



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, MAY 13, 2025, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

AMENDED

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 April 29, 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. Safety Coordinator
2. For consideration and possible action regarding the Common Council vacancy application process and requirements for applicants before the Common Council appointment.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: June 3, 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

May 13, 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. Safety Coordinator

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Request to Fill - Safety Coordinator 05-2025

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: May 13, 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.

- Safety Coordinator– Replacement position due to the resignation of Seng Yang effective May 9, 2025. This position is budgeted at \$69,659 to \$81,931 annually (Pay Grade I), which is offset by a 50% reimbursement from Green Bay Water Utility.

**Position Fill Request
Justification Report
May 9, 2025**

Position Title: Safety 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

Seng Yang resigned effective May 9, 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 I in the City Pay Plan. The salary range is \$69,659 to \$81,931 per year, which is offset by a 50% reimbursement from Green Bay Water Utility.

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

Position is funded 50/50 between the City and Green Bay Water Utility, spending half of their time dedicated to each entity. Position was requested by GBWU and approved 1/1/2023, and since that time has acted as safety advisor for the Utility. Water continues to find value and agrees on the importance of staffing this position.

Position acts as the primary contact for occupational safety-related inquiries from department managers and staff. Interfaces directly with both field staff and management to identify, control, and mitigate safety concerns that may put staff at risk of injury. Facilitates the city safety committee and coordinates projects and safety initiatives with each department. Fosters relationships and partners with insurance carriers and vendors to coordinate safety training for departments when novel processes are identified to reduce risk of injury.

Serves as liaison between Risk Manager and departments when evaluating safety/risk exposures and further investigates causes of injury. Follows up on accident/injury reports to ensure fact-finding is complete, and aggregates data for further evaluation and resource allocation. Manages the OSHA injury and illness log, ensures accurate recordkeeping, and submits data to state and federal agencies as required.

Serves as the administrator of the City's on-line safety training, Safety Data Sheet (SDS), and mass notification platforms, and assists employees with inquiries and troubleshooting program problems. Develops and prepares various reports and updates the City's safety program as needed.

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

Position proactively reduces self-funded workers' compensation expenses by improving safety awareness and engagement with field staff and management. Unfortunately, these savings are intangible, and there is no clear method to place a monetary value on employee engagement or injuries that were avoided.

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

It is not feasible for other staff members to permanently absorb the duties of this position due to the workload of staff. Currently, Risk receives approximately 200 injury/illness reports each year in addition to processing nearly 1,500 certificates of insurance for city contracts and ~50 vehicle accident reports annually. Each of these cases requires follow-up at various levels, and the safety coordinator has the unique responsibility to follow up and interface with staff in the field to follow up as needed.

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

Risk Manager and one staff member have shifted their workload to temporarily cover the essential and federally mandated duties until the position is filled. However, other tasks will be left as lower priority until such time as staff can assist, which will decrease overall service levels for departments and employees.

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

The ability to interface with departments and employees in a timely manner, respond to safety and data-related inquiries, and troubleshoot program problems as outlined in section 3. If the Safety Coordinator position is not filled, it will be difficult to effectively coordinate the numerous safety and risk management processes it takes to run a safe and successful entity of our size. This position assists with responding to employee inquiries regarding hazards and plays a key role in supporting department managers to provide a safe work environment for their employees.

If left vacant, the Water Utility may move to secure their own safety position under their management purview, which would eliminate the partial funding opportunity we currently enjoy that covers 50% of the total cost of the position.

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

Hiring temporary personnel or interns may help in the short term. However, staff operating in that capacity will almost certainly lack the expertise and experience necessary to effectively advise management and coordinate the safety program for all city departments. This position requires the ability to form lasting relationships and trust with staff, who are reluctant to bring potential issues to someone they have not built relationships with. The lack of continuity would create issues as these short-term employees find permanent jobs, resulting in much less efficient service.

9. **Are there union issues?**

This is a non-union position.



