



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 12, 2025, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. 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.

1. Members: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

C. Approval of the Agenda.

1. Approval of the agenda for the Tuesday, August 12, 2025, meeting of the Personnel Committee.

D. Approval of Minutes.

1. Approval of the minutes from the July 29, 2025 meeting.

E. Regular Business.

1. For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Park Planner
2. For consideration with possible action on the request to over-hire two Firefighter positions.
3. For consideration with possible action on the proposed ordinance for the Mayor salary for

the next term beginning in 2027.

4. For consideration with possible action on the request to remove the requirement to request approval for replacement of existing, budgeted positions when a vacancy occurs; and for internal transfers between positions that do not involve changes to classification, FTE status, or pay grade.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: September 9, 2025

G. Adjournment.

1. Adjournment of the Tuesday, August 12, 2025, meeting of the Personnel Committee.

- 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

August 12, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the July 29, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 07.29.2025



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 29, 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=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

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B. ROLL CALL.

- I. Members: Bill Galvin, Brian Johnson, Kathy Hinkfuss, Jennifer Grant

Present: Brian Johnson, Kathy Hinkfuss, Jennifer Grant

Excused: Bill Galvin

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, July 29, 2025, meeting of the Personnel Committee.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve the agenda.

Motion Passed.

Yes-Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

- I. Approval of the minutes from the July 8, 2025 meeting.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve.

Motion Passed.

Yes-Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

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. Operator I

- b. Mechanic

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

Yes-Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.

F. INFORMATIONAL.

- I. Report of Routine Personnel Actions

2. Next Meeting: August 12, 2025

G. ADJOURNMENT.

- I. Adjournment of the Tuesday, July 29, 2025, meeting of the Personnel Committee.

Moved by Ald. Jennifer Grant, seconded by Ald. Kathy Hinkfuss to adjourn.

Motion Passed.

Yes-Brian Johnson, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 12, 2025

PREPARED BY

AGENDA ITEM # E.1

For consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Park Planner

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Request to Fill Memo
2. Park Planner

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: August 12, 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.

- Park Planner – Replacement position due to the resignation of Kaurie Mihm effective August 8, 2025. This position is budgeted at \$86,590 - \$101,858 annually (Pay Grade L).

**Position Fill Request
Justification Report
08-08-25**

Position Title: Park Planner

- 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 Kaurie Mihm effective at the end of the work day on August 8, 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, the Park Planner position is currently funded in full in the 2025 budget. The current salary range is \$86,590 - \$101,858 annually.

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

This position is responsible for all park planning initiatives and development within the park system. This includes, but is not limited to master planning, grant management, project management, construction inspection, project budget tracking, plan review, hiring consultants, landscape architecture, etc.

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

The Park Planner is directly responsible to apply for and manage all Parks construction grants. Currently this position is managing over \$3.5 million in existing Parks grant funding.

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

There are currently only 2 positions within this division, the Park Planner and the Park Engineer. If the Park Engineer is expected to take on all of the roles of the Park Planner, then many of the park engineering duties will have to go to Public Works Engineering Division or the Park projects will not be completed for an extended period of time. Public Works is already engineering short and cannot absorb this additional work load with their current staffing levels. It is not feasible to expect 1 person to manage the current project load for both positions within this division.

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

On the temporary basis the Park Civil Engineer and Park Director will take on the additional duties. This is not sustainable for a long period of time with the current workload and various park initiatives.

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

If this position is eliminated, nearly all park planning efforts and park planning community outreach would be significantly reduced. In addition, the number of park development projects the department could complete would also be significantly reduced. Since this position is also directly responsible for applying for construction and planning grants, the City would likely receive less grant funding in the future.

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

A small portion of these duties can be contracted out to consultants, such as Landscape Architecture design and Park Master Planning. It is not feasible to contract out the majority of the job duties. Duties not easily contracted out includes, interdepartmental coordination, public outreach and communication, coordination with partnering organizations on development projects, hiring and managing consultants, project management, grant applications, project budget tracking, prioritizing park improvements, etc.

