



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 30, 2024, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. 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.

- I. Approval of the Minutes from the March 12, 2024 Personnel Committee meeting.

E. Regular Business.

- I. For consideration with possible action to appoint a Personnel Committee Chair
2. For consideration with possible action to appoint a Personnel Committee Vice Chair
3. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers
 - a. Mechanic
 - b. Right of Way Specialist
 - c. Sewer Worker Foreperson
 - d. Park Maintenance Worker

- e. Neighborhood Compliance Inspector
- 4. For consideration with possible action on the request to create and fill a new Human Resources Generalist position to be shared by the City of Green Bay Human Resources Department (50%) and the Green Bay Water Utility (50%)
- 5. Update and discussion of negotiations on the 2024 City of Green Bay and City of Green Bay Professional Police Association 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

F. Informational.

- 1. Notice of emergency authorization given for the request to fill the vacant Development Support Specialist position within the Department of Community and Economic Development
- 2. Report of Routine Personnel Actions
- 3. Next Meeting: May 14, 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

April 30, 2024

PREPARED BY

AGENDA ITEM # E.I

For consideration with possible action to appoint a Personnel Committee Chair

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 30, 2024

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action to appoint a Personnel Committee Vice Chair

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 30, 2024

PREPARED BY

AGENDA ITEM # E.3

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

- a. Mechanic
- b. Right of Way Specialist
- c. Sewer Worker Foreperson
- d. Park Maintenance Worker
- e. Neighborhood Compliance Inspector

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Mechanic - G. Wojcik 03.24.24
3. Position Request To Fill - Giese
4. Sewer Worker Foreperson - M. DeNiel 06.17.24
5. Park Maintenance Worker - R. Vanderwegen 05.03.24
6. Neighborhood Compliance Inspector 4-15-24

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: April 30, 2024

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

- Mechanic – Replacement position due to the resignation of Greg Wojcik effective March 28, 2024. This position is budgeted at \$30.01 - \$35.30 per hour. (Pay Grade H)
- Right-of-Way Specialist – Replacement position due to the retirement of Tom Giese effective April 2, 2024. This position is budgeted at \$32.67 – 38.43 per hour. (Pay Grade I)
- Sewer Worker Foreperson – Replacement position due to the retirement of Mike DeNiel effective June 17, 2024. This position is budgeted at \$32.67 – 38.43 per hour. (Pay Grade I)
- Park Maintenance Worker – Replacement position due to retirement of Ricky Vanderwegen effective May 3, 2024. This position is budgeted at \$25.43 - \$29.06 per hour. (Pay Grade F)
- Neighborhood Compliance Inspector – Replacement position due to the retirement of John Kurowski effective April 26, 2024. This position is budgeted at \$25.43 – 29.06 per hour. (Pay Grade F)

**Position Fill Request
Justification Report
March 28, 2024**

Position Title: Mechanic – DPW Operations Division/Motor Equipment 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 Greg Wojcik's resignation effective on March 28, 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-Operations Division operating budget. The current rate of pay is \$30.01/hour to \$35.30/hour (Pay Grade H).
3. **Please list the functions and any special information regarding this position.**
DPW Mechanics maintain and repair all DPW vehicles and equipment; as well as Parking Division, Planning/Housing Department, and Mayor's Office vehicles. Mechanics also assist other departments with vehicle and equipment repairs when requested.
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 these services out to a private vendor
5. **Please explain why current staff is unable to absorb duties of this position.**
DPW has thirteen (13) Mechanics in its table of organization. Any vacancy adds workload to other Motor Equipment Section staff, which reduces the ability of the section to maintain DPW's preventative maintenance and repair programs at the necessary level. Insufficient Mechanic staffing contributes to extended vehicle and equipment down time. DPW cannot maintain all repair requests at all times with a short staff. Replacement of the Mechanic vacancy is necessary.
6. **If duties of this position are presently being done, how are they done?**
Duties associated with any vacant position are assigned to other employees. If there is a lack of personnel, then assignments are prioritized. Unassigned duties are postponed, not completed, or overtime expenditures are required to complete necessary repairs.
7. **What service would be reduced or eliminated if this position is not filled?**
DPW cannot reduce or eliminate core services. Motor Equipment Section operates as an internal City service agency for DPW, and other departments. Its clients are DPW, Mason Manor, Inspection Department, Mayor's Office, Parking Division, and Police/Fire Departments when requested. If Mechanic positions are eliminated, DPW would first reduce or eliminate services provided to other departments. DPW must maintain its own fleet first.
8. **What are the alternative methods and costs of accomplishing the work?**

