



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 28, 2026, 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/89810743735?pwd=FC59FwJJTSUyEpktbhifu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

If you wish to leave a comment for this public meeting, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

I. Members: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

C. Approval of the Agenda.

I. Approval of the agenda for the Tuesday, April 28, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

I. Approval of the minutes from the April 14, 2026 meeting.

E. Regular Business.

- I. For consideration with possible action to appoint a Personnel Committee Chair.**
- 2. For consideration with possible action to appoint a Personnel Committee Vice-Chair.**
- 3. For consideration with possible action to reclassify the Resiliency Coordinator position from Pay Grade J to Pay Grade K.**

4. For consideration with possible action on the petition and communication submitted by Ald. Alyssa Proffitt (District 7) to refer to staff to eliminate the need to seek approval for replacing any existing and budget approved positions when a vacancy is created. This includes internal transfers between positions that do not change classification, FTE status, or paygrade. [PC-26-05]

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: May 12, 2026

G. Adjournment.

1. Adjournment of the Tuesday, April 28, 2026, 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

April 28, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the April 14, 2026 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 04.14.2026



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 14, 2026, 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/89810743735?pwd=FC59FwJJTSUyEpkthjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799
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B. ROLL CALL.

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

Present: Bill Galvin, Kathy Hinkfuss, Jennifer Grant
Excused: Brian Johnson

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, April 14, 2026, meeting of the Personnel Committee.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to approve.
Motion Passed.
Yes-Bill Galvin, Kathy Hinkfuss, Jennifer Grant, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 28, 2026

PREPARED BY

AGENDA ITEM # E.1

For consideration with possible action to appoint a Personnel Committee Chair.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 28, 2026

PREPARED BY

AGENDA ITEM # E.2

For consideration with possible action to appoint a Personnel Committee Vice-Chair.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
 of the City of Green Bay

MEETING DATE

April 28, 2026

PREPARED BY

Jennifer Smits

AGENDA ITEM # E.3

For consideration with possible action to reclassify the Resiliency Coordinator position from Pay Grade J to Pay Grade K.

BACKGROUND

Since its creation in 2020, the Resiliency Coordinator position has grown in responsibility and organizational impact. This position was originally established to develop and support systems and policies that promote city-wide resilience and sustainability. The role has evolved to include grant and project management of large sustainability and resiliency projects; tracking and evaluating sustainability goals and performance metrics; coordinating and leading the internal multi-department Resiliency and Sustainability Team; and serving as a subject-matter expert for City departments and the Sustainability Commission regarding resiliency and sustainability practices, providing guidance and influencing operational decisions.

This position has evolved from a program support and development role to one that is characterized by increased technical expertise, project and grant management responsibilities, and organizational influence.

This position was reviewed by the City’s salary plan consultant, Cottingham & Butler, for appropriate placement in the pay plan. Based upon that review, it is recommended that the position be placed in Pay Grade K of the City Pay Plan.

RECOMMENDATION

The Department of Public Works and Human Resources Department are requesting that the Resiliency Coordinator position be reclassified from Pay Grade J (\$77,147-\$90,771) to Pay Grade K (\$82,950-\$97,594).

FISCAL IMPACT

The estimated annual cost increase of this pay grade placement is \$4,648. Director Joosten has stated that there is money in the budget to cover this increase.

Estimated	Resiliency Coordinator Grade J, Step 5	Resiliency Coordinator Grade K, Step 4
Salary	\$86,237	\$90,272
FICA	\$6,597	\$6,906
WRS (General)	\$6,209	\$6,500
Worker's Comp	\$181	\$190
Health Insurance	\$17,712	\$17,712
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$110	\$115
TOTAL	\$118,448	\$123,095
COMPENSATION		

