



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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 14, 2025

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. Account Clerk II
- b. Truck Driver
- c. Administrative Clerk
- d. City Sealer
- e. Public Arts Coordinator

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

1. Personnel Committee Request to Fill Memo
2. Account Clerk II - P.Cook 01.03.25
3. Truck Driver (San.) - B. Kreuser 01.02.25
4. Administrative Clerk (Clerks) - C. Williams 12.13.24
5. City Sealer request to fill
6. Public Arts Coordinator 20250109

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: January 14, 2025

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2025 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Account Clerk II – Replacement position due to the retirement of Paulette Cook effective January 3, 2025. This position is budgeted at \$25.43 to \$29.06 per hour (Pay Grade F).
- Truck Driver – Replacement position due to the retirement of Bart Kreuser effective January 2, 2025. This position is budgeted at \$25.43 to \$29.06 per hour (Pay Grade F).
- Administrative Clerk – Replacement position due to the resignation of Chanelle Williams effective December 13, 2024. This position is budgeted at \$22.64 to \$25.15 per hour (Pay Grade D).
- City Sealer – Replacement position due to the resignation of Jason Stubble effective January 10, 2025. This position is budgeted at \$30.01 to \$35.30 per hour (Pay Grade H).
- Public Arts Coordinator – Replacement position due to the resignation of Laura Schley effective January 3, 2025. This position is budgeted at \$27.36 to \$32.18 per hour (Pay Grade G).

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

Position Title: Account Clerk II (Public Works)

- 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 result of the retirement of Paulette Cook effective at the end of the work day on January 3, 2025.

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

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

- A. Performs receptionist work and/or counter duties of moderate difficulty answering inquiries of walk-in individuals or phone calls, which involves assisting them with completion of forms, accepting payments, answering inquiries and explaining department and City procedures, or referring inquiries to the proper official or department.
- B. Enters daily payments, citations and makes adjustments for overpayments. Issue refunds, track the status of multiple ticket customers, opens and maintains accounts for monthly parking customers, processes fees, and issues passes. Maintains utility usage reports for parking facilities.
- C. Performs data entry, prepares regular reports, spreadsheets and invoices. Prepares correspondence, reports, memos, permits, statements, forms from handwritten drafts or oral instruction, which may involve some judgment regarding the information included and format used. Prepares breakdowns of invoices and calculates and invoices customers as needed. Performs general record keeping and filing. Handles routine work assignments independently.
- D. Maintains daily electronic gating system at ramps and reports problems.
- E. Initiates collection of non-sufficient funds and unpaid parking citations; maintains and updates records.
- F. Assigns registered vehicle owner information to parking citations.
- G. Enters license plate notifications for suspension and completes license plate satisfactions.
- H. Assists other clerical staff with assignments of moderate difficulty. Performs assigned

functions of Account Clerk III in their absence. Researches information from various sources and combines data for typing or for presentation to inquiries, enters data into or searches for information on a computer terminal.

I. Performs other duties as assigned.

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

Clerical staff is responsible for accepting payment and/or preparing invoices for parking citations and monthly parking stall rentals, as well as collection for unpaid parking citations.

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

A second Account Clerk II position was created in 2022 to assist the existing Account Clerks in assigned duties that were either not being performed or not being completed in a timely and efficient manner due to workload and understaffing.

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

The position is currently filled.

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

Understaffing Parking Division will remove the focus from collection efforts for unpaid parking citations and revenue collected from entering timely information for each citation, registered owner, license plate suspension, etc. and return staff to not performing certain job duties at all and other duties being done less timely and efficiently.

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

N/A

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
December 17, 2024**

Position Title: Truck Driver – DPW Operations Division/Sanitation 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 be vacant as a result of the retirement of Bart Kreuser effective at the end of the regular workday on Thursday, January 2, 2025.

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

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

Sanitation Section Truck Drivers perform duties including but not limited to driving trash, recycling, brush route, and bulk waste collection trucks, operating various pieces of equipment, plowing snow, daily equipment maintenance, and other 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 can generate revenue for the City, depending on the price of recyclable materials and if fees are charged for services rendered. More importantly, the use of in-house labor and equipment reduces the need to contract services that are currently provided by DPW employees. In addition, solid waste must be collected to help maintain public health in Green Bay.