The alternative to not filling Mechanic vacancies is expenditure of overtime to keep up with workload demand. Using overtime could reduce cost to the City *in the short term* by not having to cover fringe benefits of eliminated Mechanic positions. However, regular overtime assignments lead to burnout, low morale, increased worker compensation injuries, and increased absenteeism. Another alternative to eliminating Mechanic positions is privatization, but that typically is a more expensive alternative.

9. Are there union issues?

No

10. Other supporting comments.

None

Position Fill Request
Justification Report
(March 13, 2024)

Position Title: Right of Way Specialist

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.

XXX Replacement Position _____ Not a Replacement Position
(Tom Giese retirement, last day April 02, 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, position is currently in the operating budget. The current pay range is \$32.67 to \$38.43 per hour. The position is funded by the general levy.
3. Please list the functions and any special information regarding this position.
This position is responsible for research on, maintenance of, and acquisition/disposal of all right-of-way assets for the City. In addition to right-of-way issues, this position is responsible for private transmission facility, sidewalk café, and revocable occupancy permitting, acquisition and recording of easements, and recording of maintenance agreements on behalf of the City.
4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.
Although this position does not generate revenue, the position oversees programs that provide liability protection for the City. This position also maintains historical records for facilities located within the public right-of-way. If the work were not performed in-house, these tasks would need to be subcontracted. Staff estimates that contracted services could be 30% higher than in-house staff.
5. Please explain why current staff is unable to absorb duties of this position.
Both the historical and current volume of work completed by this position significantly exceed the available number of staff hours on an annual basis.
6. If duties of position are presently being done, how are they done?
The duties of the position are currently being completed by the incumbent. Upon his retirement, the duties will need to be shared by existing staff until a replacement can be hired. This will significantly delay our response time, probably to unacceptable levels.
7. What service would be reduced or eliminated if this position is not filled?
Response time to plat/csm review and recording, real estate acquisition for public projects, and research into historical property information will all be adversely affected.
8. What are the alternative methods and costs of accomplishing the work?
The only logical alternative to hiring a replacement in the same position would be to contract the work. In addition to significantly increased cost, contracting the work would be subject to staff availability and schedule of the consultant.

9. Are there union issues? No
10. Other supporting comments.

**Position Fill Request
Justification Report
March 11, 2024**

Position Title: Sewer Worker Foreperson

- 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 following the retirement of Mike DeNiel effective at the end of the work day on June 17, 2024. DPW requests to overfill this position in early May 2024 to provide training and mentoring prior to Mike DeNiel's retirement. This is a critical lead worker position for the Sewer Section.

- 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 Stormwater and Sanitary Sewer Utility budgets. The current wage is \$32.03 - \$37.67 per hour (Pay Grade I).

There are sufficient funds within the Sanitary Sewer and Stormwater Utility budgets to cover the cost of the overfill due to salary savings from other vacancies and retirements during the year. The cost of the overfill is estimated to range from \$5,000 to \$8,000 for 4 to 6 weeks; however, the impact to the City may be significantly less than that if the position is filled by current Sewer Section staff since their salary is already covered within the budget.

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

This position leads, trains and directs staff within the Sewer Section of DPW. The position investigates and recommends solutions to sewer and bridge maintenance issues. The position evaluates field processes and recommends improvements for efficiency and safety.

The position will also perform bridge, stormwater management structure, sewers, pumps and lift station inspection, cleaning, maintenance and repair. The individual will respond to sanitary sewer back-ups and other emergencies. The position documents work and maintains records.

Because this is a critical position for the Sewer Section and the current incumbent has many years of experience, DPW is proposing to overfill the position for a 4 to 6 week period.

