



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 10, 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=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 August 20, 2024 Personnel Committee meeting.

E. Regular Business.

I. Consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers:

a. Building Maintenance Technician (BMT)

b. Arborist I/II

F. Informational.

I. Report of Routine Personnel Actions

2. Next Meeting: September 24, 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.

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph Faulds
Chief of Operations

Re: Request to Fill Vacant Positions

Date: September 6, 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.

- Building Maintenance Technician (BMT) – Replacement position due to the retirement of Bruce Kollman effective at the end of the day on November 1, 2024. This position is budgeted at \$25.43-\$29.06/hour (Pay Grade F).
 - Request to fill vacancy prior to retirement date to ensure BMT duties are completed.
- Arborist I/II – Replacement position due to an internal promotion. The position is budgeted at \$25.43-\$30.58/hour (Pay Grade F/G).

**Position Fill Request
Justification Report
August 27, 2024**

Position Title: Building Maintenance Technician (BMT)
DPW Operations Division/Buildings and Grounds 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 become vacant on November 1, 2024 due to the retirement of Bruce Kollman. However, the position's responsibilities are not being fulfilled because Bruce has been on qualified leave since Friday, August 30, 2024. He will be on leave through October 31, 2024 and will officially retire on November 1, 2024. This arrangement has been approved through Human Resources.

In order to ensure that the BMT duties are being completed, DPW is requesting an over hire for this position as soon as possible due to DPW's 24/7 first responder activity related to Building Maintenance Technician's duties.

- 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 \$25.43 to \$29.06 per hour (Pay Grade F).

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

The Building Maintenance Technician staff cleans and maintains all DPW facilities. They provide 24-hour on-site duty coverage on weekdays and 24-hour first-response on-call service on weekends. BMT's serve as DPW's first responders to emergency calls received from the DPW emergency line and Police Department. BMT job duties include but are not limited to building cleaning and maintenance, first-response barricading, supplemental incident traffic control, securing DPW facilities after hours, and crash debris clean-up.

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

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract out for those services.

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

Each of the three (3) Building Maintenance Technicians work five (5) 8-hour shifts on-site Monday through Friday. They also rotate first-response on-call duty for the entire weekend on a three week rotation. If the current BMT staff is reduced then overtime must be

expended to maintain proper BMT coverage. This would increase the potential of BMT burnout.

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

When a Building Maintenance Technician vacancy occurs, DPW either pays overtime to other BMT staff or modifies the work schedule of DPW Laborers from other sections to fill vacant BMT shifts. Vacant weekday (Monday to Friday from 7:00 a.m. to 3:00 p.m.) BMT shifts are not filled because the rest of DPW field staff is present for emergency response.

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 can result in a lower level of service to residents and potentially increase the amount of time required to complete the services. If a BMT position is eliminated, DPW plans to change to an on-call BMT service on weekends. First responder actions will still be performed. But it response will dispatch from the BMT's private residence instead of from a DPW facility.

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

See response to item 7 above.

9. Are there union issues?

No.

10. Other supporting comments.

None.



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Phone 920.448.3365
Fax 920.448.3393

September 6, 2024

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Dan Ditscheit

Re: Request to Recruit for an Arborist I or Arborist II for Vacant Arborist I Position

The Parks, Recreation and Forestry Department has a current Arborist I position that is open due to an internal promotion. We are requesting the flexibility to recruit for an Arborist I or Arborist II. Arborist I positions are considered entry level positions. Arborist II positions require a much higher skill set.

There is currently a shortage of skilled Arborists in the region. This is being recommended because of the difficulty we have had receiving qualified applicants from previous open Arborist II positions. Recent recruitment numbers are as follows:

- Arborist II (2024 Recruitment): Sixteen (16) applications received; Three (3) candidates interviewed.
- Arborist I (2022 Recruitment to fill two separate vacancies): Nineteen (19) applications received; Four (4) candidates interviewed.
- Arborist II (2022 Recruitment): Seven (7) applications received; Three (3) candidates interviewed.

The recommendation is to advertise for a general Arborist and to fill the position as an Arborist I or II based on the qualifications of the applicant.

