



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MARCH 11, 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 February 25, 2025 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. Public Records Specialist
- b. Parks Maintenance Worker
- c. Housing Inspector
- d. Human Resources Assistant

F. Informational.

I. Report of Routine Personnel Actions

2. Next Meeting: April 8, 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

March 11, 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. Public Records Specialist
- b. Parks Maintenance Worker
- c. Housing Inspector
- d. Human Resources Assistant

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Public Records Specialist - Jessica Stein
3. POSITION FILL REQUEST PMW 3-5-2025 COREY WALBRUN
4. Housing Inspector - T Meves-request to fill
5. Request to Fill - HR Assistant 03-2025

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: March 11, 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.

- Public Records Specialist – Replacement position due to the resignation of Jessica Stein effective April 2, 2025. This position is budgeted at \$24.05 to \$26.72 annually (Pay Grade E).
- Parks Maintenance Worker – Replacement position due to the end of employment of Corey Walbrun effective February 26, 2025. This position is budgeted at \$25.43 - \$29.06 per hour (Pay Grade F).
- Housing Inspector – Replacement position with over-hire due to the retirement of Tim Meves effective April 30, 2025. This position is budgeted at \$30.01 - \$35.30 per hour (Pay Grade H).
- Human Resources Assistant – Replacement position due to the resignation of Crystal Swanson effective March 7, 2025. This position is budgeted at \$24.05 - \$26.72 per hour (Pay Grade E).

Position Fill Request
Justification Report
March 6, 2025

Position Title: Public Records Specialist

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 Jessica Stein who is resigning effective April 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 included in the current budget at Pay Grade E (\$24.05 - \$26.72).
3. Please list the functions and any special information regarding this position.
Public Records Specialists work in conjunction with the Office Manager and City Attorney's Office to ensure compliance with open records policies by reviewing records and applying redactions to exempt information to both written documents and multimedia using redaction applications and software. Reviews and releases records in accordance with department policies and state and federal laws.
4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.
Generates revenue through collection of fees when applicable.
5. Please explain why current staff is unable to absorb duties of this position.
There is currently one other Public Records Specialist and the workload demands are very high. There are approximately 100 requests pending in the queue with a responsive time frame of 12-15 weeks.
6. If duties of position are presently being done, how are they done?
One other Public Records Specialist is currently working full time, including overtime. The Office Manager is processing open records requests 80-90 percent of her time, along with a Records Clerk (working out of class part time) for the workload requirements.
7. What service would be reduced or eliminated if this position is not filled?
Open records requests.
8. What are the alternative methods and costs of accomplishing the work?
I am not aware of alternative methods.
9. Are there union issues?
No
10. Other supporting comments.
Per Wisconsin Open Records Law we have a duty to respond to open record requests as soon as practicable and without delay.

**Position Fill Request
Justification Report
05 March 2025**

Position Title: Park 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 the result of the end of employment of Corey Walbrun, 26 February 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 budgeted. The wage range is \$25.43 - \$29.06 (Pay Grade F)

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

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

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

No.

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

Over the years, we have added more parkland and facilities, however we have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

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

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

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

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

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

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park, several parcels along the Baird Creek Greenway, 16 acres of turf at Bay Beach Park, a new boarded hockey rink, a four ball diamond softball complex, a six-field soccer complex, the City Deck, The Shipyard District, as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come to include but not limited to the Shipyard Development, snow making at Triangle Hill, and added parks properties, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

**Position Fill Request
Justification Report
February 26, 2025**

Position Title: Housing Inspector

- 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

Tim Meves will retire on April 30, 2025.

An over hire is requested for the new hire to receive vital on the job training directly from the long-time inspector who will be retiring. This sharing of institutional and positional knowledge would be tremendously beneficial to the success and training of the new hire. The over hire cost will be covered by salary savings from vacant positions in Community & Economic Development. The impact, depending on the time of transfer or hire, may only be a 6-7 week overlap.

