



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 14, 2024, 4:30 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=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 April 30, 2024 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. Administrative Clerk
2. For consideration with possible action on the reclassification of the Public Works Construction Inspection Manager Pay Grade J, to Construction Manager, Pay Grade K.
3. For consideration with possible action on the request to increase the Public Arts Coordinator position from 30 hours per week to 40 hours per week.
4. For consideration with possible action on the request to reclassify the vacant Chief Building Official position to a new Architect/Commercial Building Inspector position and approval to

fill the new position.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: June 4, 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

May 14, 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. Administrative Clerk

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Administrative Clerk - D. Perry 7-5-24

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 14, 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.

- Administrative Clerk – Replacement position due to the retirement of Diane Perry effective July 5, 2024. This position is budgeted at \$22.64 -\$25.15 per hour. (Pay Grade D)

**Position Fill Request
Justification Report
May 9, 2024**

Position Title: Administrative Clerk (Front Desk)

- 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

Diane Perry resigning effective 7/5/24.

- 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. Wage range is \$22.64-\$25.15/hour.

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

Front Desk staff handles all walk-in and phone inquiries and complaints in addition to clerical support for patrol officers and detectives.

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

This position takes in revenues in the way of City licenses and enters all municipal warrants. These positions have recommended staffing levels because of the high volume of customer contact they have. A vacancy results in possible overtime to cover the necessary high volume times and the amount of warrant entry per week.

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

Customer volume and warrant entry levels.

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

By other Administrative Clerks, or back up Records Clerks.

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

The service of taking phone and walk-in reports from citizens, entering warrants, and clerical support to patrol officers and detectives.

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

Only to do it with current staff, which could create overtime or operate with the reduction in customer service. This would also impact warrant entry.

- 9. Are there union issues?**

No

- 10. Other supporting comments.**



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action on the reclassification of the Public Works Construction Inspection Manager Pay Grade J, to Construction Manager, Pay Grade K.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Construction Inspection Manager Reclassification 05.2024
2. Construction Manager



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 reclassify Public Works Construction Inspection Manager, Pay Grade J (\$73,445-\$99,382), to a Construction Manager, Pay Grade K (\$78,957-\$106,829)

Date: May 10, 2024

RECOMMENDATION

- I. Human Resources and the Department of Public Works is requesting that the Construction Inspector Manager, Pay Grade J, be reclassified to a Construction Manager, Pay Grade K to ensure appropriate compensation for the work that is being performed and the additional responsibilities this position has assumed. This position and the new job duties were reviewed by the City's salary plan consultant for placement in the salary plan.

BACKGROUND

- II. In 2008, the Public Works Construction Inspection Manager was created as a result of a reorganization in the Engineering division. The primary function of this position was to manage the contracted construction work in the field; serve as the construction sections' liaison to the contractors; direct the work of the inspectors in the field and supervise the work of the contractors. Previous to this position, these functions were performed by multiple engineering staff.

The Construction Inspection Manager is responsible for managing public works inspection activities for private subdivision developments, capital improvement projects for public infrastructure installations such as sanitary and storm sewers, park trails, roadways and lots and ensure compliance with construction standards, regulations and policies. Originally, this position directed the work of the inspection staff, approved overtime and provided input with respect to performance, but did not have full supervisory responsibilities. Full or direct supervisory responsibility includes the authority to hire, discipline, terminate, evaluate performance, develop and implement policies; approve time off and overtime and direct the work of staff.

Over the years, this position has assumed additional responsibilities, primarily in the area of

supervision. The Construction Inspection Manager directly supervises the following personnel:

- (5) Engineering Aides
- (4) Engineering Technicians (2 year round; 2 additional Techs during construction season)
- (8) Seasonal Engineering Aides including contracted consultant construction inspectors

The Construction Inspection Manager also assumed responsibility over the years for reviewing plans and specifications prepared by consultants for private developers and for other City department projects. This position also maintains the licenses and templates for plans with the City's design software vendor, which was not originally a function of this job.

As a result of the additional responsibilities this position has assumed, the recommendation is that this position should be reclassified to Pay Grade K. It is also recommended that the job title be changed to Construction Manager. If approved, this reclassification would be effective the start of the payroll period beginning June 2, 2024.

FISCAL IMPACT

- III. This reclassification results in an annual cost increase of \$3,240.