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

This position reduces expenses by completing preventative maintenance to ensure the bridge and sewer systems are in working order. This position responds to and documents sanitary sewer back-ups reducing the risk of claims made to the City. The position ensures

staff are properly trained and working safely. A successful foreperson will also contribute to good morale and teamwork.

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

The Sewer Section consists of 16 other staff in addition to the Sewers Superintendent. This position is necessary to assist the Sewers Superintendent in leading the Sewer Section, ensuring adequate coverage and well trained staff.

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

This position is a replacement for a Sewers Foreperson who will be retiring effective June 17, 2024. DPW is requesting to overfill the position to transfer job knowledge prior to this retirement.

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

DPW *cannot* reduce or eliminate the work of the Sewer Foreperson and maintain the same level of service. A reduction in staffing could result in lack of oversight, training and support for Sewer Section staff. This is a critical position ensuring we have adequate coverage and are able to respond effectively to emergencies and conduct routine work. Without this position, sewer maintenance and staff capabilities would be impacted resulting in increase sewer back-ups and slower response times.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, outsourcing of services or placing additional burden on the Sewers Superintendent.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
04-24-2024**

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 Ricky Vanderwegen effective at the end of the work day on May 3, 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 budgeted. The current wage range is \$25.43 - \$29.06 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.

**Position Fill Request
Justification Report
4/15/2024**

Position Title: Neighborhood Compliance Inspector

- 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 John Kurowski who is retiring effective April 26, 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, the position is included in the current budget at Pay Grade F, which has a range of \$25.43- \$29.06 per hour.

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

This position is responsible for handling exterior property complaints, re-inspections and enforcement. This includes lot clean ups, rat/rodent education, as well as nuisance abatement.

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

This position will generate additional revenue through reinspection fees. Estimate of approximately \$72,000

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

Current staff are completing these duties, however one person covers the case load of two, which is causing delays in compliance deadlines being met. There is also no time for proactive sweeps or neighborhood education.

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

One employee is covering all of the City.

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

We would still experience further lead times on obtaining compliance due to the large volume of complaints received through our office.

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

N/A

9. Are there union issues?
No

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 30, 2024

PREPARED BY**AGENDA ITEM # E.4**

For consideration with possible action on the request to create and fill a new Human Resources Generalist position to be shared by the City of Green Bay Human Resources Department (50%) and the Green Bay Water Utility (50%)

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

1. Human Resources Generalist - New Position Request 04.2024
2. Human Resources Generalist I-II - Shared Position



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
Joseph Faulds, Chief of Operations

From: Melanie Falk, Human Resources Manager

Re: Request to create and fill a new Human Resources Generalist position to be shared by the City of Green Bay Human Resources Department (50%) and the Green Bay Water Utility (50%)

Date: April 26, 2024

RECOMMENDATION

- I. Human Resources is requesting that a new HR Generalist position, Pay Grade H (\$62,421-\$73,424) be created. This position will allocate 50% of it's time to the City's Human Resources Department and 50% of it's time to the Water Utility. The cost for this position will be shared equally by both departments.

BACKGROUND

- II. In 2018 the Water Utility created a full-time, non-exempt Human Resources Coordinator position (Salary: \$70,324-\$77,750). The Water Utility HR Coordinator performs administrative HR functions for the utility and serves as the primary liaison to the City's Human Resources Department. The responsibilities of the HR Coordinator include, onboarding new hires; assisting employees with benefits and claims questions; maintaining performance review records; notifying managers of review dates; coordinating and scheduling training for utility employees; coordinating activities related to the utility's compensation plan; conducting summer recruitments and providing recruitment support to the City HR department.

The HR Coordinator at the Water Utility does not perform the more complex functions of an HR Generalist, such as investigations, recruitments, employee relations issues, etc. It should also be noted that the Water Utility has a pay plan separate from the City's wage schedule. This pay plan is structured to be competitive with other utilities within the state and as a result, the Water Utility positions have historically been compensated at a higher salary than their comparable City positions.