ATTACHMENTS

- I. Resiliency Coordinator Strikeout 2026



JOB DESCRIPTION

City of Green Bay

Position Title	RESILIENCY COORDINATOR
Department	Department of Public Works
Reports To	Utility Manager Assistant Public Works Director (Utilities)
Supervises	None
Position Status	Exempt
Salary Range	Pay Grade J
Job Summary	Under direction of the Assistant Public Works Director (Utilities), The position will work to performs work of considerable difficulty promoting and implementing resiliency and sustainability within the City to protect and optimize the City's natural resources and built environments. create and sustain structures, systems and resources, which enable resiliency in the City of Green Bay and among its residents. In addition, the position embraces sustainable practices and policies in area governments, within the community, and through the services and infrastructure that is provided. Under direction, the position performs work of considerable difficulty promoting resiliency and sustainability within the City to protect and optimize the City's natural resources and built environments.
Essential Functions	<ol style="list-style-type: none"> 1) Develops <u>and maintains</u> a strategic resiliency <u>and sustainability</u> plans with <u>defined</u> milestones, <u>performance</u> metrics, <u>implementation strategies</u> and develops outcome-based best practices. 2) Crafts, articulates and communicates a vision of resiliency and sustainability for the City. 2) <u>Researches, applies for, and manages related grants ensuring compliance with grant requirements and reporting. Assists Finance Department with grant audits as needed. Provides project management for grant-funded projects and initiatives, including scope development, budget tracking, consultant selection and oversight, contract administration and accounting, and performance monitoring.</u> 3) <u>Monitors, analyzes, and R</u>reports on progress towards key resiliency <u>and sustainability</u> goals. milestones, and <u>Prepares</u> creates reports for internal and external audiences. 4) Based on the resiliency plan, dDevelops <u>and implements sustainability and resiliency</u> initiatives in conjunction <u>collaboration</u> with multiple departments, the City's Sustainability Commission, City Council, and residents and businesses to <u>achieve plan objectives</u> implement the plan. 4) Coordinates and leads the City's internal Resilience and Sustainability Team. Provides guidance, establishes priorities, facilitates collaboration, and ensures accountability toward City-wide goals. 5) Researches and evaluates community opinions and <u>makes recommendations?</u> communicates findings to appropriate City leadership, including Mayor and Common Council. 6) <u>Serves as S</u>staff liaison to the City's Sustainability Commission. Manages, <u>facilitates,</u> and supports the City's Sustainability Commission's mission by engaging elected officials <u>and,</u> staff, and other employees in resiliency and sustainability efforts.

	<p><u>Makes recommendations. Responsible for preparing agendas and documenting meeting minutes, and coordinating follow up on Commission actions items and initiatives.</u></p> <p>7) Works with other <u>Educates members of</u> City committees, commissions and boards to educate members on relevant initiatives. Provides support in the areas of research, goal development, practices and policies.</p> <p>8) Assists departments in identifying and implementing <u>operational</u> best practices in their operations. <u>Provides technical guidance and direction to departments regarding resiliency and sustainability initiatives. Advises and trains City staff on data collection and documentation practices.</u></p> <p>9) Assists departments with public outreach concerning related to vision, planning and implementation of a <u>resiliency planning, sustainability initiatives, and community engagement efforts.</u></p> <p>10) Represents the City at various events and activities, and presents information at public meetings to residents, business owners, and City Council and committee meetings.</p> <p>11) Identifies equity implications for the community, and incorporates equitable practices into proposed programs, policies, rules, services, operations, initiatives, and partnerships.</p> <p>12) Builds resiliency at the neighborhood level by educating residents and fostering preparedness.</p> <p>13) Researches, applies for, and administers grants which further develops and improves the City's resiliency and sustainability initiatives.</p> <p>14) 13) <u>Establishes and maintains</u> relationships with existing organizations engaged in relevant initiatives.</p> <p><u>14)</u> Creates meaningful partnerships that leverages existing resources and increase awareness of the City's efforts.</p> <p>15) <u>Provides direction to limited term and seasonal staff, when applicable.</u></p> <p>16) Performs all other duties as assigned.</p>
Knowledge, Skills And Abilities	<ul style="list-style-type: none"> ▪ <u>Considerable knowledge of the principles and practices of sustainability, climate resiliency planning, and municipal energy management. Considerable knowledge of State and Federal grants and grant administration. Knowledge of current conservation concepts, technology, and development in the areas of resiliency and sustainability.</u> Knowledge of applicable Local, State, and Federal laws. Knowledge of <u>local-municipal government organization structure</u> and its departmental operating requirements. ▪ <u>Considerable skill in project management.</u> Considerable skill and ability to communicate effectively both orally and in writing. Skill in making public presentations. Skill in collection, preparation, and analysis of <u>data collection, program performance metrics, and financial data, and reporting.</u> <u>Skill in translating technical information into practical guidance for staff and policy makers.</u> ▪ <u>Ability to build consensus and coalitions among diverse stakeholders with strong skills in the areas of process improvement, conflict resolution, and management, public relations, and Ability to advise and influence?</u> ing committees, boards, governing bodies, and City staff. ▪ Ability to establish and maintain effective working relationships with staff, <u>elected officials</u>, and members of the public. Ability to work the required core hours of the position <u>including attendance at meetings along with Sustainability Commission</u>