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

Loss of a Sanitation Section Truck Driver represents a reduction in DPW's ability to provide core services in a timely manner, including trash and recycling collection, brush collection, snow plowing, curbside yard and garden waste collection, etc.

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

Duties associated with any vacant DPW position are assigned to other Operations Division employees. When there is a lack of personnel to perform core DPW functions, assignments are prioritized. Unstaffed assignments end up being postponed or not completed. Tasks can be contracted to vendors. But that alternative typically costs the City more than performing it in-house.

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

DPW *cannot* reduce or eliminate core services. A reduction in DPW staff will result in a reduced level of service to residents and 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
December 19, 2024**

Position Title: **Administrative Clerk (Clerk's Office)**

- 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 resignation of Chanelle Williams, effective 12/13/2024.

- 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 budgeted in 2024. The wage range is \$22.64 - \$25.15 per hour (Pay Grade D).

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

- Serves as first receptionist and cashier. Answers phone, explains department policies and procedures to the general public, responds to questions regarding all facets of Clerk, Treasurer, and general City business, and performs general receipting.
- Assists in election process by entering new voter registrations and voter changes. Takes absentee votes over counter. Records voter history, assists in mailing of absentee ballots, and assists in preparation of ballot boxes for polling places.
- Receives and enters applications for licenses, verifies information, sells and issues various licenses, permits and passes, and posts payments. Maintains various license renewals and issues notices accordingly. Performs data entry. Prepares reports and maintains related files and records.
- Searches parcels and issues letters of specials, calculates assessment payoffs. Maintains various indexes.
- Distributes runs weekly accounts payable checks.
- Provides general office assistance in the City Clerk's Office.
- Performs other duties as assigned.

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

Yes. This position is directly responsible for \$45,000 in revenue, and assists in collecting \$46,875 in revenue.

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

Our office is adequately staffed at 5—with all working elections. However, we will need this position to receipt, daily, the dozens of checks and payments coming into our office. We will

also need this position to create special assessment letters for title companies and manage various licensing programs, including operators (bartenders).

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

Other staff members will be responsible for depositing checks, creating special assessment letters, and managing the operator license program. As we progress through 2024, we will fall behind in these duties.

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

As stated above, title companies will not receive their special assessment letters as quickly and payment receipts may need to be handled by another department. Elections are a top priority for our office.

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

Financial duties will have to be assumed by another department. This work does not seem appropriate for a temporary worker.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
January 8, 2025**

Position Title: City Sealer

- 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

Jason Stubble resigned from his position, effective January 10, 2025

- 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. Note Weights & Measures has its one budget for those costs only for that program. The wage rate is \$30.01 – \$35.30/hour.

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

The City Sealer is responsible for the education and enforcement of municipal code to ensure consumer protection and safety for all items related to Weight, Count or Measure. They follow up on complaints from the community regarding those issues. They are required to explain and interpret code provisions and service the multiple intergovernmental contracts for Weights & Measures services in Bellevue, Howard, Allouez & Oneida.

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

Yes, this work generates approximately \$150,000 of revenue and is 100% self funded and self-sufficient in terms of this revenue and expenses.

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

Inspection time will be delayed by 100%. There are no other staff that are cross trained at this time to complete these duties and tasks.

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

Inspection Supervisor would have to fill in.

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

The City would not be capable of providing efficient Weights and Measures inspections which would put at risk the consumer protection elements this program provides for the community. It will also reduce the level of customer service.

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

There are none. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

9. Are there union issues?

No.

10. Other supporting comments.

Filling this position is essential in maintaining the safety, health and welfare of the community.

**Position Fill Request
Justification Report
1/9/2025**

Position Title: Public Arts Coordinator

- 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 Laura Schley who resigned effective January 3, 2025.

- 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 Pay Grade G (\$27.36-\$32.18 per hour).

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

- Oversees the City's public arts programs, projects, and initiatives, ensuring alignment with City and Department goals.
- Provides comprehensive administrative support to the Public Arts Commission, including coordination of meetings, agendas, and communications.
- Researches, applies for, and manages grants to secure funding for public art programs.
- Collaborates with community partners and engages the public to advance public art initiatives that enhance economic development, attract tourism, and cultivate Green Bay's creative economy.

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

The position secures outside grant dollars and private donations to fund City investments in public art. In recent years, the position has helped secure over \$41,000 in outside funding. A \$50,000 grant application was recently submitted and may be awarded later this year.