	Construction Inspection Manager (Grade J, Perf. Range)	Construction Manager (Grade K, Perf. Range)
Salary	\$90,083	\$92,914
FICA	\$6,891	\$7,108
WRS (General)	\$5,855	\$6,039
Worker's Comp	\$189	\$195
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$115	\$117
TOTAL COMPENSATION	\$122,247	\$125,487
Fiscal Impact	\$3,240	

JOB DESCRIPTION

City of Green Bay

Position Title:	CONSTRUCTION INSPECTION MANAGER
Department:	Department of Public Works/Engineering Division
Reports To:	Assistant <u>Public Works Director</u> <u>City Engineer/Project Development</u>
Position Status:	Exempt
Salary Range:	<u>Pay Grade K</u>
Job Summary:	Under the immediate direction of the Assistant <u>Director of Public Works, City Engineer/Project Development</u> and under the general supervision of the Assistant Director of Public Works , is responsible for managing <u>the inspection and surveying construction inspection</u> activities of subdivision and capital improvement projects, <u>and directing the work of survey crews.</u>
Essential Functions:	▪ <u>Manages public works construction inspection activities for private subdivision developments and capital improvement projects for public infrastructure installations, such as sanitary and storm sewers and roadways and City owned facilities, to ensure compliance of construction activities with approved plans and specifications, City construction standards, regulations and policies, as well as applicable State and Federal rules and regulations.</u> ▪ <u>Recruits, hires, trains and manages Engineering Aides, Engineering Technicians and seasonal Engineering Aides. Addresses employee disciplinary matters and conducts performance evaluations.</u> ▪ <u>Supervises, C</u>oordinates, plans, schedules and directs the daily activities of City construction inspectors, <u>and survey crews, contracted consultant inspectors, surveyors and seasonal staff.</u> Assigns work to staff; approves time off and all overtime requests. <u>Reviews and resolves difficult communication issues involving inspectors and contractors</u> Assists in handling employee disciplines and grievances. Assists in the hiring process of new personnel. ▪ Coordinates construction activities with utility companies, City's Operations crews, and other City departments and agencies. Coordinates and manages construction quality control and quality assurance program and documents construction material testing activities. Coordinates pre-construction project meetings and activities. ▪ Reviews daily inspection reports for accuracy and completeness in recording work performed, measurements, quantities, daily activities, testing, field decisions, and contract irregularities. Maintains construction progress reports and schedules. ▪ Identifies the need for field changes and change orders due to plan deviations, deficiencies, discrepancies and errors, and communicates this need to the Assistant City Engineer/Project Development or project engineer. ▪ Provides assistance and technical support related to the preparation of contract specification and review of plans and specifications for feasibility of construction, correctness, and conformance with standard construction methods and practices. <u>Reviews plans and specifications prepared by consultants for private developers and other City department projects.</u> ▪ Develops and conducts construction inspection and safety training to meet staff needs

	and department's objectives. Provides inspectors with information to maintain current job knowledge relevant to changes in construction methods and practices. Assists in preparing payments, change orders, field modification documents and final inspection punch lists. - Reviews pre-qualification applications of contractors and makes recommendations with regard to approval of contractors. <u>Assists Maintains-in maintaining and updates ing City's standard construction specifications and details.</u> <u>Coordinates with the City's design software vendor to maintain licenses and appropriate templates for plans production. Coordinates troubleshooting and training.</u> - Assists in reviewing shop drawings and material submittals for conformance with plans and specifications. - Prepares correspondence, reports, <u>permits</u> and other related documents. <u>Reviews various permits issued by the department.</u> - Investigates and acts on public works construction related citizen complaints. - Performs other duties as assigned.
Knowledge, Skills And Abilities	- Considerable knowledge of principles, methods, practices, and materials used in public works construction projects. <u>Considerable knowledge of inspection and testing techniques; construction principles, safety standards, construction plans and specifications and basic structural engineering principles.</u> Good knowledge in the principles and practices of surveying as they relate to construction staking and topographic surveys. Basic knowledge of the principles and techniques of effective supervision. - Good math and computer skills. Considerable skill in reading and interpreting construction plans, specifications and contract documents. <u>Ability to apply the principles and techniques of effective supervision and evaluation skills. Ability to effectively supervise and assign work to staff.</u> - Ability to proficiently utilize a computer and the required software. Ability to effectively plan, organize, schedule and prioritize daily inspection activities and maintain complete and accurate records and reports. - Ability to follow oral and written instructions and to work independently. Ability to establish and maintain effective working relationships with other employees, other agencies, contractors, and the general public. Ability to communicate effectively, both verbally and in writing. <u>Ability to respond professionally and resolve issues, occasionally under tense and emotionally charged situations. Ability to make independent decisions.</u> Ability to work the required hours of the position. May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	- Associate Degree in Civil Engineering Technology or Construction Management or equivalent. - Minimum of five to six years of progressively responsible public works inspection experience. - Certified ACI Concrete Field Testing Technician – Grade I or ability to obtain within one year of employment. - Valid driver's license and good driving record.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on the request to increase the Public Arts Coordinator position from 30 hours per week to 40 hours per week.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. PAC memo May 2024 40 hrs
2. Public Arts Coordinator JD (revised 05.09.2024)