	<p>occasional meetings, and outreach events that occur outside the normal business day. Ability to proficiently utilize a computer and the required software.</p>
<p>Minimum Education And Experience</p>	<ul style="list-style-type: none"> ▪ Bachelor’s degree in natural or environmental science or studies, environmental management, environmental engineering, urban planning, sustainability or resiliency studies, public policy, or related field. Master’s Degree preferred. ▪ Three or more years of work experience in sustainability or resiliency policy and program development, social and environmental sustainability, research and analysis, planning, and project management or related experience. ▪ A combination of equivalent experience and/or education may be considered.
<p>Physical Requirements</p>	<p>Ability to perform the following activities:</p> <ul style="list-style-type: none"> ▪ Lifting and carrying up to 10-20 pounds. ▪ Frequent standing and sitting. ▪ Ability to focus for long period of time on projects. ▪ Ability to reach, stoop and lift.
<p>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.</p>	
<p>_____ Employee Name (please print)</p>	<p>_____ Date</p>
<p>_____ Employee Signature</p>	



Report to the Personnel Committee of the City of Green Bay

MEETING DATE	PREPARED BY
April 28, 2026	Brian Rollefson, Human Resources Director

AGENDA ITEM # E.4

For consideration with possible action on the petition and communication submitted by Ald. Alyssa Proffitt (District 7) to refer to staff to eliminate the need to seek approval for replacing any existing and budget approved positions when a vacancy is created. This includes internal transfers between positions that do not change classification, FTE status, or paygrade. [PC-26-05]

BACKGROUND

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

- The position is not included in the adopted budget and authorized position list; and
- There is a change to classification, pay grade, or FTE.

Since September 16, 2025, as directed by Common Council, Human Resources has been sending a weekly email to Council members to seek approval to fill vacancies or make 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.

If that weekly email resulted in no replies from any Alder, the position would be deemed approved and able to fill. If any Alder would like to discuss the position(s), that position would be placed on the next Personnel Committee agenda with an ask for approval before we are able to fill that position.

This extra step adopted on September 16, 2025 has proven to be unnecessary as minimal dialogue has resulted from these weekly emails. Of the 24 budgeted positions that were communicated, none were requested to be placed on an upcoming Personnel Committee meeting agenda to discuss or decide upon approval. This step causes the hiring manager, department head and Human Resources to begin the justification process and drafting the agenda item, spending an unnecessary amount of time on the process.

Request to Fill Approval Survey Results:

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

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.

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. Efficiency gains would result from lessening the hiring manager, department head and Human Resources team workload for this task.

ATTACHMENTS

1. 04162026 445 PM (CDT) - D7 - Alyssa Proffitt - Personnel Committee
2. Chapter 6 - Recruitment and Selection Policy (rev.)

Alders' Petitions and Communications

04/16/2026 4:45 PM (CDT)

Submitted by Alyssa Proffitt (Alyssa.Proffitt@greenbaywi.gov)



Alders' Petitions and Communications

Alder's Name	D7 - Alyssa Proffitt
Co-sponsor(s)	<ul style="list-style-type: none">• D6 - Joey Prestley• D10 - Ben Delie• D2 - Jim Hutchison
Committee Name	Personnel Committee
Text of Communication	To refer to staff to eliminate the need to seek approval for replacing any existing and budget approved positions when a vacancy is created. This includes internal transfers between positions that do not change classification, FTE status or paygrade.



