

PERSONNEL COMMITTEE MEETING
Monday, June 12, 2017 – 6:12 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Slowinski; Alderpersons Morrow, Shorr, Dugan, Nebel

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; Clerk Moe; Alderperson(s) Phillips, Kneebone, McComb, Jennings, Johnson; Director(s) Schrader, Beduhn; Chief Finn; Dave Pias; Nate Enwald – PC Gazette; Deputy Comptroller/Treasurer Freeberg; Human Resource Manager Jakusz

Chairman Slowinski called the meeting to order.

Discussion and possible action on:

1. Contracting with Springsted for position classification placement for newly created positions and reclassification requests.

Mayor stated that the market survey process kept internal influence (Department Heads, HR, and Council) out of the process. In order to maintain the integrity going forward, he is requesting that we utilize the services of Springsted to evaluate the job descriptions of newly created positions and those requesting a reclassification. He indicated the cost would be \$250 per position review. He added that maintaining the integrity of our pay system is paramount. He respectfully requests the support of the Personnel Committee for this request.

Chairperson Slowinski said he is in favor of this; he feels it will eliminate any influence from City Hall in the review of positions.

Alderman Shorr questioned whether there are any reclassification requests yet. Mayor Wiza replied no, and that upon completion of the market survey and request for reconsideration process we have a clean slate.

Alderman Shorr stated that while consistency is good, he is somewhat wary of the City being "locked in" and questioned what leverage the City would have with how well they're doing. He mentioned the length of time prior process to for Springsted to complete.

Mayor Wiza replied that there was on-going communication with Springsted throughout the prior processes. There were instances where additional requests for information were made and we responded appropriately, collecting the information and providing it. He added that some of the reconsideration requests did take longer than others to complete, however we wanted to bring all the results forward at one time.

Chairperson Slowinski stressed the importance of checks and balances as well as oversight being important.

Mayor Wiza agreed that for the process to be "true" oversight will exist.

Aldersperson Nebel questioned whether the managers have input.

Mayor Wiza stated that the managers and departments would continue have input in the process if this change is incorporated.

Alderman Morrow moved to approve the request; Aldersperson Dugan seconded.

Aldersperson Kneebone questioned the addition of "minimum time in grade" as indicated in the policy draft. She was asked to hold her question until agenda item #2 addressing the policy revision is up for discussion.

Aldersperson Johnson stated her recollection of the City purchasing the SAFE tool to use for conducting evaluations of positions internally.

Mayor Wiza replied that Aldersperson Johnson is correct. However, there is some concern over that system being manipulated by such things as word choice, etc. He added that this would also eliminate concern over personal bias.

Aldersperson Johnson questioned whether the City would be under obligation to get additional quotes.

Mayor Wiza replied that because this is a service, the City is not obligated to obtain bids.

Aldersperson Johnson stated that the tool reference previously would provide the latitude to do this internally once the training has been completed. She asked HR Manger Jakusz if she'd handled reclassification requests. She replied that she had and the number of requests varied from year to year and that the majority of them came from the AFSCME Clerical Unit prior to Act 10.

Action on the motion: ayes all, nays none. Motion carried.

2. Amendment to Administrative Policy 2.05 – Position Reclassifications
Human Resource Manager Jakusz reviewed the amendments to the policy.

Alderman Shorr voiced his concern over the draft policy language under the second paragraph in B requiring the change in duties to be in effect for six months.

Aldersperson McComb suggested clarifying the intent that the changes to the job duties are anticipated to be permanent by adding the word "permanent" prior to the bolded "assignment of" under the Description section.

Human Resource Manager Jakusz stated that one reason to maintain the language requiring that duties are stable and in place for a period of time is to allow the employee the opportunity to learn the new duties and become comfortable and proficient with them and to provide an "out" so to speak in the even the employee is either unable to perform the duties satisfactorily or does not want to continue in that capacity.

Following discussion, Alderman Shorr moved to direct staff to clarify intent in the policy language and that this item move forward to the City Council for consideration, Aldersperson Nebel seconded.