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Cheryl Renier-Wigg
Community and Economic Development Director

Re: Request to increase the Public Arts Coordinator position from 30 hours per week to 40 hours per week

Date: May 9, 2024

Fiscal Impact and Rationalization: The Department of Community and Economic Development requests that the Public Arts Coordinator position move from 30 hours per week to 40 hours per week. There has been an increased demand for public art throughout the City, and there has also been an increase in requests for Public Arts Coordinator assistance with City based projects such as installation of art in our parks and increased demand for rotating arts and art grant programs. This position also oversees the Public Art requirement for Developers using Tax Increment District funding.

Salary and benefits for this position are currently funded at 75%, 67% funded by levy and 33% by Community Development Block Grant funding. The City has received TIF Public Art funding for a completed TIF funded development project which will cover the costs for the increase of the position to 40 hours per week.

The increased costs will total \$17,489 annually. (\$15,268 in wages and \$2221 in benefits). The Public Art TIF funding received is \$150,000. This amount may increase as new TID projects come on line.

The recommendation is to commit this funding increase for 5 years with the understanding that additional Public Art TID dollars will be used to keep the position at full time status.

C: Matt Buchanan, Deputy Community and Economic Development Director

JOB DESCRIPTION

City of Green Bay

Position Title:	PUBLIC ARTS COORDINATOR
Department:	Community & Economic Development
Reports To:	Deputy Development Director
Position Status:	Non-Exempt,
Salary Range:	Grade G
Job Summary:	Performs a variety of work relating to the City's involvement with the arts and public art, arts advocacy, and supports the creative economy. The Arts Coordinator serves as staff to the Public Arts Commission and develops policies and procedures for all aspects of the Arts Program.
Essential Functions:	1) Provides administrative support to the Public Arts Commission. Prepares and distributes agendas, minutes and related materials. Facilitates Public Arts Commission meetings. Gathers information and completes special projects as requested. 2) Develops and coordinates with other City agencies to provide public art opportunities. 3) Manages the city's rotating art program including but not limited to solicits artists to apply, schedules artwork installation and removal, communicates with adjacent neighborhood associations, inventory and artwork information. Prepares all related paperwork including letters of agreement, insurance, documentation, signage, etc. 4) Drafts and recommends necessary ordinances and resolutions to process program actions. 5) Maintains the public arts website. 6) Maintains City Hall gallery. Seeks artists to participate in program, coordinates installation and removal of artwork with artists, prepares all related paperwork including waivers, documentation, signage, etc. 7) Manages the City of Green Bay's Percent for Art Resolution, in coordination with Department leadership and the City's Finance Department. 8) Oversees City processes for new public art installations. 9) Manages the public art grant programs including securing funding, grant proposal, review, approval and evaluation processes. Reviews and updates application materials, guidelines, selection criteria, projects evaluation and financial reporting mechanisms. Works with legal department to draft and process contracts for grant recipients. 10) Facilitates fundraising efforts collaboratively with the fundraising cabinet. 11) Serves as an advisor to staff and elected officials in areas such as visual enhancements in public spaces and buildings and the placement or commission of public art. Provides input in the preparation of community and neighborhood planning and on arts and cultural activities as they relate to business and economic development efforts. 12) Prepares news releases and other forms of public information. 13) Provides information relative to budget preparation to ensure that appropriate funds are available annually for the grant programs and for operational expenses. 14) Recruits volunteers to assist in administering the public arts program and activities.

