

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, March 10, 2014 – 6:10 p.m.

(or immediately following previously scheduled meeting)

Lincoln Center – 1519 Water Street

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Request to fill Bus Operator vacancy ~ Transit.
2. Request to fill City Surveyor position ~ Engineering.
3. Request for authorization for internal promotion to fill Surveyor/Project Engineer position, per Administrative Policy 2.06.
4. Request to fill Engineering Tech III position ~ Engineering.
5. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

March 4, 2014

MEMORANDUM

TO: Personnel Committee

FROM: Lisa Jakusz, City Personnel

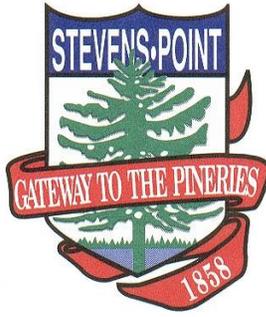
RE: March 10, 2014 Committee Agenda

1. The Transit Division received an unanticipated resignation and is seeking permission to re-fill a Bus Operator position that exists within the 2014 budget.
2. Our current City Surveyor has announced his upcoming retirement. The request is to re-fill this position. It is included in the 2014 budget.
3. The request per the memo from Director Schatschneider is to promote an employee to fill the City Surveyor position per City Administrative policy 2.06.
4. Based on the approval of the promotion in item #3, the request is to fill the Engineering Tech III position.

Please feel free to contact me at 346-1594 with any questions regarding agenda items.

Thank you for your consideration!

City of Stevens Point
Departments of Public
Utilities and Transportation
300 Bliss Avenue
Stevens Point, WI 54481-0243



Joel C. Lemke
Director
Phone: 715-345-5260
Fax: 715-345-5369

March 3, 2014

To: Mayor Andrew Halverson and Personnel Committee
From: Joel Lemke, Director of Public Utilities and Transportation
Regarding: Request to fill a vacant position

I would like to request permission to fill a part-time Bus Operator position within the Transit Division. The vacancy is a due to a resignation. The resigning Employee's last day of employment with the City was February 17, 2014.

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke
Director of Public Utilities and Transportation

Cc: Lisa Jakusz- City Personnel Manager
Susan Lemke- Transit Manager

Approved: _____

Mayor Andrew Halverson

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Public Works
Engineering Department

Phone: 715-346-1561
Fax: 715-346-1650

March 3, 2014

TO: Mayor Halverson and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to fill vacant position

Dear Mayor and Personnel Committee;

I am requesting approval to fill the City Surveyor Position vacancy in the Engineering Division of the Public Works Department. The vacancy is a result of a retirement within the Engineering Division.

Sincerely,

A handwritten signature in black ink that reads 'Scott Schatschneider'.

Scott Schatschneider, P.E.

Director of Public Works

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Public Works
Engineering Department

Phone: 715-346-1561
Fax: 715-346-1650

March 3, 2014

Mayor Andrew Halverson
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Mayor Halverson:

After 41 years of dedicated service to the City of Stevens Point, City Surveyor, Jeff Hild will be retiring on Wednesday, March 19, 2014. I can't begin to describe the depth of Jeff's knowledge of how our City has been transformed over the last 41 years. His abilities and his wonderful personality will be missed.

With that being said the Engineering Department has been proactive in succession planning and have a strong candidate currently on staff to fill the City Surveyor position. Pat Fuehrer has been with the Engineering Department since 1998.

Pat's current title is Engineering Technician III which includes being the current Survey Crew Chief and is heavily involved with all design and construction layout. Pat has proven time and time again his abilities to foresee potential problems and the knowledge to come up with good solutions.

In order to have a smooth transition, I am requesting to promote Pat Fuehrer to the City Surveyor position in accordance with City Administrative Policy 2.06.

It is my and Jeff Hild's opinion that Pat Fuehrer is an excellent candidate for the next City of Stevens Point City Surveyor. Pat looks forward to the challenge of this new role and I am confident Pat will make this transition.

If you and the Personnel Committee agree with this promotion, I would also request permission to hire the engineering technician position which will be vacant after Pat's promotion.

Thank you for your consideration of these hires.

Sincerely,

A handwritten signature in black ink that reads 'Scott Schatschneider'.

Scott Schatschneider, P.E.
Director of Public Works

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Promotions and Transfers

Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996

Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City as determined by the Mayor and Personnel Committee. This explains the City's policy on promotions and transfers for management-level employees. Union employees should refer to their respective union contracts.

1. When a vacancy exists, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval.
3. Applicants for promotion will be evaluated based upon a formal written performance Evaluation with consideration given to such factors as demonstrated ability, training, attitude and longevity.
4. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position. The evaluation period may be waived for City employees who are transferred or promoted from one graded position to another. The decision to waive an evaluation period will be made by the Mayor and Personnel Committee with input from appropriate supervisory staff.

A promoted employee who does not successfully complete the required evaluation period shall be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may seek employment elsewhere.

5. The starting salary upon promotion or transfer shall be determined by the Personnel Committee, with recommendations from the Mayor and/or department head. Employees who have had the evaluation period waived as outlined in #3 above, will receive a minimum starting salary equivalent to the bottom of the position hiring range.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Public Works
Engineering Department

Phone: 715-346-1561
Fax: 715-346-1650

February 28, 2014

TO: Mayor Halverson and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to fill vacant position

Dear Mayor and Personnel Committee;

I am requesting approval to fill an Engineering Technician vacancy in the Engineering Division of the Public Works Department. The vacancy is a result of a retirement / internal promotion within the Engineering Division.

Sincerely,

A handwritten signature in cursive script that reads "Scott Schatschneider".

Scott Schatschneider, P.E.

Director of Public Works