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

The current staff does not have the capacity to absorb the duties of the Public Arts Coordinator due to their existing workloads. Without dedicated staffing, the City risks compromising the quality and effectiveness of its public arts initiatives, which are vital for fostering cultural growth, economic development, and tourism.

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

Most public arts initiatives have been put on hold until the position can be refilled. Work that cannot be put on hold is being managed by the Deputy Development Director.

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

If this position is not filled, the City will struggle to manage key public arts initiatives like the Rotating Art Program, Arts Grant, and TIF Percent for Public Art. Public art enhances community spaces, drives tourism, and supports economic development. Losing this role would reduce the City's ability to secure funding, collaborate with partners, and implement projects, ultimately hindering Green Bay's creative economy and cultural growth.

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

There are no clear alternatives to achieving the same level of output and impact without a dedicated Public Arts Coordinator.

9. Are there union issues?

No

10. Other supporting comments.

Staff will be available at the Personnel Committee meeting to answer questions and provide additional comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 14, 2025

PREPARED BY

AGENDA ITEM # E.2

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. FIRE OVERHIRE MEMO KNOTT Spring 2025



Green Bay Metro Fire Department
501 South Washington Street
Green Bay, Wisconsin 54301-4218
www.greenbaywi.gov/fire

Phone 920.448.3280

Matthew W. Knott
Fire Chief

MEMORANDUM

To: Personnel Committee

From: Matthew W. Knott, Fire Chief

Date: January 7, 2025

Re: Fire Personnel Over Hire

The Fire Department currently has 11 open positions that will be filled by the Police and Fire Commission with a start date of March 17, 2025.

Additionally, we have two Captains retiring in June 2025, which creates two additional vacancies. These positions will be vacant shortly after the graduation of the ten-week recruit training program. We are requesting that the department be allowed to over hire for the two retirements expected in 2025. The current job market makes it important to be able to offer these positions to the most qualified applicants as soon as possible. The next expected hiring process is not until Spring of 2026.

Having run the analysis of the costs involved, over hiring the two personnel has a potential net savings of over \$100,000. This is due to potential overtime incurred by the openings.

Cost for 2 new hire EMT while current employee also employed (estimate 3/17/25 – 6/15/25): Approximately \$31,000 (salary only – 1/1/25 rates).

Potential OT cost savings for the period between the retirement and the date a new hire would start working as a firefighter if not hired until April 2026. Potentially up to 180 (24) hr shifts @ \$1000/shift (avg)= \$180,000 potential savings in OT.

Over hiring the two personnel will have a potential net savings of over \$100,000.

Cc: Joe Faulds, Diana Ellenbecker

Proudly serving the communities of Allouez, Bellevue, and Green Bay





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 14, 2025

PREPARED BY

AGENDA ITEM # E.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.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Grant Accountant - New Position Request-RTF 01.2025
2. Grant Accountant - New Position Fiscal Impact
3. Grant Accountant



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 a Limited Term Grant Accountant to Replace the Limited Term Grant Administrator-Internal Auditor in the Finance Department and Request to Fill the Grant Accountant Position

Date: January 10, 2025

RECOMMENDATION:

The Finance Department is requesting that a limited term Grant Accountant, pay grade K (\$78,957 - \$92,893) be added to the department's Table of Organization, and it is requested that the department receive authorization to fill the new position and all subsequent vacancies as a result of internal transfers. This position will replace the Limited Term Grant Administrator-Internal Auditor position, pay grade J (\$73,445 - \$86,403) as this limited term position will be ending on January 31, 2025.

The Grant Accountant position and the job responsibilities were reviewed by the City's consultant, Carlson and Dettmann for placement in the salary plan.

BACKGROUND:

In April 2021 the Limited Term, Grant Administrator-Internal Auditor position was created to manage and ensure compliance with state and federal grant regulations, with primary responsibility for the ARPA grant dollars the City received. The term of this position will end on January 31st.

The Grant Administrator serves as the lead and primary point of contact for the ARPA grant including strategic planning, facilitating meetings and preparing progress reports. In addition, this position is responsible for developing and implementing goals, policies, procedures and work plans related to grant management. The Grant Administrator monitors grant expenditures for eligibility with federal and state regulations; provides monthly reports and oversees the internal audit program with a focus on internal controls, fraud detection and program evaluation.