	15) Maintains budgets and financial records. 16) Works to support and expand Green Bay's creative economy. 17) Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Knowledge of arts, arts advocacy, creative economy and administrative trends, issues and procedures including project development and management, public relations, arts programming and promotional techniques. Working knowledge of grant proposal and funding practices and procedures. Knowledge of and ability to proficiently utilize a computer and social media, and the required software. Working knowledge of website maintenance. ▪ Skill in preparing and maintaining records and reports, maintaining budget accountability and performing other related program administration functions. Skill in preparing written press releases. Skill in preparing promotional materials and program information. ▪ Ability to independently plan, organize and carry out projects and programs. Ability to develop and implement policies and procedures, and create administrative systems. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff, the public, diverse interest groups, the media and the art community. Ability to work the required hours of the position.
Minimum Education And Experience	▪ Bachelor's Degree in Arts Management/Administration or a related field, such as Project Management. An Associate's Degree may be considered. ▪ One year related experience is desirable. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ▪ Occasional lifting up to 25-50 pounds. ▪ Occasional carrying up to 25-50 pounds. ▪ Occasional exposure to exterior elements for project site visits. ▪ 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 (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action on the request to reclassify the vacant Chief Building Official position to a new Architect/Commercial Building Inspector position and approval to fill the new position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Architect-Commercial Building Inspector PC Memo
2. Architect-Commercial Building Inspector



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: Jennifer Smits, Human Resources Generalist

Re: Request to reclassify the vacant Chief Building Official position to a new Architect/Commercial Building Inspector position and approval to fill the new position

Date: May 9, 2024

RECOMMENDATION

- I. Human Resources and the Department of Community and Economic Development request that the vacant Chief Building Official position (Pay Grade O, \$101,026-\$118,851 annually) be reclassified to a new classification of Architect/Commercial Building Inspector (Grade M, \$43.27-\$50.90 per hour). This new position was reviewed by the City's salary plan consultant for appropriate placement in the salary plan. The Department of Community and Economic Development also requests approval to fill the Architect/Commercial Building Inspector position and all subsequent vacancies resulting from internal transfers.

Due to the unique nature of this hybrid position, if the department is unsuccessful with filling this position, it is requested that the department has authority to fill the position as a full-time Commercial Building Inspector position (Pay Grade K, \$37.96-\$44.66 per hour) and all subsequent vacancies resulting from internal transfers.

BACKGROUND

- II. The Chief Building Official position is currently vacant, and the Department of Community and Economic Development wants to restructure the position based upon department needs. This new position will perform architectural work approximately 20% of the time and conduct commercial building inspections approximately 80% of the time.

The department has identified a need for an in-house architect to review City-owned property projects, renovations, maintenance, and new building construction. Other responsibilities include reviewing architectural design for private development projects and assisting the Parks, Recreation and Forestry Department with architectural design of City parks and structures.

The commercial building inspection functions will entail reviewing and approving commercial

site plans, inspecting all phases and components of construction for residential and commercial structures, and working with developers and contractors to address compliance issues.

Currently, the department has one Commercial Building Inspector. A second Commercial Building Inspector is needed due to the volume and complexity of the large commercial projects, such as Lambeau Field, hospitals, and large manufacturing facilities.

FISCAL IMPACT

III. This reclassification results in annual savings of \$13,764.

Estimated	Chief Building Official Grade O, Step 4	Architect/Commercial Building Inspector Grade M, Step 4
Salary	\$109,949	\$97,926
FICA	\$8,411	\$7,491
WRS (General)	\$7,147	\$6,365
Worker's Comp	\$231	\$206
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$139	\$123
TOTAL COMPENSATION	\$144,990	\$131,226

c: Bill Paape, Inspection Supervisor
Cheryl Renier-Wigg, Development Director



JOB DESCRIPTION

City of Green Bay

Position Title:	ARCHITECT/COMMERCIAL BUILDING INSPECTOR
Department:	Department of Community and Economic Development
Reports To:	Inspection Supervisor
Supervises:	None
Position Status:	Non-Exempt
Salary Range:	Grade M
Job Summary:	Under general supervision of the Inspection Supervisor, performs work of considerable difficulty elevating architectural standards, reviewing plans, performing inspections, maintaining inspection records, responding to inquiries and providing technical support, and leading design excellence for sustainable and resilient urban development, and shaping the City's aesthetic identity.
Essential Functions:	1) Reviews architectural plans and provides expertise to help shape the City's aesthetic identity. 2) Designs architectural plans for municipal structures. 3) Reviews various types of site plans and building plans based on state and local codes to ensure safe and sanitary residential and non-residential development. Issues permits for new construction, additions, remodeling, demolition, etc. Calculates permit fees. 4) Inspects all phases and components of construction of new and existing residential and commercial structures for compliance with City, State and Federal codes, including compliance with zoning and floodplain ordinances. 5) Observes causes and extent of damage to buildings and structures. Inspects fire ruins. Issues warning and orders, follows-up on all orders to comply, including court appearances. Inspects and issues condemnation orders on dilapidated structures. 6) Explains and interprets various code provisions and building and zoning requirements to contractors, other City departments and the general public. Ensures that proper licenses have been secured and are correctly displayed. Prepares reports, keeps records, and attends meetings. 7) Provides customer service at the permit counter for customer service, explaining policies and procedures and responding to questions. 8) Responds to complaints and inquiries from the public and City officials regarding building codes, general construction, and related City ordinances. 9) Observes code violations and variances. Issues violations and orders for corrections as necessary. Follows up on all orders to compliance, including court appearances. 10) Performs and/or oversees plan reviews, including expanded plan and plan reviews completed by the City's contractual partner. Conducts review and issuance of permits and plans for building, heating, ventilating and air conditioning (HVAC). 11) Maintains consistent uniform code interpretations, inspection standards, and enforcement policies. 12) Performs other duties as assigned.