9. Are there union issues?

No

10. Other supporting comments.

This position is the primary contact with all other City Departments and the general public for landscape architecture and park planning initiatives. This is a critical position within the department and City as a whole.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 12, 2025

PREPARED BY

AGENDA ITEM # E.2

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. FIRE OVERHIRE MEMO KNOTT September 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: August 12, 2025

Re: Fire Personnel Over Hire

The Fire Department currently has four open firefighter positions, which will be filled through the Police and Fire Commission with an anticipated start date of September 15, 2025.

We also anticipate two additional vacancies due to a planned retirement before the end of 2025 and one during the first week in January 2026.

Given these planned retirements, we are requesting approval to over hire two additional personnel. This approach allows us to proactively address future vacancies and meet the staffing needs, thereby reducing potential overtime costs. Due to the competitive job market, it is critical that we be able to extend offers to the most qualified candidates as soon as possible. The next scheduled hiring process is not expected until Spring 2026, which could delay our ability to maintain operational readiness and service delivery.

We appreciate your consideration of this request.

Cc: Brian Rollefson, Diana Ellenbecker





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 12, 2025

PREPARED BY

AGENDA ITEM # E.3

For consideration with possible action on the proposed ordinance for the Mayor salary for the next term beginning in 2027.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Mayor Salary Ordinance Memo
2. G.O. 18-25 Related to Salaries



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
From: Brian Rollefson, Human Resources Director
Re: Mayor Salary Ordinance
Date: August 12, 2025

The purpose of this memorandum is to present General Ordinance No. 18-25 to the Personnel Committee for review and recommendation to the Common Council. This ordinance amends Section 2-83 of the Green Bay Municipal Code relating to the Mayor's salary and revises the salary schedule previously approved by the Personnel Committee on June 17, 2025, and by the Common Council on June 24, 2025.

Summary of Ordinance

The ordinance sets a revised future salary schedule for the Mayor of the City of Green Bay, effective at the start of the future mayoral term:

- April 2027 term start: \$128,547
- April 2028 term start: \$132,403
- April 2029 term start: \$136,375
- April 2030 term start: \$140,466

Per state law and city code, salaries for the Mayor cannot be changed during a current term of office; these adjustments apply only at the start of the specified future terms.

Background

The salary schedule above differs from the schedule approved at the June 17, 2025 Personnel Committee meeting and the June 24, 2025 Common Council meeting in accordance with Wis Stat 66.0507: Elected official salary schedules cannot include an automatic adjustment (including the upwards and downwards fluctuation in the cost of living).

Recommendation

We recommend approval of General Ordinance No. 18-25 as drafted.

GENERAL ORDINANCE NO. 18-25

**AN ORDINANCE
AMENDING SECTION 2-83,
GREEN BAY MUNICIPAL CODE,
RELATING TO SALARIES**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2-83, Green Bay Municipal Code, is hereby amended to read:

Salaries shall be determined by the Council, provided the salary of Mayor and members of the Council shall not be changed during their terms of office.

Effective the term that begins the third Tuesday in April, 2027, the Mayor's salary shall be \$128,547.00.

Effective the term that begins the third Tuesday in April, 2028, the Mayor's salary shall be \$132,403.00.

Effective the term that begins the third Tuesday in April, 2029, the Mayor's salary shall be \$136,375.00.

Effective the term that begins the third Tuesday in April, 2030, the Mayor's salary shall be \$140,466.00.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2025.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law
8/19/2025



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 12, 2025

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action on the request to remove the requirement to request approval for replacement of existing, budgeted positions when a vacancy occurs; and for internal transfers between positions that do not involve changes to classification, FTE status, or pay grade.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee - 08-12-25 Replacement Positions
2. Chapter 6 - Recruitment and Selection Policy (rev.)