There are currently (3) HR Generalists in the City HR Department. One of these Generalists serves as the HR liaison to payroll, and the majority of the responsibilities of this position are compensation and budget related in addition to administering the City's FMLA leave program. The other (2) HR Generalists perform functions including recruitments, employee investigations; fitness for duty evaluations; conducting reorganization/reclassification studies; unemployment reporting; assisting with union negotiation activities and advising managers and employees with policy and contract interpretation. Currently, (1) of these Generalists will be assigned to provide this level of support to the utility as needed.

Since 2018, the Water Utility position has been vacated (4) times, including the recent resignation of the HR Coordinator in March. Brian Powell, Water Utility General Manager, approached Human Resources with the proposal to create a shared position. He has concerns with the turnover rate of this position and also stated that he does not need a full-time dedicated HR position for the Utility.

The City HR Department has a need for additional staff and has experienced a high volume of recruitments since 2021, averaging between (50) and (60) vacant positions. These recruitments are assigned to (2) HR Generalists with other responsibilities, which makes it difficult to fill vacancies in a timely manner. Prior to 2021, the department averaged approximately 20-30 vacancies per week. If this new position is approved, the initial focus of the position for the City HR Department will be on recruiting. The new HR Generalist would be on site at the Water Utility 2 days per week and at City Hall 2-3 days per week.

The benefits of consolidating the Water Utility and City of Green Bay HR functions into a shared position will result in efficiencies by reducing redundancies. In addition, enhanced collaboration should result between the HR Department and the Water Utility, which is essential for aligning HR practices with organizational goals and ensuring that the HR functions are centralized. A shared HR Generalist position will facilitate effective communication and coordination between the departments, which has been the result with our shared Safety Coordinator position.

In 2022, a new shared Safety Coordinator position was created. The cost for this position is equally shared by the Utility and the City HR Department. This position spends (2) days per week at the Utility and 2-3 days at City Hall. The collaborative model adopted for the Safety Coordinator role has proven to be highly effective, ensuring consistent implementation of safety protocols and standards across both the HR Department and the Water Utility.

FISCAL IMPACT

- III. The total cost for the new HR Generalist position for the remainder of 2024 is \$47,955. The Water Utility will be offsetting the City's cost of the new position by 50% resulting in an estimated 2024 cost to the City of \$23,977. For 2024, we are requesting that up to \$24,000 be allocated from the City's contingency fund to pay for this position.

The estimated annual cost increase to the Human Resources budget for 2025 is \$48,444.

Estimated	HR Generalist, Grade H, Step 3 June 1-Dec 31, 2024	HR Generalist, Grade H, Step 4 2025
Salary	\$33,967	\$67,933
FICA	\$2,598	\$5,197
WRS (General)	\$2,208	\$4,416
Worker's Comp	\$71	\$143
Health Insurance	\$8,856	\$17,712
Dental Insurance	\$234	\$1,402
Life Insurance	\$21	\$86
TOTAL COMPENSATION	\$47,955	\$96,888

