beach Wildlife Sanctuary 's buildings, grounds, lagoons, trails and exhibit areas. This position combines the application of technical knowledge and supervisory responsibilities with maintenance duties necessary for the management, maintenance and operation of the varied facilities and grounds.

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

The Park Ranger II position is responsible for all daily maintenance operations of the grounds and buildings at the WLS. Park cleanliness, updated exhibits and maintained trails are also an important part of this position, which in turn generates revenue through donations, camps, and other public programming. The Park Ranger II position reduces overall WLS expenses by proactively maintaining all park systems (i.e. – HVAC/Electrical/Carpentry). This in turn improves efficiency, extends the life, and lowers repair/maintenance costs to these systems. This position also requires a general knowledge of various construction and building maintenance trades so that much of the work can be done in-house vs. hiring contractors or specialists to do the work. This reduces overall park expenses.

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

With the way the WLS Park Ranger roles and duties are structured, each full-time Ranger (I & II) position has a full slate of daily operational duties and services they oversee. This position is also responsible for supporting other divisions at the WLS, such as animal care and the 4K program, with their maintenance needs and assisting the public. To operate safely and efficiently, two-full time Rangers are needed to accomplish these tasks, including the various responsibilities that come seasonally with maintenance.

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

Currently the position is filled until the date of 3/18/2024. After this date the remaining Ranger, and Superintendent of the Wildlife Sanctuary, will absorb as many of these duties as possible until the position is filled. Spring is the busiest time of the year for the Sanctuary. It is extremely important to fill this position in a timely manner as the Superintendent will have a difficult time dedicating adequate hours to Park Ranger II work during this busy season.

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

Visitor experience and overall park operations and presentability would suffer. The Wildlife Sanctuary is a very large facility consisting of 535 acres of various wildlife habitats, 4-5 miles of trails, the new banquet facility, 4K school, Woodland Building, Observation Building, Nature Center, two maintenance buildings, various types/styles of caging, and a flight pavilion. Each of the two Ranger positions have a full slate of duties. These roles could not be absorbed by a single person. The position also oversees the custodial roles within the park, leads them determining duties and protocols, which in turn greatly effects facility cleanliness and public perception (inside and out).

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

An outside maintenance company could be an alternative method to provide these services in theory. However, staff would still play a huge role in determining and coordinating these needs, which would still require a fairly large amount of staff time to coordinate and oversee. Contracting these duties out would then not support the second Ranger role and would make involved projects much more difficult to complete. Going this route could also require more outside assistance from other city departments and would also require additional funding in the annual budget to contract these services out.

9. Are there union issues?

No – position is non-union.

10. Other supporting comments.

The Bay Beach Wildlife Sanctuary is open 363 days a year, is free to all visitors, and a noted stop for many locals and folks visiting from out of town/state. Daily operation is a fast-paced working environment that provides the community programming, animal care,

educational opportunities, and recreational offerings year-round. Each role in this structure plays an integral part in the successes of these various offerings. The Park Rangers are vital to these operations and park safety. As the Wildlife Sanctuary continues to grow, adding additional rental opportunities, new and more involved mechanical systems, more trails, expansion, and exhibit updates the Ranger positions at the sanctuary have absorbed several new/various duties. In addition to general maintenance and upkeep, the Ranger II position oversees all park custodial staff. The Park Ranger II is responsible for the interviewing, hiring, and subsequent training of all WLS Park Seasonal Maintenance Employees. These SME's assist the Rangers greatly during the busy season allowing them to tackle larger projects together, whether providing more sets of hands, or focusing on daily operations, such as litter pick-up, trail clearing, leaf blowing, and general facility cleanliness. This position is also responsible for overall daily operational supply inventory(s) and the research and subsequent purchasing of these items.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action to over-hire one Police Captain through September 2024.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. m022024(Captain Overhire)



TITLETOWN, USA

Green Bay Police Department
307 South Adams Street
Green Bay, Wisconsin 54301-4582
www.gbpolice.org

Phone 920.448.3200
Fax 920.448.3248

February 20, 2024

To: Melanie Falk
Human Resources Manager

From: Chris Davis
Chief of Police

Subject: Request for Authorization for Captain Overhire

The Green Bay Police Department is currently allotted four Captain positions. One Captain position is assigned to Operations Support, and is responsible for special events, department-wide training, and oversight of the department's specialty units such as the Special Weapons and Tactics (SWAT) team, the Dive Team, and the Mobile Response Team.

