

PERSONNEL COMMITTEE AGENDA  
Monday, March 12, 2012 ~ 6:40 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 vacancy ~ Transit.
2. Request to fill vacancy (Wastewater Superintendent) ~ Water/Wastewater Department.
3. Request for authorization for internal promotion to fill Wastewater Superintendent position, per Administrative Policy 2.06.
4. Request to fill vacancy Water/Wastewater Department.
5. Update on replacement for Director of Water and Wastewater; and authorization to advertise for Director of Public Works, hire anticipated 6/15/2012.
6. 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 4:30 p.m.

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



**Department of  
Public Works**  
Engineering  
Phone: 715-346-1561  
Fax: 715-346-1650

March 1, 2012

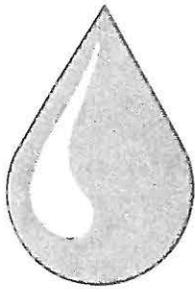
TO: Mayor Halverson & Personnel Committee  
FROM: Director of Public Works – Joel Lemke  
RE: Request to fill vacancy – Late Night Transit Relief Driver/Service Worker

I would like to request approval to fill a vacancy in the Transit department. The vacancy occurred as the result of a position change in which a Bus Operator was hired for the vacant Late Night Transit Supervisor position. Funding for the position is included in the 2012 budget.

Sincerely,

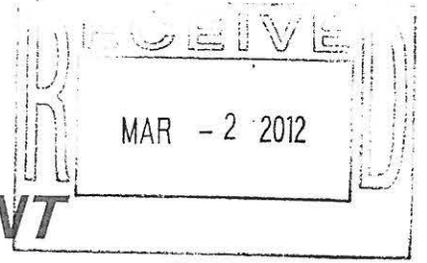
A handwritten signature in cursive script that reads "Joel Lemke".

Joel Lemke  
Director of Public Works



CITY OF  
WONDERFUL  
WATER

STEVENS POINT  
**WATER  
AND  
SEWAGE TREATMENT**  
DEPARTMENTS



March 1, 2012

Mayor Andrew Halverson  
1515 Strongs Ave.  
Stevens Point, WI 54481

Dear Mayor Halverson:

After 33 years of dedicated service to the City of Stevens Point Waste Water Treatment Department, Superintendent, Eric Niffenegger will be retiring on May 1, 2012.

We have been very proactive in succession planning and have an excellent candidate in house to fill the Waste Water Superintendent position. Jeremy Cramer has been the Chief Operator at the Plant since June 2003 and has proven time and time again his abilities to lead, problem solve, incorporate new ideas, technologies and processes to improve efficiency and save money at the plant.

In order to have a smooth transition, I am requesting to promote Jeremy Cramer to the Waste Water Superintendent position in accordance with City Administrative Policy 2.06.

It is my and Eric's opinion that Jeremy Cramer is the perfect candidate for this job and would transition very easily.

If you and the Personnel Committee agree with this promotion, then I would also request permission to hire the operator position which will be vacant after all postings have been filled.

Thank you for your consideration of these hires.

Sincerely,

Kim M. Halverson  
Director

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

Policy Title: Promotions and Transfers

Date of Issuance: December 18, 1989

Policy No. 2.06

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

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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.