The Arborist I position is currently at Grade F. Starting pay is \$25.43/hr. The Arborist II position is currently at Grade G. Starting pay is \$27.36/hr. The total annual salary cost difference between the two positions for 1 year is \$4,014. We currently have (5) Arborist I positions and (9) Arborist II positions in the Parks, Recreation & Forestry Table of Organization. If an Arborist II is hired, we would amend the table of organization accordingly. There is enough money in the 2024 budget to absorb these additional costs, if approved.

Dan Ditscheit

Parks, Recreation & Forestry Director



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 10, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 9.10.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 10, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer	PD	Emma Strzelecki	9/12/2024
Conservation Corps Member	PRF	Nicole Vanden Plas	9/16/2024
Records Clerk	PD	Heather Phillips	9/9/2024
Engineering Technician	DPW	Adam Meade	9/10/2024
Community Service Officer	PD	Benjamin Cornelissen	9/3/2024
Dispatcher	Transit	Camelia Harmon	9/9/2024
Transit Service Tech	Transit	Bailey Brandner	9/3/2024
Parking Maintenance Technician	DPW	John Process	9/16/2024
Conservations Corps Crew Member	PRF	Adam Schmalz	9/16/2024
Conservations Corps Crew Member	PRF	Bennett Schmitz	9/16/2024
Conservations Corps Crew Member	PRF	Ethan Fenlon	9/16/2024
Conservations Corps Crew Member	PRF	Erin Mullis	9/16/2024
Conservations Corps Crew Member	PRF	Emily Esbeck	9/16/2024
Conservations Corps Crew Member	PRF	Ainsley Salisbury	9/16/2024
Conservations Corps Crew Member	PRF	Zachary King	9/16/2024
Conservations Corps Crew Member	PRF	Arianna Druecke	9/16/2024
<u>Promotion</u>			
Engineering Technician	DPW	Tom Schuurmans	1/1/2024
Arborist I	PRF	Sawyer Gonnering	8/26/2024
<u>Transfer</u>			
Captain	PD	Clinton Beguhn	8/19/2024
Captain	PD	Matthew Cain	8/19/2024
Patrol Officer	PD	Archie Dudley	8/25/2024
Patrol Officer	PD	James Elsinger	8/25/2024
Patrol Officer	PD	Ryan Bauman	8/25/2024
<u>Grade/Step Change</u>			
IT Director	IT	Dave Wilquet	6/1/2024
Custodian II	CED	Michael Lemens	9/20/2024
GIS Coordinator	DPW	Brennan Rhode	8/8/2024
Communications Coordinator	PD	Jennifer Gonzalez	8/22/2024
Civil Engineer II	DPW	Kayla Wasielewski	6/4/2024
Operator I	DPW	Joe Luedemann	6/1/2024
Operator I	DPW	Jacob Borley	6/1/2024
Risk Manager	HR	Nate Froemming	8/26/2024
HVAC Specialist	PRF	Jeremy Malvitz	9/1/2024
Appraiser II	Admn Svs	Matt Johnson	7/9/2024
Maintenance Manager	Transit	Kenton Hofer	8/5/2024
Design Specialist	CED	Erin Rovinski	9/27/2024
Patrol Officer	PD	Eli Armstrong	9/6/2024
Patrol Officer	PD	Alec Schuetze	9/6/2024
Battalion Chief	Fire	Eric Jeltema	8/30/2024

Park Maintenance Worker	PRF	Cameron Arvey	9/5/2024
Payroll Specialist	Admn Svs	Ali Hearley	8/26/2024
Administrative Clerk	Admn Svs	Stacy Menke	7/5/2024

End of Employment

Seasonal Engineering Aide	DPW	Bethany Kroll	8/16/2024
Seasonal Maintenance	DPW	Ben Riggle	8/13/2024
Seasonal Maintenance	DPW	Aiden Vanderloop	8/13/2024
Senior Animal Keeper	PRF	Amber Gravunder	7/26/2024
Bus Operator	Transit	Richard Gretzon	9/3/2024
Seasonal Maintenance	DPW	Gavin Ostrenga	8/30/2024