City's Cost

\$23,977

\$48,444

c: Brian Powell, Water Utility General Manager



JOB DESCRIPTION

City of Green Bay

Position Title:	Human Resources Generalist I/II
Department:	Human Resources
Reports To:	Human Resources Manager & Water Utility General Manager
Status:	Exempt
Salary Range:	Human Resources Generalist I: Grade H Human Resources Generalist II: Grade I
Job Summary:	Under the direction of the Human Resources Manager, performs a variety of technical and administrative tasks in all areas of Human Resources Administration. Work involves all aspects of the hiring process, conducting employee training programs, serving on employee committees, compensation/reorganization studies and labor relations activities. Provides guidance and support to department heads/managers.
Essential Functions:	- Conducts recruiting and selection activities for departments; prepares advertisements, bulletins, job descriptions, and job postings; screens applications, prepares interview questions, rating criteria and tests; interviews applicants, responds to inquiries and complaints, conducts background investigations and makes recommendations to management, conducts job offers, prepares offer letters. - Processes new hires, rehired, retiring, job transfers and terminated employees. Calculates payouts due to the employee. Enters employee data into the HR/Payroll system. Conducts the Utility onboarding process. Collects and processes new hire paperwork. Organizes orientation sessions and provides support to new hires. - Processes personnel and benefit changes and updates the HR/Payroll system. Maintains Utility personnel files and employee medical files. - Maintains the Utility wage schedule. - Maintains the Utility Employee Handbook and Seasonal Handbook. Develops and monitors employee policies. Makes recommendations regarding policy revisions. Advises managers and employees on policies, rules and procedures. - Maintains performance review records. Notifies managers of review dates and tracks performance review completion. - Assists with labor negotiation activities as needed. Includes drafting of proposals, conducting research and costing offers. Attends bargaining sessions, takes notes and assists during sessions as required. Revises contracts after ratification, prepares wage schedules as needed. - Conducts compensation/reorganization studies. Prepares various reports and recommendations. - Processes unemployment claims. Gathers relevant information from supervisors; responds to related inquiries. - Conducts investigations (disciplinary, ERD/EEOC complaints, fitness for duty, etc.). Recommends to department head/supervisor appropriate course of action. - Advises department heads/supervisors regarding compliance and administration of applicable labor agreements, attends grievance meetings and testifies at arbitrations as deemed necessary.

	▪ Compiles statistical data for biannual Affirmative Action reporting and when requested. ▪ Consults with Utility management to explore opportunities for employee training/development and engagement programs. Coordinates training programs by assisting with the selection of topics; contacting trainers; scheduling the training and tracking employee training programs. ▪ Presents at orientation programs and other various training classes, prepares training. ▪ Appears before oversight committees including Personnel Committee and Water Commission to present reports and provide information as required. ▪ Facilitates and attends meetings related to Human Resources functions. ▪ Serves as the Utility's benefits liaison . Assists employees with benefit and claims questions. Assists with processing FMLA requests as needed. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Considerable knowledge of Local, State and Federal employment laws, labor contracts and personnel policies, procedures and practices. Knowledge of random drug and alcohol processes and City policy. ▪ Knowledge of CDL and DOT regulations. Working knowledge of the theories, practices and methods of human resources management and labor relations. Knowledge of local government organization and its departmental operating requirements. ▪ Knowledge of policy administration, benefit administration, statistical concepts and methods, labor relations theories and interview techniques. Knowledge of and ability to proficiently utilize a computer and the required software. Considerable skill in communicating effectively both orally and in writing. ▪ Skill in conducting and coordinating recruitments and making public presentations. ▪ Ability to prepare and maintain accurate and complete records, files and reports. Ability to analyze problems and handle sensitive and confidential information. Ability to make decisions. Ability to establish and maintain effective working relationships with staff and the public. ▪ Ability to multi-task and work in a fast-paced environment. Ability to work the required hours of the position.
Minimum Education and Experience	▪ Bachelor's Degree from an accredited college or university in Human Resources, Business, Public Administration or a related field. ▪ One-three years' experience performing human resource administration or related work.
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 period 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 (Print)

Date

Employee Signature



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 30, 2024

PREPARED BY

AGENDA ITEM # E.5

Update and discussion of negotiations on the 2024 City of Green Bay and City of Green Bay Professional Police Association 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

April 30, 2024

PREPARED BY

AGENDA ITEM # F.I

Notice of emergency authorization given for the request to fill the vacant Development Support Specialist position within the Department of Community and Economic Development