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

From: Brian Rollefson, Human Resources Director

Re: Removal of Committee & Council Approval Requirement for Replacement Positions & Internal Transfers

Date: August 12, 2025

We recommend removal of the requirement to request the replacement of existing, budgeted positions when a vacancy occurs; and internal transfers between positions that do not involve changes to classification, FTE status, or pay grade. Of 13 municipalities polled, only one, Superior, has this requirement.

Background

Under current practice, departments must seek Personnel Committee and Council approval before filling vacancies or making internal transfers, even when:

- The position is already included in the adopted budget and authorized position list; and
- No changes are proposed to classification, pay grade, or FTE.

This extra step often delays recruitment and transfers, impacting service delivery and placing additional strain on remaining staff.

Proposed Change

Authorize departments, with Human Resources Director approval, to proceed with filling vacancies or making internal transfers without Personnel Committee and Council approval when:

- The position is budgeted and authorized in the current year;
- The title, classification, pay grade, and FTE remain unchanged; and
- The action does not exceed the budgeted compensation.

Requests involving new positions, classification changes, FTE adjustments, or pay grade modifications will still require committee and council review and approval. In accordance with City ordinance, the City Council will continue to approve/confirm candidates for appointed positions.

Fiscal Impact

No additional fiscal impact. This change applies only to positions already budgeted and authorized.

Recommendation

Approve the removal of the committee and council approval requirement for budgeted replacement positions and qualifying internal transfers, effective immediately. Also, approve a change to Chapter 6 – Recruitment and Selection Policy, to reflect this modification in process (see attached).

Municipality	Committee approval needed to fill replacement and transfer positions?	Source
Appleton	No	CVMIC poll
Cudahy	No	CVMIC poll
De Pere	No	city website and agendas
Elkhorn	No	CVMIC poll
Fitchburg	No	CVMIC poll
Fon du Lac	No	city website and agendas
Kenosha	No	city website and agendas
Madison	No	city website and agendas
Menomonee Falls	No	CVMIC poll
Oak Creek	No	CVMIC poll
Oshkosh	No	city website and agendas
Racine	No	city website and agendas
Waukesha	No	city website and agendas
Wausau	No	CVMIC poll
Wauwatosa	No	CVMIC poll
West Allis	No	CVMIC poll
Superior	Yes	CVMIC poll



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Recruitment and Selection	Policy Reference Chapter 6
Policy Source Human Resources Department	Legal Review Date September 5, 2013
Personnel Committee Approval September 24, 2019	City Council Approval October 1, 2019

- 6.1 **POLICY.** It is the policy of the City of Green Bay to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to political affiliation, race, color, creed, religion, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, disability, national origin, genetic information, ancestry, marital status, military service, arrest or conviction record, or any other basis protected by state or federal law. The City will provide reasonable accommodation for disabled applicants and employees who are otherwise qualified as long as such accommodation does not create an undue hardship for the City.

It will be the responsibility of the Human Resources Director to administer these policies under the direction of the Personnel Committee. In addition, it is the responsibility of all management staff and governing committees to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

- 6.2 **DEFINITIONS.**

6.2.1 **Transfer:** A transfer is regarded as movement from one permanent City position to any other permanent position within the City's table of organization and may result in a higher salary range and increased level of job responsibilities.

6.2.2 **Hiring Authority:** The department head or designee directly responsible for employing and establishing job duties of the vacant position.

6.2.3 **Immediate Family:** For purposes of this policy immediate family means spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, parent-in-law, grandchild, and grandparent or step grandparent.

- 6.3 **RECRUITMENT.** The recruitment will be tailored for the position to be filled and directed to sources likely to yield qualified candidates. Applicants will be recruited from as broad a geographic area as necessary to assure well-qualified candidates for the various types of positions in City service with an attempt, within Affirmative Action guidelines, to achieve a diverse and qualified work force. The City encourages the filling of positions

with personnel from the present work force.

6.3.1 Notification. Human Resources will be notified immediately when a need to fill a new or existing position exists. Vacancies open to all City employees must be announced through Human Resources to ensure compliance with Labor Agreements, Personnel Policies and the City's Affirmative Action Plan.

