



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 24, 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 September 10, 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. Truck Driver
 - b. Sewer Maintenance Worker
 - c. Mechanic
 - d. Construction Manager

F. Informational.

- I. Report of Routine Personnel Action Items
2. Next Meeting: October 8, 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

September 24, 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. Truck Driver
- b. Sewer Maintenance Worker
- c. Mechanic
- d. Construction Manager

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

1. Personnel Committee Request to Fill Memo
2. Truck Driver - J. Garrison 09.11.24
3. Sewer Maintenance Worker - C. Ketchum 09.11.24
4. Mechanic - D. Emmel 11.01.24
5. Construction Manager

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: September 24, 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.

- Truck Driver– Replacement position due to the end of employment of Jason Garrison effective September 11, 2024. This position is budgeted at \$25.43 - \$29.06 per hour. (Pay Grade F)
- Sewer Maintenance Worker – Replacement position due to the end of employment of Collin Ketchum effective September 11, 2024. This position is budgeted at \$27.36 - \$32.18 per hour. (Pay Grade G)
- Mechanic – Replacement position due to the retirement of Daniel Emmel effective November 1, 2024. This position is budgeted at \$30.01 - \$35.30 per hour. (Pay Grade H)
- Construction Manager – Replacement position due to the resignation of Jennifer McCartney Grube effective September 18, 2024. This position is budgeted at \$78,957 - \$98,893 annually (Grade K).

**Position Fill Request
Justification Report
September 12, 2024**

Position Title: Truck Driver – 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 vacancy is the result of the end of employment of Jason Garrison effective on September 11, 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 salary range for a Truck Driver is \$25.43/hour to \$29.06/hour (Pay Grade F).

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

Truck Drivers perform a full range of duties including, but not limited to, hauling material with dump trucks, operating equipment, plowing snow, spreading ice control material, pothole patching, beam guard rail repair, asphalt patching, daily equipment maintenance, and general labor assignments necessary for DPW to perform 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 City services to outside sources.

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

Loss of a Truck Driver position represents a reduction in DPW's ability to provide Street Section services in a timely manner, including snow plowing, curbside yard and garden waste collection, pavement repair, etc.

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

Duties associated with any vacant position are assigned to other Street Section employees. When there is a lack of personnel, assignments are prioritized, incomplete assignments are postponed or not completed.

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

DPW cannot reduce or eliminate its core services. However, a reduction in staff will result in a lower level of service to residents and will increase the amount of time required to complete those services.

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, or outsourcing of services.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
January 8, 2024**

Position Title: Sewer 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 is vacant following the end of employment of Collin Ketchum effective on September 11, 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 Stormwater and Sanitary Utility budgets. The current wage range is \$27.36 - \$32.18/hour (Pay Grade G).

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

Sewer maintenance workers perform duties such as general maintenance, televising and cleaning of sanitary and storm sewer systems. They perform sewer lift station cleaning, maintenance and repair. They respond to sanitary sewer back-ups. They identify the locations of underground sewer infrastructure for purposes of construction. The position also performs general maintenance and annual cleaning of the lift span bridges and installs and maintains City-owned boat docks and navigational buoys.

- 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 sewer systems are in working order. This position responds to sanitary sewer back-ups reducing the risk of claims made to the City.

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

Staffing levels are necessary to operate the equipment in the department and to complete the scheduled maintenance. Reduced staffing inhibits the ability to complete this work and maintain compliance with WDNR permits.

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

This position is a replacement for a Sewer Maintenance Worker whose employment ended on 9/11/2024. Duties are being deferred and/or crew size is being decreased until the position is filled.

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

DPW cannot reduce or eliminate the work of the sewer maintenance worker and maintain the same level of service. A reduction in staffing could result in reduced cleaning and televising frequency, which would overall extend the time between televising and cleaning of the City's sewer system. This could result in increased back-ups for residences and businesses and/or increased potential for sanitary sewer overflows. It could reduce the ability to do the work safely, since the City would have fewer staff for assignments.

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, or outsourcing of services.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
September 12, 2024**

Position Title: **Mechanic**

- 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 vacancy is the result of the retirement of Daniel Emmel effective at the end of the work day on November 1, 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 current wage range is \$30.01 - \$35.30 per hour (Pay Grade H).

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

This position is responsible for year-round repair and maintenance of Park and Forestry vehicles and equipment.

- 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.**

Current staff work not only at the Park Maintenance shop but also at Bay Beach and Triangle Hill as required. With more facilities being added, the additional equipment is also being added which will require even more manpower to continue to keep our equipment operational.