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

April 28, 2026

PREPARED BY

AGENDA ITEM # F.1

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 4.28.26

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 28, 2026**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Alderperson	CC	Ben DeBaker	4/21/2026
Alderperson	CC	Jon Shelton	4/21/2026
Alderperson	CC	Doug Orłowski	4/21/2026
Transit Operator	Transit	Jennifer Phillips	4/13/2026
Mechanic	PRF	Soren Weyenberg	4/27/2026
<u>Transfer</u>			
Operator I	DPW	Ivis Guevara	5/4/2026
<u>Reclassification</u>			
Mobility Coordinator	Transit	Andrea Vlach	3/2/2026
<u>Grade/Step Change</u>			
Truck Driver	DPW	Paula Whiting	4/7/2026
Firefighter	Fire	Michael Tedeschi	4/6/2026
Fire Lieutenant	Fire	Ryan Searer	4/6/2026
Fire Lieutenant	Fire	Jacob Plennes	4/6/2026
Fire Lieutenant	Fire	Adam Vandebush	4/6/2026
Fire Lieutenant	Fire	Matthew Maleport	4/6/2026
Fire Lieutenant	Fire	Brian Farr	4/6/2026
Recreation Coordinator	PRF	Larissa O'Malley	3/30/2026
Operator I	DPW	Todd Eriean	4/1/2026
Truck Driver - Streets	DPW	R. Scott Blank	4/7/2026
Operator I	DPW	Kevin Boesen	4/7/2026
Operator I	DPW	Curt Ceithamer	4/7/2026
Operator I - Streets	DPW	Jody Cooney	4/7/2026
Signs Laborer	DPW	Jacob Glatt	4/7/2026
Operator I - Streets	DPW	Shane Hovanick	4/7/2026
Truck Driver - Streets	DPW	Jason Loppnow	4/7/2026
Park Maintenance Worker	PRF	Larry Loppnow	4/7/2026
Operator I	DPW	Elliot Ness	4/7/2026
Laborer - Street	DPW	Joseph Stehsel	4/7/2026
Laborer - Street	DPW	Joshua Turner	4/7/2026
Battalion Chief	Fire	Quincy Koltz	4/4/2026
Park Supervisor	PRF	Adam Brezinski	4/7/2026
Forestry Supervisor	PRF	Nicholas Peterson	4/7/2026
Forestry Supervisor	PRF	Joshua Zarling	4/7/2026
Truck Driver - Sanitation	DPW	Brian Colburn	4/7/2026
Truck Driver - Sanitation	DPW	Jeffery Curnet	4/7/2026

Truck Driver - Sanitation	DPW	Timothy Kosch	4/7/2026
Truck Driver - Sanitation	DPW	Kevin LaCombe	4/7/2026
Truck Driver - Sanitation	DPW	Robert Wegener	4/7/2026
Truck Driver - Sanitation	DPW	Scott Vandervelden	4/7/2026
Truck Driver - Sanitation	DPW	Brian VandenPlas	4/7/2026
Truck Driver - Sanitation	DPW	Matthew Tochterman	4/7/2026
Truck Driver - Sanitation	DPW	Steven Rosenthal	4/7/2026
Truck Driver - Sanitation	DPW	David Rollin	4/7/2026
Truck Driver - Sanitation	DPW	Anthony Pethan	4/7/2026
Mechanic	DPW	Jason Cox	4/19/2026
Communications Director	Mayor	Michael Bergman	3/10/2026

Longevity

Lieutenant	Fire	Gerald Cravillion	4/4/2026
Lieutenant	Fire	Shane Hanson	4/15/2026
Lieutenant	Fire	Brian Norton	4/4/2026
Lieutenant	Fire	Chad Pfeffer	4/4/2026
Lieutenant	Fire	Trevor Sorge	4/4/2026
Lieutenant	Fire	Adam Tomasko	4/4/2026

End of Employment

Operator I	DPW	Gerard Hamilton	4/17/2026
Aldersperson	CC	William Galvin	4/20/2026
Aldersperson	CC	Craig Stevens	4/20/2026
Aldersperson	CC	Brian Johnson	4/20/2026
Conservation Corps Crew Member	PRF	Aaron Beyer	4/13/2026
Conservation Corps Crew Member	PRF	Heather Thomas	4/9/2026
Civil Engineer II	DPW	Thomas Schuurmans	6/16/2026
Community Service Officer	PD	Lauren Pribek	5/14/2026
Patrol Officer	PD	Jhad Newsom	4/16/2026
Park Maintenance Worker	PRF	Dale Nienow	4/17/2026
Mechanic	PRF	Brennen Woelfel	4/1/2026