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 30, 2024

PREPARED BY

AGENDA ITEM # F.2

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 4.30.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 30, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Administrative Clerk	PD	Gina Bendorf	3/25/2024
Conservations Corps Crew Member	PRF	Mohammed Kann	4/15/2024
Conservations Corps Crew Member	PRF	Victoria Todaro	3/18/2024
Firefighter	Fire	Donald Covaciu	4/2/2024
Firefighter	Fire	Kaiden Kolz	4/2/2024
Firefighter	Fire	Conner Lee	4/2/2024
Firefighter	Fire	Quinn Watermolen	4/2/2024
Firefighter	Fire	Joshua Sasman	4/2/2024
Firefighter	Fire	Jordan Puchalla	4/2/2024
Firefighter	Fire	Kole Rentmeester	4/2/2024
Truck Driver- Streets	DPW	David Shivers	3/25/2024
Patrol Office Recruit	PD	Hunter Knies	3/25/2024
Sewer Maintenance Worker	DPW	Collin Ketchum	4/8/2024
Inspections Support Sepcialist	CED	True Xiong	4/8/2024
Transit Operator	Transit	Louis Delfrate	4/8/2024
Seasonal Maintenance	DPW	Jason Moua	6/17/2024
Neighborhood Compliance Inspector	CED	Michael Boutott	4/8/2024
Violence Interrupter	CED	David Wilson	4/8/2024
Violence Interrupter	CED	Tyesha Jackson	4/8/2024
Parking Enforcement Officer	DPW	Michael Beaupre	5/7/2024
Development Support Specialist	CED	Shannon Sjoquist	4/22/2024
Office Clerk	PD	Amy LeFevre	4/22/2024
Captain	PD	Shannon Seymer-Tabaska	4/15/2024
<u>Promotion</u>			
Park Ranger I	PRF	Austin Larsen	3/18/2024
Firefighter	Fire	Chad Weihbrecht	3/26/2024
Lieutenant	PD	Richard Belanger	4/15/2024
Captain	PD	Andrew Opperman	4/15/2024
Advanced Patrol Officer	PD	Alexander Carlson	4/15/2024
Advanced Patrol Officer	PD	Cameron Boersma	4/15/2024
Advanced Patrol Officer	PD	Christopher Kuptz	4/15/2024
Advanced Patrol Officer	PD	Paul Linsmeyer	4/15/2024
Specialist I	PD	Kevin Bahl	4/15/2024
Advanced Patrol Officer	PD	Benjamin Harvath	4/15/2024
Specialist I	PD	Steven Meisner	4/15/2024
<u>Elected Officials</u>			
Common Council	CC	Ben Delie	4/16/2024
Common Council	CC	Joey Prestley	4/16/2024
Common Council	CC	Alyssa Proffitt	4/16/2024
Common Council	CC	Kathy Hinkfuss	4/16/2024
<u>Transfer</u>			
Financial Analyst	Admn Svs	Jodi Meyer	3/25/2024

Laborer - Sanitation	DPW	Shane Hovanick	4/1/2024
Patrol Officer	PD	Michael Stedemann	1/30/2024
Operator II	DPW	Shawn Potts	3/25/2024
Lieutenant	PD	Jordan Atals	3/17/2024
Commander	PD	Gary Richgels	3/27/2024
Truck Driver - Streets	DPW	Shannon Schornack	4/15/2024
Dispatcher	Transit	Becky Fleck	5/6/2024
Park Maintenance Worker	PRF	Joshua Lewis	4/22/2024
Lieutenant	PD	Thomas Denney	3/31/2024
Lieutenant	PD	Matthew VanEgeren	3/31/2024
Sergeant	PD	Sean Hamill	4/15/2024
Specialist II	PD	Jon Nejedlo	4/15/2024
Advanced Patrol Officer	PD	Jacob Wallner	4/15/2024
Patrol Officer	PD	Joseph Mueller	4/15/2024
Mechanic	PRF	Ben Smits	4/8/2024