Report to the
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of the City of Green Bay

MEETING DATE

May 13, 2025

PREPARED BY

AGENDA ITEM # E.2

For consideration and possible action regarding the Common Council vacancy application process and requirements for applicants before the Common Council appointment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2025-05-07 Dist 9 to Personnel

Online Form Submittal: Alders' Petitions and Communications

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 5/6/2025 8:38 PM

To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Lindsey Belongea <Lindsey.Belongea@greenbaywi.gov>; Bill Galvin <Bill.Galvin@greenbaywi.gov>

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Personnel Committee
Text of Communication	For consideration and possible action on the city council vacancy application process and requirements of applicants prior to common council appointment.

Email not displaying correctly? [View it in your browser.](#)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 13, 2025

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 5.13.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 13, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Administrative Clerk	Admn Svs	Olivia Saari	5/5/2026
Seasonal Maintenance Employee	DPW	Aiden Cayemberg	5/21/2025
Seasonal Maintenance Employee	DPW	James DeVault	6/10/2025
Seasonal Maintenance Employee	DPW	Melissa Hoppe	6/9/2025
Seasonal Maintenance Employee	DPW	Jason Moua	6/16/2025
Seasonal Maintenance Employee	DPW	Hayden Zarnoth	5/27/2025
Seasonal Engineering Aide	DPW	Blaise Smits	5/27/2025
Seasonal Engineering Aide	DPW	Max Homme	5/12/2025
Seasonal Engineering Aide	DPW	Isabella Raguse	5/19/2025
Community Service Officer	PD	Rodolfo Ramirez	5/8/2025
Neighborhood Compliance Inspector	CED	Leon Kaiver	5/12/2025
Seasonal Engineering Aide	DPW	Ben Schneidewind	5/13/2025

<u>Transfer</u>			
Conservation Corps Crew Member	PRF	Bennett Schmitz	5/12/2025
Conservation Corps Crew Member	PRF	Griffin Schoonover	5/12/2025
Conservation Corps Crew Member	PRF	Emily Swagel	5/12/2025
Conservation Corps Crew Member	PRF	Elizabeth Angemi	5/12/2025
Conservation Corps Crew Member	PRF	Lily Armstrong	5/12/2025
Conservation Corps Crew Member	PRF	Arianna Druecke	5/12/2025
Conservation Corps Crew Member	PRF	Lyric Esslinger	5/12/2025
Conservation Corps Crew Member	PRF	Caitlin Kafura	5/12/2025
Conservation Corps Crew Member	PRF	Zachary King	5/12/2025
Conservation Corps Crew Member	PRF	Savannah Mikle	5/12/2025
Conservation Corps Crew Member	PRF	Ainsley Salisbury	5/12/2025
Conservation Corps Crew Member	PRF	Adam Schmalz	5/12/2025

<u>Promotion</u>			
Administrative Clerk	DPW	Racheal Baker	5/5/2025

<u>Grade/Step Change</u>			
Legal Assistant	Law	Jonathan Lee	4/25/2025
Development Support Specialist	CED	Shannon Sjoquist	4/22/2025
Economic Development Specialist	CED	Rebecca Finco	5/6/2025
Mechanic	PRF	Benjamin Smits	4/8/2025
Transit Operator	Transit	Kip Counard	5/3/2025
Financial Analyst	Admn Svs	Veronica Escobedo	4/29/2025
Maintenance Clerk	Transit	Renee Curl	5/4/2025
IT Specialist	Fire	Justin Magyar	5/9/2025
Mobility Coordinator	Transit	Andrea Vlach	4/29/2025

Dispatcher	Transit	Diane Deprez	5/16/2025
Transit Operator	Transit	Devin Bowers	4/29/2025
Parks, Recreation & Forestry Director	PRF	Daniel Ditscheit	3/24/2025
Executive Assistant	Mayor	Terry Sorelle	4/16/2025

End of Employment

WLS Facility Attendant	PRF	Merry Xiong	5/1/2025
Dispatcher	Transit	Camelia Harmon	5/2/2025
Safety Coordinator	HR	Seng Yang	5/9/2025