

*****SPECIAL*****
PERSONNEL COMMITTEE AGENDA
Monday, June 20, 2011 ~ 6:50 p.m.
City Council Chambers County-City Building

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

1. Request to hire a limited term employee ~ Parks Department.
2. 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) 346-1560, TDD #346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the 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.

Director of Parks & Recreational Services
Tom Schrader
2442 Sims Ave.
Stevens Point, WI 54481
715-346-1531
tschrader@stevenspoint.com



Memo

To: Personnel Committee

From: Tom Schrader

CC:

Date: June 14, 2011

Re:

Due to a medical leave beginning around June 29, 2011, our department will be short our Secretary II person. This person is responsible for coordinating clerical duties for our entire department. I am requesting permission to hire a Limited Term Employee for the duration of this leave (approx. 6 to 8 weeks). The cost is estimated to range between \$4,400 to \$5,800.00.