

PERSONNEL COMMITTEE AGENDA
Monday, June 11, 2012 – 7:10 p.m.
(or immediately following previously scheduled meeting)
City Council Chambers ~ 1516 Church Street

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

[A quorum of the Police & Fire Commission may attend this meeting]

1. Request to fill vacancy – Dispatcher/CSO.
2. Request to fill anticipated vacancy – City Clerk’s Office.
3. Request for employment overlap of current Director of Public Works and new Director of Public Works.
4. Consideration and possible action on setting salary for Director of Public Utilities and Transportation.
5. Adjourn into closed session (approximately 7:25 p.m.) pursuant to Wisconsin State Statute 19.85(1)(c) and (e) [conducting other specified public business, whenever competitive or bargaining reasons require a closed session] for:
 - a. Service Department Seniority Grievance ~ Teamster Local 662
6. Return to open session (approximately 20 minutes after adjourning into closed session) for possible action:
 - a. Service Department Seniority Grievance ~ Teamster Local 662
7. 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.

June 5, 2012

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: June 11, 2012 Personnel Committee Agenda

1. Included in your packet is a request from Directory McGinty seeking approval to re-fill the Dispatcher/CSO position. Due to the busy time of year and an upcoming FMLA, we wish to move forward with filling this position as quickly as possible. It is a union position; at this point we have exhausted the union posting process with notice that filling the position is contingent upon City Council approval. This position is included in the 2012 budget and Mayor Halverson has signed off on the request.
2. A member of the City Clerk's office signed the union posting for the Dispatcher/CSO position. The request, per Clerk Moe's memo is to move forward with filling the Secretary II vacancy in his department once he has completed her trial period in the Dispatcher/CSO position.
3. The request will allow for an overlap of Joel Lemke and Scott Schatschneider who will be starting as Director of Public Works on June 18, 2012.
4. Earlier this year, approval was sought and obtained from the City Council to modify the duties of what is currently the Director of Water/Wastewater by creating a storm water utility and including the responsibility for the Airport and Transit Divisions. Based on these modifications to the job

description and overall level of responsibility, the grade/step placement of this position needs to be reviewed.

Included in your packet is correspondence from Mayor Halverson regarding this request.

5. A separate envelope is enclosed with the closed session materials.

Please feel free to contact me with any questions.

June 5, 2012

MEMORANDUM

TO: Mayor Andrew Halverson
Personnel Committee

FROM: John Moe, City Clerk

RE: REQUEST TO FILL ANTICIPATED VACANCY

A member of my department posted for the vacant Dispatcher/CSO position. My request is for approval to move forward with filling the Secretary II position in my office once her trial period in the Dispatcher/CSO position is fulfilled.

Please contact me with any questions.

Approved: Mayor Andrew Halverson



Emergency Management

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

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

June 1, 2012

Mayor Andrew Halverson
City Hall
1515 Strongs Avenue
Stevens Point WI 54481

Dear Mayor Halverson,

The department received formal written notification of resignation from Dispatcher Kim Zvara effective May 18, 2012. With Kim's resignation a dispatcher vacancy occurs within the Emergency Management Department.

I respectfully request permission to fill the vacant Dispatcher position.

Thank you.

Sincerely,

Sally McGinty
Director of Emergency Management

Cc: Lisa Jakusz, Human Resource Manager

Approved: Mayor Andrew Halverson

June 5, 2012

MEMORANDUM

TO: Personnel Committee Members
City Council Members

FROM: Mayor Halverson

RE: Personnel Committee Agenda Item #4

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Members of the Personnel Committee and Common Council:

I wanted to share some background and suggested changes to the structure of, in essence, two positions: Director of Public Works and Director of Water and Wastewater. In addition to the changes forthcoming, I will also be suggesting a change in title from Director of Water and Wastewater to Director of Public Utilities and Transportation. The suggested change in title is somewhat straightforward as the title of Director of Public Utilities and Transportation is much more all encompassing and better describes the true role of that position.

Further, with the addition of the Stormwater Utility as well as the movement of the Transit and Airport divisions respectively, I am suggesting changing the grade of the new position of Director of Public Utilities and Transportation to: Grade M Step 4 or \$75,498. The reason for the change is the addition of new roles and responsibilities that didn't exist before, or, the addition of moved existing (DPW) responsibilities to the new location. Regulatory interactions on all levels: Water, Wastewater, Storm, Transit, and Airport are also an important reason for the change; as well as the consolidation of the enterprise funds of the City.

In reviewing the movement of roles that currently fall under the Director of Public Works, which will now move to Director of Public Utilities and Transportation, and the review of similar positions elsewhere; there are still more than enough duties and responsibilities that remain to continue the current grade for that position which is Grade L.

Numerous ordinance changes will be before you in July to codify these changes and better define and represent the true administrative structure of the City. In addition to this memo, it is our intent to have to you the new job description for your review to better understand the scope of this new position and why the grade change in warranted. Please feel free to contact myself, Lisa or Director Lemke with any questions you may have.

Your consideration of these proposed changes is appreciated.