The incumbent in this position was deployed to an assignment with the US Army Reserves in August, 2023. Their return date is uncertain, but in any event is not anticipated to be until at least September of this year. We assigned a Lieutenant to serve in an Acting Captain role for this position; this individual retired on February 16, 2024. In addition, we anticipate another Captain retiring in July.

The Operations Support Captain is a critical role in the organization. We are requesting authorization to overhire by one (1) Captain position to fill this role until the current incumbent returns from military deployment, at which time we would return him to the role he left in compliance with Federal law. By September, we would have a vacant Captain position into which we would move the newly promoted Captain. We have established a promotional eligibility list, so a promotion could be made immediately.

We anticipate no budgetary impact, since the funding for the overhire would be covered by salary savings from the incumbent Captain who is not being paid by the City while deployed on active military duty.

Thank you for your consideration of this matter.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action to over-hire one Firefighter position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. FIRE OVERHIRE MEMO KNOTT Spring 2024



Green Bay Metro Fire Department
501 South Washington Street
Green Bay, Wisconsin 54301-4218
www.greenbaywi.gov/fire

Phone 920.448.3280

Matthew W. Knott
Fire Chief

MEMORANDUM

To: Personnel Committee

From: Matthew W. Knott, Fire Chief

Date: February 22, 2024

Re: Fire Personnel Over Hire

The Fire Department currently has 3 open positions that will be filled by the Police and Fire Commission with a start date of April 2, 2024.

Additionally, we have one Captain retiring on March 26, 2024 and another expected Spring 2024 retirement, which creates two additional vacancies. The March 26th position will be vacant before the new hires begin and the anticipated spring 2024 retirement will occur prior to graduation of the ten-week recruit training program. We are requesting that the department be allowed to over hire for the one retirement expected in early 2024. The current job market makes it important to be able to offer these positions to the most qualified applicants as soon as possible. The next expected hiring process is not until Spring of 2025.

Having run the analysis of the costs involved, over hiring the one personnel will have a potential net savings of \$144,165.

Cost for 1 new hire EMT while current employee also employed (estimate 4/1/24 – 5/31/24): \$9,835.00 (salary only – 7/1/23 rates).

Potential OT cost savings for the time period between the retirement and the date a new hire would start working as a firefighter if not hired until April 2025. 140 (24) hr shifts @ \$1100/shift (avg)= \$154,000 potential savings in OT.

Cc: Joe Faulds, Diana Ellenbecker

Proudly serving the communities of Allouez, Bellevue, and Green Bay





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action on the reclassification of the Housing and Zoning Inspection Supervisor (Pay Grade K) to the Inspection Supervisor (Pay Grade M).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. MEMO - Personnel Committee - 2024 DCED Reclass Inspection Supervisor
2. Inspector Supervisor



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
Cheryl Renier-Wigg, Development Director

Re: Request to reclassify the Housing and Zoning Supervisor into the Inspection Supervisor

Date: February 27, 2024

RECOMMENDATION

The Human Resources and Community and Economic Development departments request that the Housing and Zoning Supervisor be reclassified to the Inspection Supervisor to ensure appropriate compensation for the work that is being performed and the additional responsibilities. This new position and the new job duties were reviewed by the City's consultant, Carlson and Dettman, for placement in the City's salary plan.

The attached job description shows the responsibilities and essential functions of the Inspection Supervisor.