6.3.2 Position Needs Analysis. Prior to filling any vacancy, Human Resources will review all functions of the vacant position before initiating the recruitment process, and present a recommendation to the Personnel Committee and City Council for action. At the discretion of the Human Resources Director, the recruitment process may begin prior to receiving approval by the Personnel Committee and City Council however; the position may not be filled prior to approval. Seasonal positions authorized through the budget process are exempt from this process. If it is determined that a classification change, FTE status or salary change is warranted, this change to the classification will be presented to the Personnel Committee and City Council for action prior to recruitment.

Changes to the reporting structure for the classifications of Deputy Director, Assistant Director or Department Head must have the approval of the Personnel Committee and City Council.

The Mayor and Personnel Committee Chairman may authorize emergency filling of certain positions.

6.3.3 Job Announcement. A job announcement will include the job title or classification, pay rate or range, summary of duties, qualifications required, where to apply, and application deadline.

- a. At the discretion of the Department Head and with Human Resources' authorization, internal movement within the department may occur prior to announcing a vacancy.
- b. Where the job announcement is required by a Labor Agreement it will be posted in accordance with such Agreement.

6.2.4 Continuous Recruitment. The Human Resources Director will determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and will maintain lists of qualified candidates as appropriate.

6.2.5 Application Form. All applications for employment will be made on forms prescribed by Human Resources which are in compliance with State and Federal regulations regarding employment procedures.

6.3 DENIAL OF APPLICATIONS.

6.3.1 The Human Resources Director or designee may deny any applicant further consideration in the selection process if the applicant:

- a. Has knowingly falsified the application or practiced deception at any step in the selection process.

- b. Has been convicted of a crime which is related to the duties or responsibilities of the position.
- c. Is not within legal age limits prescribed for the position or for City employment.
- d. Has an unsatisfactory employment record indicating the candidate is not suitable for the position as evidenced by reference checks.
- e. Does not meet the minimum requirements established for the position.
- f. Is physically or mentally unable to perform the essential function(s) as certified by competent medical authority through a pre-placement exam.
- g. Does not reply to mail inquiry within ten 10 calendar days or does not return a telephone inquiry within 2 working days.
- h. Fails to accept appointment within 2 working days or to report for duty within the time prescribed in the offer of employment.
- i. Does not properly complete the application.

6.4 APPLICANT SCREENING AND RANKING. Human Resources will conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position. Human Resources will confer with the hiring authority before determining the appropriate procedures.

6.4.1 Screening and ranking procedures may include, but are not limited to, the following:

- a. Written examination
- b. Oral examination
- c. Training and experience questionnaire to be rated by the Human Resources Department or an appropriate panel
- d. Performance tests (e.g., typing, data entry, etc.)
- e. Work simulations
- f. Review of applications to determine compliance with minimum qualifications
- g. Physical examinations including drug screen
- h. Background and reference inquiries
- i. Psychological evaluation

Criteria for selection will be based on, but not limited to, relevant work experience, work performance, applicable education and/or training, required skills, knowledge and abilities of the position, and other competencies as deemed appropriate by the hiring authority and Human Resources. When two or more employees are equally qualified with respect to the competencies desired for the position and have demonstrated equal ability and skills through past performance, seniority will prevail.