Grade/Step Change

Wildlife Sanctuary Superintendent	PRF	Steve Lakatos	3/2/2024
Account Clerk II	Admn Svs	Jessica Deal	3/13/2024
Parking Enforcement Officer	DPW	Gaylord Katzbahn	3/23/2024
Paralegal	Law	Lindsey Belongea	3/11/2024
City Attorney	Law	Joanne Bungert	3/2/2024
Buyer	Admn Svs	Troy VanHandel	2/27/2024
Compliance Coordinator	Transit	Miranda Socha	3/17/2024
Firefighter	Fire	Kyle Reif	3/15/2024
Firefighter	Fire	Shane Finnegan	3/15/2024
Firefighter	Fire	Isaac Tews	3/15/2024
Firefighter	Fire	Brigham Bramschreiber	3/15/2024
Firefighter	Fire	Adam Ronsman	3/15/2024
Firefighter	Fire	Ryan Burton	3/15/2024
Firefighter	Fire	Reese Varick	3/15/2024
Firefighter	Fire	Brent Blomberg	3/15/2024
Firefighter	Fire	Alex Ebert	3/15/2024
Firefighter	Fire	Quinn Warner	3/15/2024
Operator I	DPW	Curt Ceithamer	4/7/2024
Truck Driver - Streets	DPW	Paula Whiting	4/7/2024
Operator I	DPW	Rick Schiltz	4/7/2024
Truck Driver - Sanitation	DPW	Scott VanderVelden	4/7/2024
Truck Driver - Sanitation	DPW	Steven Rosenthal	4/7/2024
Operator I	DPW	Shane Hovanick	4/7/2024
Truck Driver - Sanitation	DPW	Robert Wegener	4/7/2024
Truck Driver - Sanitation	DPW	Kevin Lacombe	4/7/2024
Truck Driver - Sanitation	DPW	Jeffrey Curnett	4/7/2024
Truck Driver - Sanitation	DPW	David Rollin	4/7/2024
Truck Driver - Sanitation	DPW	Timothy Kosch	4/7/2024
Truck Driver - Sanitation	DPW	Brian Vandenplas	4/7/2024
Truck Driver - Sanitation	DPW	Brian Colburn	4/7/2024
Truck Driver - Sanitation	DPW	Matthew Tochtermann	4/7/2024
Signs Laborer	DPW	Jacob Glatt	4/7/2024
Laborer - Street	DPW	Joshua Turner	4/7/2024
Operator I	DPW	Grant Willems	4/7/2024
Truck Driver - Streets	DPW	Kevin Boesen	4/7/2024
Operator I	DPW	Jody Cooney	4/7/2024
Truck Driver - Streets	DPW	R. Scott Blank	4/7/2024
Truck Driver - Streets	DPW	Jason Loppnow	4/7/2024
Planner II	CED	Stephanie Hummel	4/15/2024
Park Maintenance Worker	PRF	Larry Loppnow	4/7/2024

Deputy City Attorney	Law	Lacey Cochart	3/28/2024
Administrative Clerk	PD	Diane Perry	3/12/2024
Records Clerk	PD	Jason Murphy	2/27/2024
Safety Coordinator	HR	Seng Yang	3/13/2024
Patrol Officer	PD	Tim Fuerst	4/1/2024
Patrol Officer	PD	Alex Wanish	4/1/2024
Arborist II	PRF	Daniel Krueger	4/7/2024
Arborist II	PRF	Steven Fishler	4/7/2024
Electrician	DPW	Kyle Scharenbroch	4/7/2024
Operator I	DPW	Elliot Ness	4/7/2024
Laborer - Sanitation	DPW	Anthony Pethan	4/7/2024
Sewer Maintenance Worker	DPW	Jeremy Gilson	4/7/2024
Laborer - Street	DPW	Joseph Stehsel	4/7/2024
City Forester	PRF	Brian Pelot	4/5/2024
Park Maintenance Worker	PRF	Benjamin Verheyen	4/7/2024
Forestry Supervisor	PRF	Joshua Zaring	4/7/2024
Forestry Supervisor	PRF	Nicholas Peterson	4/7/2024
Arborist II	PRF	Darin Schmuki	4/7/2024
Arborist II	PRF	Jeremy Massart	4/7/2024
Arborist II	PRF	Kyle Kovnesky	4/7/2024
Custodian	PRF	Mark Gallenberger	4/4/2024
Park Supervisor	PRF	Adam Brezinski	4/7/2024
Municipal Judge	Muni Ct	Jonathan Gigot	4/7/2024
Engineer	Fire	Timothy Everson	4/10/2024
Lieutenant	Fire	Richard Longcore	4/10/2024
Lieutenant	Fire	Todd Madson	4/10/2024
Painter	PRF	Frank Theys	4/20/2024
Public Works Superintendent	DPW	Justin Linzmeier	4/7/2024
Administrative Clerk	DPW	Sheila Petitjean	4/10/2024
Account Clerk II	DPW	Candie VanBeckum	4/7/2024
Administrative Clerk	DPW	Michelle Wolter	4/5/2024
Operations Supervisor	DPW	Jake Lueptow	3/28/2024
Sewer Maintenance Worker	DPW	Carlos Castro	4/22/2024
Signs Laborer	DPW	Joerg Schmidt	5/20/2024
Account Clerk II	DPW	Paulette Cook	4/7/2024
Arborist II	PRF	Nicholas McDonald	4/17/2024
Administrative Clerk	PRF	Florence Aerts	4/7/2024
Administrative Clerk	PRF	Jamie Destiche	4/7/2024
Parking Maintenance Technician	DPW	Jason Shelly	4/7/2024
Parking Maintenance Technician	DPW	Eric Doyka	4/7/2024