The substantial change in responsibilities for the Inspection Supervisor is that the position is now responsible for supervising all the inspectors and the City Sealer. Previously this position supervised the Housing & Zoning Inspectors, and the Chief Building Official supervised the Building Inspection Division. Once the Chief Building Official position became vacant in December 2023, the Housing and Zoning Supervisor took on the Chief Building Official's management responsibilities.

The proposal is to continue with this change where there is one supervisor that manages all inspectors to help bring the inspection team together, streamline processes and maintain continuity and customer service expectations among all inspectors. In making this management role change, it will allow us to better review what position is most needed in the department from the vacancy of the Chief Building Official. As you are aware, the City recently contracted with E-Plans to assist the City with plan reviews. If E-Plans is successful, we may not need to fill the Chief Building Official position with an architect or engineer and may consider an additional commercial building inspector. Regardless, filling the Chief Building Official would not require a supervisory role with the approval of this reclassification.

FISCAL IMPACT

The total 2024 financial impact for this position is approximately \$6,203. The 2024 funding sources will be from vacant positions in the Community and Economic Development Department.

Estimated	2024 Grade K	2024 Grade M
Salary	\$85,738	\$91,138
FICA	\$6,559	\$6,972
WRS (General)	\$5,916	\$6,289
Worker's Comp	\$180	\$191
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$107	\$112
TOTAL COMPENSATION	\$117,098	\$123,301



JOB DESCRIPTION

City of Green Bay

Position Title:	Inspection Supervisor
Department:	Department of Community and Economic Development
Reports To:	Development Director
Supervises:	Housing, & Zoning, Building, and Trade Inspectors, and City Sealer.
Position Status:	Exempt
Salary Range:	Grade M
Job Summary:	Under general supervision of the Development Director, coordinates activities of the Housing and Zoning, Building & Trade Inspectors. Performs work of moderate difficulty supervising inspection surveys of dwellings, dwelling units, rooming units, and non-conforming dwelling structures of properties identified as nuisance properties, commercial and related facilities for compliance with all applicable City and State codes and ordinances.
Essential Functions:	1) Coordinates and supervises activities of the Housing and Zoning, Building, and Trade Inspectors and City Sealer. Creates and implements policies, standard operating procedures, and work schedules. Administers evaluations and disciplinary actions. Responds to staff grievances. Participates in the hiring process. 2) Performs inspections of "nuisance properties" in accordance with City initiatives. 3) Responds to complaints and inquiries from the public and city officials regarding building codes, general construction, public health, safety, and welfare; public nuisances; rooming houses, mobile home parks and environmental issues and related City ordinances. Oversees, supervises, and coordinates inspections related to public complaints and inquiries. 4) Observes code violations and variances. Issues violations and orders for corrections as necessary. Follows up on all orders to compliance, including court appearances. 5) Facilitates the bidding and razing of identified properties within the City. 6) Maintains consistent uniform code interpretations, inspection standards, and enforcement policies. Establishes recordkeeping procedures, trains staff in proper techniques and strategies for assuring code compliance. 7) Coordinates efforts to educate citizens on compliance with codes and ordinances pertaining to residential properties. 8) Continuously seeks process improvement opportunities within the Department and City and capitalizes on their implementation. Leverages technology to improve customer service, effectiveness and efficiency of permitting processes. 9) Provides technical support to Department staff and prepares various reports as needed. Updates and maintains inspection records and databases. Conducts research for the preparation of reports concerning inspection activity. 10) Performs other duties as assigned.
Knowledge,	▪

