

**HUMAN RESOURCES COMMITTEE MINUTES
FEBRUARY 25, 2013 MEETING**

MEMBERS PRESENT: Bob Finsland, Mike Herrick, Denise McDonald, Bob Browne

OTHERS PRESENT: Debbie Bergstrom, Todd Janigo, Terri Kalan, Cammi Koneczny, Mary Morgan, Steve Roberts

The meeting was called to order at 4:00 p.m.

1) Request to fill positions:

a) Seasonal Laborers-ESD Operations (2); ESD Collection (4); Landfill (1); Parks (5); Street (5)

Koneczny stated that the Parks Division actually has funding approval for up to seven seasonal laborers and requested that correction be approved.

Morgan explained the need for seven seasonal laborers in the Parks Division.

Motion by McDonald, seconded by Herrick, to approve the request to fill Seasonal Laborer positions as listed with the correction of up to seven in the Parks Division. APPROVED

b) Firefighter (3 positions)

Koneczny explained that the SAFER grant is adding 3 positions to the current number of Firefighter positions. If the grant funding goes away the positions would either go away or the department would absorb them through retirements or other vacancies. The positions would be filled upon the establishment of a new Firefighter hiring list.

Motion by Herrick, seconded by McDonald, to approve the request to fill 3 Firefighter positions. APPROVED

c) Student Worker – Public Works Engineering (1), ESD Engineering (2)

Koneczny said that Public Works and ESD have Engineering Technicians and the Student Workers would be assisting them. Both departments have had Student Workers in the past. The students not only help the City, but are able to gain some good experience as well.

Motion by McDonald, seconded by Herrick, to approve the request to fill Student Worker positions. APPROVED

2) Revised job description & Reclassification:

a) City Clerk Assistant/City Clerk Technician

b) Reclassification of City Clerk Assistant to City Clerk Technician

Koneczny explained the changes in the job description and the reclassification request. The request is to add a promotional step to the City Clerk Assistant. To move to the City Clerk Technician would require successful completion of the Wisconsin Municipal Clerk Institute program. The person would also have to be in the position for 3 years in order to complete that program. The job description was designed to lay out both positions. It also explains how a person moves up to the next level. The City Clerk Technician will be able to work more independently, would have better knowledge of the work, and could assist the Deputy City Clerk and City Clerk more.

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Herrick asked how Kalan came up with the title of City Clerk Technician. He also asked if the budget covers the wage increase for both 2102 and 2013.

Kalan said that she compared the level of duties to those of other #235 Technician positions, such as the Building Permit Technician, Planning Technician, and the Payroll Technician. There is money within the current department budget to cover the wage increase.

Koneczny stated that the request to reclassify the position is retroactive to July 2012. However due to union contract language, the wage wouldn't change until November 2012, so the cost is a small amount for 2012.

Motion by McDonald, seconded by Herrick, to approve the revised job description and reclassification request.

APPROVED

3) Receive and file:

a) Monthly Personnel Report for January 2013.

Motion by Herrick, seconded by McDonald, to receive and file the Monthly Personnel Report for January 2013.

APPROVED

Motion by Herrick, seconded by McDonald, to adjourn at 4:17 p.m.

UNANIMOUSLY APPROVED