Over the last few years, the number of grants departments have procured has steadily increased. For audit years 2022 and 2023, the number of grants on the Report of Federal and State Awards increased

42%. Grant expenditures climbed from \$8.6 million to \$16.4 million during that period. As a result of the large number of grants and the additional reporting requirements, the Finance Department has determined the need for a position that performs more complex financial functions and for managing the financial aspects of all the City grants.

The primary focus of the new Grant Accountant will be the annual reporting for the federal and state awards; reconciling grant-related accounts and completing accounting processes such as journal entries, budgeting, budget modifications and financial analysis. Currently, other Finance Department staff members have been performing these functions in addition to their other tasks and it has been difficult to maintain this workload and manage the financial aspects of the large number of City grants in a sufficient manner.

FISCAL IMPACT:

Allocated ARPA dollars will fund this position through 2026 and can absorb the \$6,886 fiscal impact, (see the attached spreadsheet for detail), with the potential for continued funding through future grant allocations beyond 2027.

CC: Diana Ellenbecker, Finance Director
Linda Chosa, Assistant Finance Director

Fiscal Impact - Grant Accountant

Estimated	Grant Administrator Grade J, Step 4	Grant Accountant Grade K, Step 4
Salary	\$79,934	\$85,925
FICA	\$6,115	\$6,573
WRS (General)	\$5,555	\$5,972
Worker's Comp	\$168	\$180
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$101	\$108
TOTAL COMPENSATION	\$110,987	\$117,873

FISCAL IMPACT: **\$6,886**



JOB DESCRIPTION

City of Green Bay

Position Title	GRANT ACCOUNTANT
Department	Administrative Services/Finance
Reports To	Assistant Finance Director
Supervises	
Position Status	Exempt
Salary Range	Pay Grade K
Job Summary	Under the direction of the Assistant Finance Director, manages and oversees the financial aspects of grants for the City. Works with City departments to ensure proper financial reports, adherence to grant terms and compliance with local, state, and federal regulations governing grants.
Essential Functions	▪ Assists City Departments with financial information during pre-award period and application process. ▪ Collaborates with City departments to develop and monitor grant budgets, ensuring expenditures align with approved funding and objectives. ▪ Tracks the financial lifecycle of grants within software, including applications, awards, amendments, and closeouts. ▪ Prepares and submits accurate financial reports for grants and special revenue to granting agencies and other stakeholders. ▪ Prepares the Report on Federal and State Awards annually and serves as a point of contact for the Report during the annual audit. ▪ Assists in other grant-related audits by providing necessary documentation and ensuring accurate recordkeeping. ▪ Audits and approves financial transactions such as purchase orders, invoices, receipts, subaward invoices to ensure accuracy of expended or encumbered funds in accordance with applicable laws and regulations and procurement policies. ▪ Reconciles grant-related accounts in ERP system and completes accounting processes such as journal entries, budgeting and budget modifications. ▪ Presents grant financial information to staff and committees. ▪ Supports the development and implementation of policies and procedures related to grant accounting and compliance. ▪ Serves as a liaison between the Finance Department, City departments, and granting agencies to ensure effective communication and issue resolution. ▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) guidelines, and federal Uniform Guidance for grants. ▪ Knowledge of financial software, spreadsheets, and enterprise resource planning (ERP) systems. ▪ Ability to interpret, apply, and ensure compliance with intricate grant and funding regulations.

	▪ Strong skills in budgeting, forecasting, account reconciliation, and financial analysis. ▪ Strong verbal and written communication skills to collaborate with departments, funding agencies, and auditors. ▪ Ability to effectively analyze accounts, prepare year-end entries and annual Report on Federal and State Awards. ▪ Ability to prepare and present financial data to staff and committees. ▪ Ability to manage multiple projects, deadlines, and priorities efficiently. ▪ Ability to demonstrate high level of integrity and commitment to maintaining confidentiality and compliance in financial practices. ▪ Ability to utilize a computer and the required software. Ability to establish and maintain effective working relationships with staff and the public. ▪ Ability to work the required hours of the position.
Minimum Education And Experience	▪ Bachelor's Degree in Finance or related Accounting Field. ▪ Three to five years of experience in accounting, including fund accounting. ▪ A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 10-20 pounds. ○ Frequent standing and sitting. ○ Ability to focus for long periods 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) _____ Employee Signature _____ Date	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 14, 2025

PREPARED BY

AGENDA ITEM # E.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.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Word Processor to Public Records Specialist reclass I.2025



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 a Word Processor position to a Public Records Specialist position and approval to fill the Public Records Specialist position

Date: January 10, 2025

RECOMMENDATION

- I. Human Resources and the Police Department request that a Word Processor (Pay Grade C, \$21.25/hour - \$23.60/hour) be reclassified to a Public Records Specialist (Pay Grade E, \$24.05-\$26.72). The Police Department also requests approval to fill the Public Records Specialist position and all subsequent vacancies resulting from internal transfers. This position will be vacant due to a retirement, effective January 22, 2025.