Skills And Abilities	▪ Considerable knowledge of City and state codes, including building code and housing/zoning ordinances. ▪ Considerable skill in effectively dealing with people of diverse income, age, and cultural backgrounds. Good skill in public speaking; preparing clear and concise written and oral reports. Working skill in keeping records and files; performing mathematical computations and analysis. ▪ Skill and ability in inspecting buildings and general understanding of plumbing, electrical, and heating installations for compliance with applicable codes; locating and correcting code violations and defects in installations; reading, interpreting and explaining codes, specifications, and blueprints and preparing rough sketches of work; prepare and maintain accurate records of inspection findings, and to write clear, concise reports from the information gathered. ▪ Ability to enforce regulations with firmness and tact; manage time effectively; utilize a computer and the required software; communicate effectively both orally and in writing; establish and maintain effective working relationships with staff and the public; good skill in team leadership; work the required hours of the position. ▪ May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	▪ Bachelor's Degree in Urban or Regional Planning, Public Administration, Real Estate, Property Management, or other related field. ▪ 5-7 years related experience. ▪ Must have the ability to obtain certification as a UDC-Construction Inspector under Wisconsin Administrative Code Chapter Comm 5 within 120 days from start date of employment. ▪ 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 50 pounds. ▪ Carrying up to 50 pounds. ▪ Frequent standing, walking, sitting and bending. ▪ Ability to focus on projects for long periods of time. ▪ Ability to stoop, crawl, reach and climb stairs and ladders. ▪ 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	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # E.5

For consideration with possible action on the City of Green Bay and City of Green Bay international Brotherhood of Electrical Workers Local No. 158 2024 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 2024 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)

2024

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2024

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, 2024 and remain in full force and effect up to and including December 31, 2024.

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 1% increase effective January 1, 2024, and a 2% increase effective with the first day of the pay period in which April 1, 2024 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: K	Pay Grade: J
✦ Electrician Foreperson	✦ Electrician

WAGES IN ACCORDANCE WITH CITY PAY PLAN								
January 1, 2024								
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
K	\$37.22	\$38.31	\$39.41	\$40.50	\$41.59	\$42.69	\$43.78	\$43.79 - \$50.35
J	\$34.62	\$35.64	\$36.66	\$37.68	\$38.69	\$39.71	\$40.73	\$40.74 - \$46.84

WAGES IN ACCORDANCE WITH CITY PAY PLAN								
April 1, 2024								
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
K	\$37.96	\$39.08	\$40.20	\$41.31	\$42.42	\$43.54	\$44.66	\$44.67 - \$51.36
J	\$35.31	\$36.35	\$37.39	\$38.43	\$39.46	\$40.50	\$41.54	\$41.55 - \$47.78

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 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 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

February 27, 2024

PREPARED BY

AGENDA ITEM # E.6

Update and discussion of negotiations on the 2024 City of Green Bay and City of Green Bay Fire Fighters Local 141, International Association of Fire Fighters AFL-CIO 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

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # E.7

For consideration with possible action on the request from Ald. Wery for an external HR investigation to be initiated regarding the apparent retaliatory disorderly conduct charge filed versus Attorney Janet Angus after she submitted a valid election complaint to the WEC (Wisconsin Elections Commission).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # E.8