Knowledge, Skills And Abilities	• Comprehensive knowledge of State and municipal codes, including zoning ordinances. Considerable knowledge of structural engineering and design; construction and heating practices, principals, materials and costs. Good knowledge of computers, including databases. • Considerable skill in reading plans; determining compliance or violations; maintaining records; enforcing code compliance and dealing with the public concerning construction or municipal code matters. Good skill in conflict resolution; public speaking. • Ability to prepare and maintain accurate records of inspection findings and to write clear, concise reports from the information gathered; proficiently 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; 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 Architecture. • State of Wisconsin Registered Architect. • UDC state certification in building inspection or the ability to obtain within 1 year of employment. • Commercial Building Inspector Certification. • 6-7 years related experience. • Valid driver's license and a good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 50 pounds. • Carrying up to 50 pounds. • Frequent standing, walking, sitting, bending, crawling and stooping. • Ability to focus for long periods of time on projects. • Ability to reach and climb. • Ability to work in varied environmental conditions.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 5.14.24

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 14, 2024**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Laborer - Street	DPW	Joshua Guns	4/29/2024
Conservation Corps Field Assistant	PRF	Andrew Gilsdorf	5/6/2024
Patrol Officer	PD	Lane Fox	5/16/2024
Conservation Corps Crew Member	PRF	George Mason	4/23/2024
Conservation Corps Crew Member	PRF	Isabelle Holtz	5/13/2024
Conservation Corps Crew Member	PRF	Megan Oliva	4/26/2024
Conservation Corps Crew Member	PRF	Kaitlyn Shrader	6/10/2024
Economic Development Specialist	CED	Rebecca Finco	5/6/2024
Conservation Corps Crew Member	PRF	Cameron Jourdan	5/1/2024
Patrol Officer	PD	Zachary Baldwin	6/10/2024
Transit Operator	Transit	Adam O'Connell	5/6/2024
Seasonal Maintenance	DPW	Gavin Ostrenga	5/27/2024
Conservation Corps Crew Member	PRF	Lauren Messerschmidt	5/13/2024
Patrol Officer	PD	Samantha Micke	5/22/2024
<u>Promotion</u>			
Firefighter	Fire	Michael Tedeschi	5/2/2024
Mechanic Apprentice	DPW	Greg Phillips	5/20/2024
<u>Transfer</u>			
Community Service Officer	PD	Kaden Leick	5/21/2024
Sewer Maintenance Worker	DPW	Josh Dubois	4/29/2024
Community Service Officer	PD	Dominic Rivera	5/22/2024
<u>Grade/Step Change</u>			
Captain	PD	Clinton Beguhn	3/10/2024
Appraiser II	Admn Svs	Alex Drews	4/23/2024
Parks, Recreation, & Forestry Director	PRF	Daniel Ditscheit	3/24/2024
Assistant City Attorney	Law	Logan Wood	4/25/2024
Finance Manager	Transit	Sherry Schuh	4/24/2024
Administrative Clerk	Muni Ct	Christine Petitjean	6/1/2024
Transit Operator	Transit	Amy Masemore	5/3/2024
Sewer Maintenance Worker	DPW	Bret Vandebush	5/22/2024
<u>End of Employment</u>			
Neighborhood Compliance Inspector	CED	John Kurowski	4/26/2024
Engineer	Fire	Michael Dubois	5/2/2024
Truck Driver - Sanitation	DPW	Don Matzke	4/26/2024
Patrol Officer	PD	Madison Voecks	5/18/2024
Conservation Corps Crew Member	PRF	Adam Schmalz	6/9/2024
Conservation Corps Crew Member	PRF	Cameron Jourdan	5/8/2024