- 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 at Pay Grade H (\$30.01 – \$35.30/hour).

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

Housing Inspectors are responsible for the education and enforcement of municipal code to ensure the safety, health and welfare of the community. They follow up on complaints from the community regarding those issues. They are required to explain and interpret code provisions and zoning requirements to contractors, other City departments, and the general public.

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

Yes, their work results in permits being required and obtained. Housing Inspectors are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspection time will be delayed by over 30%. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

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

By other Housing Inspectors.

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

The City would not be capable of providing efficient Housing and Zoning inspections which would put at risk the safety, health and welfare of 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
March 10, 2025**

Position Title: Human Resources Assistant

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

Crystal Swanson resigned effective March 7, 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.**

This position is currently budgeted at pay grade E in the City Pay Plan. Salary range is \$24.05 per hour - \$26.72 per hour.

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

In addition to serving as the Human Resources' department front desk point of contact, this position provides administrative support to the Risk and HR divisions of the Human Resources department with responsibility for the following functions:

Human Resources: Coordinates recruitment processes including internal job notice postings, prepares and places advertisements and researches recruiting sources. Coordinates interviews and conducts background checks. Maintains files.

Serves as the administrator of the City's on-line application program, which includes assisting candidates with inquiries and troubleshooting program problems. Coordinates program updates and/or interfaces with the Information Services Department and Payroll; provides staff and department managers with program updates and training. Develops and prepares various reports and updates the Human Resources' web page as needed.

Schedules employee training as needed. Assists with new employee benefit orientation and open enrollment. Responds to benefit questions.

Risk: Processes worker's compensation claims, develops reports and answers employee claims questions. Assists with annual renewals of worker's compensation and all casualty insurances.

Maintains records and ensures documentation of damage to City-owned vehicles, property and contractor's equipment. Submits claims.

Maintains record of City-owned licensed vehicles and City-owned property. Ensures that certificates of insurance are received and that they are in compliance with City ordinance or contract.

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

No.

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

It is not feasible for other staff members to absorb the duties of this position due to the workload of staff. Currently, our HR Generalists are spending the majority of their time recruiting to fill 55 vacancies. The HR Assistant plays a large role by providing recruitment support to the Generalists. This position also assists our Benefit Specialist with responding to employee inquiries regarding benefits and plays a key role in supporting benefit enrollment of new hires and the very busy open enrollment process each year.

The Assistant is responsible for assisting the Safety Manager with the administration of several programs including worker's compensation, property insurance and city vehicle title and registration. The Safety Manager cannot absorb the duties of the HR Assistant.

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

There are several HR/Risk staff members that are picking up the workload temporarily until the position is filled. A temporary employee may be needed to assist during the transition period.

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

The ability to fill positions in a timely manner, respond to applicants' inquiries and troubleshoot program problems. If the HR Assistant position is not filled, it will be difficult to effectively and efficiently coordinate the numerous recruitment processes, process new hires and enter the necessary information into the payroll system in a timely manner.

In addition, it will be very difficult to keep up with the processing of worker's compensation claims, maintaining records of damaged City property, and vehicles and ensuring the timely submittal of claims to the insurance carriers.

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

Hiring temporary personnel or interns to ensure that the work is completed in a timely manner. However, training will become a regular occurrence and lack of continuity may become an issue as those employees find permanent jobs. The result is much less efficient service.

9. **Are there union issues?**

This is a non-union position.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

