



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JANUARY 14, 2025, 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 December 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. Account Clerk II
- b. Truck Driver
- c. Administrative Clerk
- d. City Sealer
- e. Public Arts Coordinator

2. For consideration with possible action to over-hire two Firefighter positions.

3. For consideration with possible action to create a Limited Term Grant Accountant position

to replace the Limited Term Grant Administrator-Internal Auditor position and request to fill the Grant Accountant position and all subsequent vacancies resulting from internal transfers.

4. For consideration with possible action to reclassify a Word Processor position to a Public Records Specialist position and approval to fill the Public Records Specialist position and all subsequent vacancies resulting from internal transfers.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: January 28, 2025

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.