- 6.4.2 Confidentiality. All persons participating in the development and maintenance of selection materials will exercise every precaution to insure the highest level of integrity and security. Only the Human Resources Director or designee will handle confidential selection materials.
- 6.4.3 Notification of Applicants. Each person submitting an application who was not selected to participate in the selection process will be given proper notice they were not selected for the position by the Human Resources Department.
- 6.4.4 Notification of Final Interviewed Applicants. Each applicant interviewed and not hired will be given proper notice from the hiring authority or Human Resources.
- 6.5 HIRING. Applicants selected for and interviewed in accordance with the selection process will, whenever possible, be at least two more than the number of vacancies.
- 6.5.1 Rank. After review by Human Resources, the applications of the best qualified candidates will be submitted to the hiring authority for consideration.
- 6.5.2 Appointment. The hiring authority will make the final selection and placement to the position. First consideration will be given to the best qualified candidates to fill the vacancy. If the hiring authority does not select one of the eligible candidates, justification will be given to the Human Resources Director or designee.
- The notice of selection is to be made to the Human Resources Director, or designee. The Human Resources Director or designee is also responsible for issuing a written offer of employment outlining the start date, salary, applicable fringe benefits and any other pertinent data. No offer will be made without the approval of the Human Resources Director or designee.
- 6.6 ELIGIBILITY LISTS.
- 6.6.1 The City of Green Bay may establish eligibility lists to be used as it deems appropriate in filling future City vacancies. A candidate may be removed from an eligibility list if the candidate:
- a. Receives a permanent appointment;
 - b. Files a written statement indicating unwillingness to accept appointment;
 - c. Declines 2 offers of employment;
 - d. Fails to respond to any official inquiry regarding availability;
 - e. Fails to report for a scheduled interview;
 - f. Is disqualified for any reason listed in Section 3 of this chapter.
- 6.7 TEMPORARY HIRING. Temporary appointments of no more than 6 months may be made from applications on hand or temporary employment agencies. However, the Human Resources Director may authorize the appointment of other qualified individuals. The acceptance or refusal by an eligible candidate of a temporary appointment will not affect the candidate's standing for a permanent position if one becomes available. Temporary appointees who become regular City employees may receive service credit from the initial

day of employment.

Persons employed by the City under Federal or State manpower programs are considered limited term employees unless specific action is taken to appoint such an employee to a regular position after certification as eligible for such appointment by the Human Resources Director.

- 6.8 EXPENSES. Certain recruitment efforts may require the City to offer travel expenses to candidates who are being interviewed. When this is necessary, the Human Resources Director may authorize reimbursement for actual expenses incurred when supported by invoice, receipt or other acceptable documentation. The cost for the travel expenses will be the responsibility of the hiring department.

The Human Resources Director is authorized to offer moving expenses to Department Head candidates in an amount up to \$10,000. Human Resources will work in conjunction with Purchasing when offering any moving expenses. A report will be provided to the Personnel Committee of any authorized moving expenses. Moving expenses for any other positions or requests in excess of \$10,000 will require prior approval of the Personnel Committee and City Council. The City will recover the reimbursed amount from any employee who is terminated or voluntarily resigns during the first 18 months of employment.

- 6.9 NEPOTISM. No member of the immediate family of an alderperson, citizen member of a committee or commission, elected official, management personnel or other supervisor may be hired or transferred into a department where a potential supervisor-subordinate relationship would exist. A request for exemption from this section requires Personnel Committee approval.

6.10 ADA COMPLIANCE.

6.10.1 The City re-affirms its commitment to comply with the regulations of the U.S. Equal Employment Opportunity Commission implementing Title I of the Americans with Disabilities Act of 1990, codified at 29 C.F.R. Part 1630. Accordingly, the City assures the following:

- a. The City will not discriminate on the basis of disability in its hiring or employment practices.
- b. The City will not ask a job applicant about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform essential job functions. Medical examination or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.
- c. The City will make reasonable accommodation for the known physical or cognitive limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship for the operation of the City's business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the City may ask the individual for information necessary to

determine if the individual has a disability-related need for the accommodation.

- d. The City will maintain employees' medical records separate from personnel files and keep them confidential.
- e. The City will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent the City's selection criteria have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity.

6.11 TRANSFER. The City encourages and recognizes the value of providing opportunities for transfer from within and to improve the upward mobility potential for qualified City of Green Bay employees. Reasonable efforts will be made to fill vacant positions from within the City. Job announcements will be posted in areas that are accessible to all employees. At the discretion of the City, outside recruiting sources will be used and internal candidates may be considered simultaneously with outside candidates. This policy is intended to provide equal opportunity to all employees and job applicants.