BACKGROUND

- II. The Police Department has one Word Processor position, and this position is primarily responsible for transcribing Police Officers' details from recorded media. However, most Officers type their own reports.

After the Word Processor retires on January 22, 2025, Officers will have the opportunity to use Axon software to transcribe their reports. Officers will speak into a microphone, the software will transcribe the information, and Officers will review the text for accuracy and make any necessary corrections. The Axon transcription feature is an existing module and is no additional cost to the department.

A need has been identified for additional staff to process public records requests, which includes the redaction of written reports and body camera footage. There are currently 2 Public Records Specialists that review public records requests, retrieve written and video records and apply redactions to exempt information, and release the records in accordance with department policies and state and federal laws.

There has been a significant increase in public records requests since the implementation of body cameras in April of 2021. In 2021 the department released 604 videos totaling 223 hours and in 2024 released 1,609 videos totaling 665 hours. In addition, redacting body camera footage

is more time-intensive than redacting written reports, due to the number of body cameras depending on the call, the length of the videos and the complexity of the content.

The Police Department's Office Manager also spends an estimated 75-80% of her time redacting records, which limits her ability to effectively manage the Records Division.

As a result, it is requested that the vacant Word Processor position be reclassified to a Public Records Specialist, which would increase the number of Public Records Specialists from two to three. This reclassification will enable the Police Department to reduce the turnaround time for public records requests.

FISCAL IMPACT

III. This reclassification results in an annual cost increase of \$1,072.

Estimated	Word Processor Grade C, Step 7	Public Records Specialist Grade E, Step 3
Salary	\$49,088	\$50,024
FICA	\$3,755	\$3,827
WRS (General)	\$3,191	\$3,252
Worker's Comp	\$103	\$105
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$63	\$64
TOTAL COMPENSATION	\$75,314	\$76,386

C: Police Chief Chris Davis
Police Commander Shannon Seymer-Tabaska
Police Office Manager Lisa Wachowski



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 14, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 1.14.25 (2)

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
January 14, 2025

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer	PD	Cameron Boersma	12/3/2024
Patrol Officer	PD	Dylan Hill	12/16/2024
Patrol Officer Recruit	PD	John Lannoye	12/30/2024
Transit Operator	Transit	Randall Hofer	1/6/2025
<u>Transfer</u>			
Operator I - Street	DPW	Marty Vandenberg	11/4/2024
Truck Driver - Street	DPW	Ivis Guevara	12/16/2024
Laborer - Street	DPW	Josh Guns	12/16/2024
Chief of Operations	HR	Joseph Faulds	12/29/2024
Captain	Fire	Dan Chatham	1/1/2025
<u>Promotion</u>			
Engineering Aide III	DPW	Patrick Molski	12/16/2024
Specialist II	PD	Solomon Ayres	12/16/2024
Firefighter	Fire	Andrew Peterson	12/13/2024
Lieutenant	Fire	Ernie Robb	12/16/2024
Engineer	Fire	Matthew Maleport	12/16/2024
Lieutenant	Fire	Christopher Stangler	12/17/2024
Engineer	Fire	Adam Vandebush	12/17/2024
Firefighter	Fire	Brandon Schwarz	12/17/2024
Lieutenant	Fire	Chad Decker	12/17/2024
Engineer	Fire	Jacob Plennes	12/17/2024
Firefighter	Fire	Alex Kasten	12/17/2024
Lieutenant	Fire	Nicklaus Craig	12/17/2024
Engineer	Fire	Ryan Searer	12/17/2024
FireFighter	Fire	Cody Krusick	12/17/2024
Lieutenant	Fire	Lukas Semrau	12/18/2024
Engineer	Fire	Matthew Stremer	12/18/2024
Firefighter	Fire	Alexander Tislau	12/18/2024
Lieutenant	Fire	Kyle Rentmeester	12/18/2024
Engineer	Fire	Scott Selissen	12/18/2024
Firefighter	Fire	Ryan Schaumberg	12/18/2024
Firefighter	Fire	Joshua Trembl	12/18/2024
Office of Violence Prevention Interim Director	CED	Andrea Kressin	1/12/2025
<u>Longevity</u>			
Transit Operator	Transit	Raymond Brock	1/13/2025
<u>Reclassification</u>			
Neighborhood Development Specialist	CED	William Peters	12/15/2024