Name Change

Lieutenant	PD	Erin Bloch (Young)	12/5/2023
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End of Employment

Transit Operator	DPW	Jon Matthies	3/1/2024
Conservation Corps Field Assistant	PRF	Marlee Fritkin	4/1/2024
Park Maintenance Worker	PRF	Ricky Vanderwegen	5/3/2024
Compliance Coordinator	Transit	Miranda Socha	3/21/2024
Patrol Officer	PD	Abigail Skeens	3/22/2024
Conservations Corps Crew Member	PRF	Samuel Greenberg	3/29/2024
Development Support Specialist	CED	Megan Hein	3/29/2024
Engineer	Fire	Kurt Vandekolk	3/25/2024
Mechanic	DPW	Greg Wojcik	3/28/2024
Human Resources Coordinator	Water	Sarah Fidler	3/28/2024

Community Liaison	Mayor	Jessie Paque	4/26/2024
Casual Worker	CED	Santiago Schmerber	4/12/2024
Common Council	CC	Randy Scannell	4/15/2024
Common Council	CC	Jesse Brunette	4/15/2024
Common Council	CC	Mark Steuer	4/15/2024
Common Council	CC	Steven Campbell	4/15/2024
Firefighter EMT	Fire	Kelsey Kelderman	4/19/2024
Transit Service Tech	Transit	Leroy Schlorf	4/19/2024

Longevity

Firefighter	Fire	Dennis Jolly	4/3/2024
Firefighter	Fire	Patrick Peterson	4/3/2024
Firefighter	Fire	Curtis Halbach	4/3/2024
Firefighter	Fire	John Decker	4/3/2024
Firefighter	Fire	Mark Mattson	4/3/2024
Firefighter	Fire	Garret Wenzel	4/3/2024
Firefighter	Fire	Daniel Alderfer	4/3/2024
Firefighter	Fire	Benedict Felckowski	4/3/2024
Firefighter	Fire	Micha Roddy	4/3/2024
Firefighter	Fire	Jacob Heiman	4/3/2024
Firefighter	Fire	Tyler Sanftleben	4/3/2024
Engineer	Fire	Aaron Anderson	4/2/2024
Engineer	Fire	Joseph Fitzpatrick	4/2/2024
Engineer	Fire	Joseph Fredrickson	4/2/2024
Engineer	Fire	Thomas Lemens	4/2/2024
Engineer	Fire	Nicholas Ott	4/2/2024
Engineer	Fire	Ben Peters	4/2/2024
Engineer	Fire	Luke Vangompel	4/2/2024
Engineer	Fire	Nicholas Verstoppen	4/2/2024
Engineer	Fire	Brian Farr	4/6/2024
Engineer	Fire	Ryan Hintz	4/7/2024
Engineer	Fire	Matt Maleport	4/8/2024
Engineer	Fire	Jacob Plennes	4/9/2024
Engineer	Fire	Ryan Searer	4/10/2024
Engineer	Fire	Matt Stremer	4/11/2024
Engineer	Fire	Michael Tedeschi	4/12/2024
Engineer	Fire	Adam Vandebush	4/13/2024
Bus Operator	Transit	Robert Poston-Gilbey	3/28/2024
Bus Operator	Transit	John Manser	4/26/2024
Lieutenant	Fire	Shauna Walesh	4/2/2024