Aldersperson McComb questioned whether there was an appeal process.

Mayor Wiza replied there is not. This removes the political side of the process and allows for all employee requests to be evaluated in a similar fashion by professionals.

Human Resource Manager stated that when the Carlson Dettmann study was done, there was an internal appeal committee comprised of the former Mayor and Alderman Phillips who at that time was the Personnel Committee Chairman. Employees whose appeals weren't approved in that process had the ability to bring their appeal forward to the City Council. Several Council members felt uncomfortable with this process and it did get political.

Comptroller Treasurer Ladick stated that we don't have many requests for reclassification. Employees are becoming more familiar with how the COLA (cost of living adjustments) to the matrix and the step progression work. He feels it is important that the City be able to continue providing these for our pay plan to keep employees happy and employee maintain morale.

Action on the motion: ayes all, nays none. Motion carried.

3. New Position Requests: Parks (Assistant Facilities Supervisor) and Engineering (GIS/Engineering Technician)

Mayor Wiza stated that due to the budget shortfall, the City was unable to fund this position when Director Schrader had submitted a request to re-create this position request last fall.

With regard to the GIS/Engineering Tech, Mayor Wiza indicated that a staff engineer position was eliminated some years back to allow for the creation of additional positions at Streets. The request is to re-create an engineering position and couple it with GIS as our GIS system is much underutilized.

He added that both positions, for the most part would be budget neutral; re-creating the positions would have minimal budget impact.

Comptroller Treasurer Ladick stated that both positions were funded within the existing department budgets and do not increase the "head count" or number of employees in the departments.

Motion by Alderman Shorr, second by Alderman Morrow to approve these position requests. Ayes all; nays none. Motion carried.

4. Request for employment overlap for the Facilities Supervisor position
Motion by Alderman Morrow; second by Alderperson Dugan to approve the request for employment overlap for this positon. Ayes all, nays none. Motion carried.
5. Adjournment – 7:05 p.m.

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

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date: April 18, 2016

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for positions covered under the City’s pay plan. More of the “same level of work” is not a basis for reclassification, but rather new **permanent assignment of** work of a higher level of responsibility shall be demonstrated.

Department reorganizations are not a part of this process.

1. A request for reclassification may be initiated by (1) the employee, with department head approval; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.
 - A. Requests are to be submitted to the City Human Resource Manager. A list of positions seeking a reclassification will be provided to the Personnel Committee after a request is submitted to Personnel.
 - B. All requests for reclassification must be supported with a substantial change in job duties and responsibility since the last review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the “review” page of the form.

~~To be considered for reclassification, changes in job duties should be stable and typically should have been in effect for a least six (6) months preceding the reclassification request so that it is clear that the changes that exist are likely to remain in effect.~~ To ensure that any reclassifications are made on the basis of changes in job duties that are stable and long lasting, in some cases, they may be held under review for as long as six (6) months if there is uncertainty about the permanence of the change of duties. *Re-draft of language in this section provided by Alderman Shorr*

- C. ~~Reclassification review and recommendation will be completed by the City Human Resource Manager within 120 days of receiving the request.~~ **Following an internal review by the Human Resource Manager to ensure that all required documentation has been submitted, a job evaluation will be conducted by the salary plan consultant. If**

reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Manager and may suggest that other positions affected by the reclassification be reviewed as well.

- D. ~~Final recommendations, including fiscal impact, will be presented to a Review Committee comprised of the Mayor, Comptroller/Treasurer, Personnel Committee Chairperson, Human Resource Manager and affected Department Head for consideration. Those~~ **Reclassification requests and fiscal impact for those awarded** by the ~~Review Committee~~ **salary plan consultant** will be presented to the Personnel Committee for consideration.
- E. Approved reclassifications will be effective the first pay period after council approval unless otherwise stipulated by the City Council.

Classification Review Request Form

Your Name: _____
Your Supervisor's Name: _____
Your Division: _____
Your Department: _____
Your Current Classification: _____

My job has changed since the Pay Plan Study

Requested Classification: _____

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

Use additional sheets if necessary

_____	_____
Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.