Grade/Step Change

Administrative Clerk	Muni Ct	Jessica Pierner	1/9/2025
Plumbing/HVAC Inspector	CED	Evan LeGrave	1/2/2025
Building Inspector	CED	Matthew Bablitch	1/1/2025
Commercial Building Inspector	CED	Robert Cormier	1/1/2025
Electrical Inspector II	CED	Patrick Fenlon	1/1/2025
Building Inspector	CED	Pete O'Connor	1/1/2025
Patrol Officer	PD	Austen Jahnke	12/1/2024
Patrol Officer	PD	Agustin Mahner	12/19/2024
Civil Engineer I	DPW	Keeshawn Katers	12/10/2024
Dispatcher	Transit	Kathy Peer	12/12/2024
Real Estate Specialist	CED	Rhonda Bitney	1/4/2025
Deputy Development Director	CED	Matt Buchanan	1/1/2025
Document Center Lead	Admn Svs	Erica Kirchen	1/1/2025
Sr. Programmer Analyst	IT	Daniel Meighen	1/1/2025
Resident Services Coordinator	CED	Kaycee Champasak	1/5/2025
Software Support Specialist	IT	Shelby Edlebeck	1/1/2025
Sr. Programmer Analyst	IT	Matt Sorenson	1/1/2025
Laborer - Street	DPW	Tim Schumacher	1/1/2025
Housing Administrator	CED	Jayne Valentine	1/1/2025
Recreation Manager	PRF	Ann Moeller	1/1/2025
Financial Services Administrator	Fire	Lynn Beno	1/1/2025
Laborer - Sanitation	DPW	Bielski, Jeff	1/1/2025
Laborer - Sanitation	DPW	Nick Dorsey	1/1/2025
Laborer - Sanitation	DPW	Josh Dubois	1/1/2025
Truck Driver - Sanitation	DPW	Keith Falish	1/1/2025
Truck Driver - Sanitation	DPW	Joseph Hoppe	1/1/2025
Truck Driver - Sanitation	DPW	John Krumrey	1/1/2025
Truck Driver - Sanitation	DPW	Kevin Marks	1/1/2025
Parking Enforcement Officer	DPW	David May	1/1/2025
Truck Driver - Streets	DPW	Eric Peters	1/1/2025
Truck Driver - Sanitation	DPW	Josh Sonesen	1/1/2025
Truck Driver - Sanitation	DPW	Nicholas Tarkowski	1/1/2025
Operator I	DPW	Andrew Theis	1/1/2025

End of Employment

Conservation Corps Crew Member	PRF	Mason Wenzel	12/13/2024
Engineer	Fire	Christopher Coisman	12/18/2024
Captain	Fire	Daniel Conard	12/16/2024
Captain	Fire	Matthew Gerber	12/17/2024
Captain	Fire	James Irvin	12/18/2024
Captain	Fire	William Kussow	12/17/2024
Captain	Fire	Mark Polomis	12/18/2024
Captain	Fire	Mark Stahnke	12/17/2024
Administrative Clerk	Admn Svs	Chanelle Williams	12/13/2024
Patrol Officer	PD	Zachary Baldwin	12/11/2024
Patrol Officer	PD	John Anderson	12/18/2024
Account Clerk II	DPW	Paulette Cook	1/3/2025
Word Processor	PD	Jane Clark	1/22/2025
Advanced Patrol Officer	PD	Shawna Coron	1/1/2025
Truck Driver - Sanitation	DPW	Bart Kreuser	1/2/2025
Public Arts Coordinator	CED	Laura Schley	1/3/2025
Firefighter	Fire	Jacob Clausing	12/30/2024
Temp Tax Collection Help	Admn Svs	Constance Brownell	12/30/2024
Captain	Fire	Barry Wiegert	1/2/2025
City Sealer	CED	Jason Stubble	1/10/2025