For consideration with possible action on the request from Ald. Wery for the City to return to the process of department heads being confirmed every two years by the City Council, instead of being permanently appointed.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 27, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 2.27.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
February 27, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Park Maintenance Worker	PRF	Corey Walbrun	1/29/2024
Administrative Clerk	Admn Svs	Nathan Condon	1/29/2024
Mechanic Apprentice	DPW	Greg Phillips	1/31/2024
Community Service Officer	PD	Austin Kanzelberger	2/8/2024
Administrative Clerk	PRF	Stacey Malvitz	2/19/2024
Conservation Corps Crew Member - Part Time	PRF	Connor Dewick	2/20/2024
Sewer Maintenance Worker	DPW	Kenneth Calewarts	2/26/2024
Recreation Supervisor	PRF	Emma Magadan	3/11/2024
<u>Promotion</u>			
Engineering Aide II	DPW	Daniel Schisel	2/5/2024
Operator II	DPW	Scott Breitenbach	2/19/2024
Laborer - Street	DPW	Paul Mleziva	2/19/2024
Laborer - Street	DPW	Randy Tremi	2/19/2024
<u>Transfer</u>			
Laborer - Street	DPW	Calvin Williams	2/12/2024
<u>Reclassification</u>			
Deputy IT Director	IT	Jason Bamman	12/31/2023
HVAC Specialist	PRF	Jeremy Malvitz	12/31/2023
Municipal Judge	Muni Ct	Jonathan Gigot	12/31/2023
Battalion Chief	Fire	Eric Jeltema	1/1/2024
Battalion Chief	Fire	David Kolz	1/1/2024
Battalion Chief	Fire	Anthony Piontek	1/1/2024
Battalion Chief	Fire	Michael Vandenvond	1/1/2024
Battalion Chief	Fire	Chad Bronkhorst	1/1/2024
Battalion Chief	Fire	Raymond Fuiten	1/1/2024
Sr. GIS Analyst	DPW	Brennan Rhode	1/1/2024
Deputy City Attorney	Law	Lacey Cochart	12/31/2023
Appraiser II	Admn Svs	Kristi Norton	2/19/2024
Captain	PD	Matthew Cain	1/1/2024
Captain	PD	Benjamin Allen	1/1/2024
Captain	PD	Jeffrey Brester	1/1/2024
Captain	PD	Clinton Beguhn	1/1/2024
Deputy Clerk	Admn Svs	Jaime Fuge	12/31/2023
<u>Grade/Step Change</u>			
Resident Services Coordinator	CED	Kaycee Champasak	1/5/2024
Arborist II	PRF	Cole Kirchman	1/1/2024
Park Maintenance Worker	PRF	Patrick Langin	1/28/2024
Operator II	DPW	Randy Tremi	2/8/2024

Operator II	DPW	Brian Hunter	2/7/2024
Parking Enforcement Officer	DPW	David May	1/1/2024
Operator I	DPW	Michael Derbique	1/28/2024
Operator I	DPW	Robert Blake	1/28/2024
Operator I	DPW	Kelly Jauquet	1/28/2024
Operator I	DPW	Ryan Lewis	1/28/2024
Truck Driver - Sanitation	DPW	Timothy Cropsey	1/28/2024
Truck Driver - Sanitation	DPW	Bart Krueser	1/28/2024
Truck Driver - Sanitation	DPW	Donald Matzke	1/28/2024
Operator II	DPW	Scott Walczyk	1/28/2024
Operator II	DPW	Adam Grimm	1/28/2024
Patrol Officer	PD	Baldemar Ramirez	1/11/2024
Patrol Officer	PD	Ronald Nickel	1/11/2024
Patrol Officer	PD	Michael Stedemann	1/22/2024
Patrol Officer	PD	Kyle Harnish	1/22/2024
Patrol Officer	PD	Ricardo Escalante-Silva	1/6/2024
Lieutenant	PD	Jena Luberda	1/25/2024
Patrol Officer	PD	Blagoy Bimitrov	1/22/2024
Legal Assistant	Law	Deanna Debruler	2/11/2024
Parking Maintenance Technician	DPW	Jacob Zeitler	2/1/2024
Principal Planner	CED	David Buck	3/4/2024
Firefighter	Fire	Joshua Fink	3/5/2024
Firefighter	Fire	Matthew Agatone	3/5/2024
Firefighter	Fire	Benjamin Hanson	3/5/2024
Firefighter	Fire	Gregory Stilp	3/5/2024
Planner I	CED	Dena Mooney	3/6/2024
Signs Laborer	DPW	Kelly Stacie	2/19/2024
Park Maintenance Worker	PRF	Eric Perrault	2/2/2024

End of Employment

Operator I	DPW	Daniel Mielke	2/9/2024
Community Service Officer	PD	Connor Iwaoka	1/25/2024
Community Service Officer	PD	Anthony Blish	1/29/2024
Financial Supervisor	DPW	Nancy Clifford	2/16/2024
IT Specialist	Transit	Cody Langston	1/23/2024