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

All duties are done by the five current Park technicians and one from Forestry. However, they are tasked daily with additional repairs some of which we have had to send out because we can't get to them.

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

Park, Forestry and Bay Beach equipment would be down for unacceptable periods of time. These are the same people who also perform safety evaluations of Park and Forestry Equipment, and we do not want to reduce the safety of park patrons and other City employees.

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

Having a fully staffed mechanical operation is, by far, the most efficient and economical method of inspecting, repairing and improving Park, Forestry and Bay Beach equipment. The vehicles, rides and equipment at Bay Beach that our mechanics maintain are so diverse and eclectic that it would (and does) take years of experience to do the job properly.

9. Are there union issues?

No.

10. Other supporting comments.

In order to have our Park Department Vehicles and Equipment maintained and available for Park and Forestry Staff on a daily basis we must be fully staffed. Having the vehicles and equipment available for staff to use ensures that daily tasks are completed in a timely manner. The mechanic position helps support but not limited to the following tasks; tree pruning, removals, stump grinding, lawn mowing, daily driver vehicles, snowmaking, safe operation of the rides at Bay Beach, tool cats in various roles from snow clearing, to dragging diamonds, some aerial platform work and many more.

**Position Fill Request
Justification Report
9/19/2024**

Position Title:

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.**

XX Replacement Position _____ Not a Replacement Position

Jennifer McCartney Grube resigned on September 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 in the current budget in Pay Grade K (\$78,957-\$98,893).

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

The Construction Manager manages all public construction project inspections and supervises internal and external construction inspection staff. This position also reviews and processes DPW permits, coordinates with ACAD vendor for those services and all other duties as assigned.

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

Neither

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

The department is currently understaffed as it is.

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

Current staff will try to absorb the crucial day to day responsibilities as best we can until the position is filled.

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

The permits would not get reviewed and approved and there would not be any supervision of internal and external construction inspection staff.

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

Hire out a consultant.

9. **Are there union issues?**

No

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

September 24, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Action Items

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024 PAF Tracking

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 24, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Conservations Corps Crew Member	PRF	Mason Wenzel	9/16/2024
Conservations Corps Crew Member	PRF	Ciara Urbanek	9/16/2024
Civil Engineer II	DPW	Mutasem Jardaneh	10/7/2024
<u>Promotion</u>			
Lieutenant	Fire	Kurtis Gunn	9/16/2024
Engineer	Fire	Brian Farr	9/16/2024
Firefighter	Fire	Jeremy Franke	9/16/2024
Seasonal Maintenance	DPW	Josh Razutis	9/17/2024
<u>Grade/Step Change</u>			
Communications Technician	DPW	Robert Jones	9/4/2024
Engineering Technician	DPW	Jeffrey Lambrecht	9/16/2024
Records Clerk	PD	Ann Wright	9/11/2024
Park Maintenance Worker	PRF	Derek Willems	6/1/2024
Engineering Aide II	DPW	Tanner Matheny	9/13/2024
Firefighter	Fire	Samantha Hackl	9/13/2024
Firefighter	Fire	Kyle Ayvazzadeh	9/13/2024
Firefighter	Fire	Natalie Boney	9/13/2024
Firefighter	Fire	Andrew Bronkhorst	9/13/2024
Firefighter	Fire	Jared Cartwright	9/13/2024
Firefighter	Fire	Jacob Clausing	9/13/2024
Firefighter	Fire	Connor Ferral	9/13/2024
Firefighter	Fire	John Jorns	9/13/2024
Firefighter	Fire	Caleb Mostek	9/13/2024
Firefighter	Fire	Riley Nietzer	9/13/2024
Firefighter	Fire	Corey Peloch	9/13/2024
Firefighter	Fire	Colton Reince	9/13/2024
Firefighter	Fire	Jesse Schwoerer	9/13/2024
Firefighter	Fire	Trevor Tupper	9/13/2024
Arborist II	PRF	Cole Kirchman	9/22/2024
Operator I	DPW	John Denneau	10/5/2024
Park Superintendent	PRF	Andrew Krzewina	9/16/2024
<u>End of Employment</u>			
Seasonal Maintenance	DPW	Sam Gossens	8/28/2024
Chief of Staff	Mayor	Amaad Rivera Wagner	9/9/2024
Construction Manager	DPW	Jennifer McCartney Grube	9/18/2024
Mechanic	PRF	Daniel Emmel	11/1/2024
Captain	Fire	Todd Santoro	9/16/2024
Truck Driver - Streets	DPW	Jason Garrison	9/11/2024