

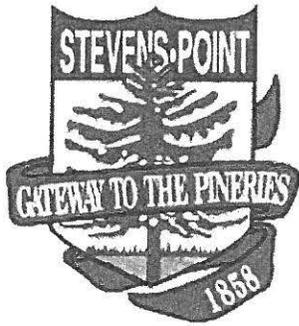
PERSONNEL COMMITTEE AGENDA
Monday, July 11, 2011 – 6:00 p.m.
(or immediately following previously scheduled meeting)
Lincoln Center – 1519 Water Street

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

1. Request to fill anticipated vacancy – Police Department.
2. Request to fill vacancy – City Transit.

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 4:30 p.m.



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Sally McGinty, Director of Emergency Management
(715) 346-1517

MEMO

TO: Mayor Andrew Halverson
Personnel Committee

FROM: Sally McGinty, Director of Emergency Management *SM*

DATE: July 5, 2011

RE: Personnel Request

I am requesting authorization to make an adjustment to our manpower authorization and distribution. Records Secretary Roxanne Jester has accepted the position in the City Clerk's office. Pending successful completion of her 30 day trial period called for in the AFSCME contract, I would like to transfer her position to Dispatch. There would be no net gain in personnel but the Dispatch Center staff would increase to eight (8) and the Records Bureau staff would be reduced to three (3). The impact to the budget would be an increase of \$2.77 per hour or \$5761 per year once the dispatcher is fully trained and has been onboard three years.

The dispatcher pay rate is tiered. Upon hiring, the pay is 82% of the full hourly rate of \$20.28. After six months, it's 86%; after one year, 90%; after two years, 95%; and after three years, 100%. For the first year we will spend less on the dispatcher's salary than on the current Record's Bureau secretary's salary.

The additional dispatcher will allow us to ensure double coverage during the mission critical times and will result in better service for the community. It also should result in less overtime because of greater flexibility in modifying shifts to provide necessary coverage. Additionally, increased computerization and use of online parking ticket payments has reduced the workload in the Records Bureau.

Thank you for your consideration of this request.

Andrew J. Halverson, Mayor

Date

Approved

Memo

To: Mayor, Personnel Committee

From: Susan Lemke

Date: July 5, 2011

Re: Bus Operator Opening

Due to an unanticipated retirement on July 18, 2011, our department will be short a bus operator position. I am requesting permission to hire a bus operator contingent upon the retirement.