6.11.1 Regular full and part-time employees who are in good standing will be allowed to seek a transfer.

6.11.2 Regular position vacancies will be posted City-wide for a minimum of 5 work days. Eligible employees will be required to submit required application materials to Human Resources by the date noted on the job announcement to be considered for the position. As noted previously, the selection process will be utilized to hire the best qualified individual for the position.

6.11.3 Transferring employees will retain their vacation and sick leave. A probationary employee, who successfully attains a transfer, will serve out the balance of the probationary period upon transfer to the new position.

6.12 TESTING POLICY.

6.12.1 Provisions. Human Resources is responsible for administering all employment testing. If it is determined that an employee is qualified for the position and a test is required, the employee will be tested. If a passing score is not achieved, the candidate will not be given further consideration for the position. Re-testing will be permitted every 90 days for employees with unsuccessful typing or data entry scores. Typing, data entry and other test scores will remain valid for a period of 5 years.

Other examples of tests administered for purposes of transfer may include money counting, calculator skills, oral directions, data entry, basic math or other general job skill testing.

6.12.2 Requirements. Minimum requirements are established by Human Resources according to class specifications. A candidate may be required to demonstrate minimum competency by successfully passing approved tests, background checks and medical exams when required.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 12, 2025

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2Personnel Action Report 8.12.25

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
August 12, 2025**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Dispatcher	Transit	David Bauer	7/31/2025
Public Arts Coordinator	CED	Erick Ledesma Borrero	8/20/2025
<u>Reclassification</u>			
Custodian I	PD	Jamie Heezen	7/27/2025
Custodian I	PD	Ted Francois	7/27/2025
<u>Grade/Step Change</u>			
Financial Analyst	Admn Svs	Alesia Hauf	7/22/2025
HVAC Technician	DPW	Dante Bott	7/26/2025
Sewer Maintenance Worker	DPW	Wade Harris	8/8/2025
Records Clerk	PD	Kathleen Feemster	7/8/2025
Laborer - Sanitation	DPW	Nathaniel Wise	7/17/2025
Battalion Chief	Fire	Chad Bronkhorst	6/25/2025
IT/Network Specialist	Transit	Colyn Vang	8/19/2025
Truck Driver - Streets	DPW	Nicholas Hermsen	7/24/2025
Street Foreperson	DPW	Scott Breitenbach	8/19/2025
Street Foreperson	DPW	Paul Mleziva	8/19/2025
Deputy Clerk	Admn Svs	Stacy Menke	9/10/2025
Conservation Corps Crew Member	PRF	Zachary King	8/29/2025
Conservation Corps Crew Member	PRF	Caitlin Kafura	8/29/2025
Conservation Corps Crew Member	PRF	Lyric Esslinger	8/29/2025
Conservation Corps Crew Member	PRF	Arianna Druecke	8/29/2025
Conservation Corps Crew Member	PRF	Elizabeth Angemi	8/29/2025
Conservation Corps Crew Member	PRF	Emily Swagel	8/29/2025
Conservation Corps Crew Member	PRF	Griffin Schoonover	8/29/2025
Conservation Corps Crew Member	PRF	Bennett Schmitz	8/29/2025
Conservation Corps Crew Member	PRF	Ainsley Salisbury	8/29/2025
Engineering Tech	DPW	Daniel Schisel	8/5/2025
Electrical Inspector II	CED	Kevin Davister	8/14/2025
Civil Engineer I	DPW	Ciara Urbanek	8/3/2025
Laborer - Sanitation	DPW	Alex Hilke	8/5/2025
<u>End of Employment</u>			
Mechanic	DPW	Marcus Doucette	8/1/2025
Park Planner	PRF	Kaurie Mihm	8/8/2025
Community Service Officer	PD	Nestor Navarro-Castaneda	8/1/2025
Violence Interrupter	CED	Damien Doran	8/8/2025
Violence Interrupter	CED	Robert Fisher	8/8/2025
Violence Interrupter	CED	David Wilson	8/8/2025