March 11, 2025

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 3.11.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
March 11, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Administrative Clerk	Admn Svs	Becky Verfuert	2/24/2025
Community Development Specialist	CED	William Jason Flatt	3/17/2025
Park Maintenance Worker	PRF	Matthew Jacques	3/10/2025
Firefighter	Fire	Brian Hare	3/17/2025
Firefighter	Fire	Brandon Kaczmarek	3/17/2025
Firefighter	Fire	Evan Krznarich	3/17/2025
Firefighter	Fire	Nicholas Martin	3/17/2025
Firefighter	Fire	Trent Forst	3/17/2025
Firefighter	Fire	Dalton Everard	3/17/2025
Firefighter	Fire	Jason Smith	3/17/2025
Firefighter	Fire	Neal Colling	3/17/2025
Firefighter	Fire	Zachary Lancelle	3/17/2025
Firefighter	Fire	Connor Sunke	3/17/2025
Grant Accountant LTE	Admn Svs	Kaysie Schultz	3/10/2025
Transit Operator	Transit	Nathan Danz	3/10/2025
Communications Director	Mayor	Michael Bergman	3/10/2025
Operator I - Street	DPW	Joseph Ciha	3/24/2025
<u>Transfer</u>			
Truck Driver - Sanitation	DPW	Joseph Hoppe	3/10/2025
Laborer - Sanitation	DPW	Josh Dubois	3/10/2025
<u>Longevity</u>			
Firefighter	Fire	Joshua Fink	3/5/2025
Firefighter	Fire	Timothy Dykstra	3/5/2025
Firefighter	Fire	Matthew Agatone	3/5/2025
Firefighter	Fire	Benjamin Hanson	3/5/2025
Firefighter	Fire	Gregory Stilp	3/5/2025
Engineer	Fire	Sarah Carter	3/17/2025
Engineer	Fire	Thomas Donnan	3/17/2025
Engineer	Fire	Cody Johnson	3/17/2025
Captain	Fire	Kyle Lauf	3/17/2025
Engineer	Fire	Cameron Sanford	3/17/2025
Engineer	Fire	Logan Simkowski	3/17/2025
Engineer	Fire	Adam Stordeur	3/17/2025
<u>Grade/Step Change</u>			
Firefighter	Fire	Kimberly Davister	3/4/2025
Firefighter	Fire	Evan Bluma	3/4/2025
Firefighter	Fire	Riley Grasee	3/4/2025
Firefighter	Fire	Anthony Wenzel	3/4/2025
Firefighter	Fire	Tucker Moynihan	3/4/2025

Firefighter	Fire	Bennett Isley	3/4/2025
Firefighter	Fire	Chad Perrizo	3/4/2025
Firefighter	Fire	Brady Schadrie	3/4/2025
Firefighter	Fire	Samuel Schuhart	3/4/2025
Firefighter	Fire	Nathan Coisman	3/4/2025
Firefighter	Fire	Dieter Altschwager	3/4/2025
Firefighter	Fire	Matthew Thompson	3/4/2025
Laborer - Sanitation	DPW	Aaron Kietzmann	3/4/2025
Operator I	DPW	Jake Borley	3/1/2025
Operator II	DPW	Jake LaCount	3/9/2025
Truck Driver - Streets	DPW	Kegan Mclean	3/11/2025
Sewer Maintenance Worker	DPW	Reed Rondeau	3/8/2025
Arborist II	PRF	Sawyer Gonnering	2/26/2025
Parking Maintenance Tech	DPW	Cody Flavion	3/6/2025
Firefighter	Fire	Max White	3/14/2025
Firefighter	Fire	Mitchell Fromm	3/14/2025
Firefighter	Fire	Michael Giffey	3/14/2025
Firefighter	Fire	Lisa Hart	3/14/2025
Firefighter	Fire	Joshau Hladish	3/14/2025
Firefighter	Fire	Benjamin Lelinski	3/14/2025
Firefighter	Fire	Ryan Majeski	3/14/2025
Firefighter	Fire	Callahan McCreary	3/14/2025
Firefighter	Fire	Timothy Vandevoort	3/14/2025
Firefighter	Fire	Nathan Zellner	3/14/2025

End of Employment

Part Time Animal Keeper	PRF	Michael Younkle	2/24/2025
Park Maintenance Worker	PRF	Corey Walbrun	2/26/2025
City Attorney	Law	Joanne Bungert	3/21/2025
Transit Operator	Transit	Jared Behnke	3/5/2025
Transit Operator	Transit	Louis Delfrate	3/6/2025