

Meeting Minutes

PERSONNEL COMMITTEE

Monday, October 8, 2001, 6:45 P.M.

City Water Department - 300 Bliss Avenue

Present: Chairman Rackow, Alderpersons Sevenich, Filipiak, Seiser, Moore

Also Present: Mayor Wescott, Deputy C/T Freeberg, Clerk Zdroik, Directors Disher, Gardner, Schrader, Van Alstine; Alderpersons Walther, Barr, Molski, Nealis, Phillips; Police Captain Daubert, Fire Chief Barnes, Mayoral Assistant Molepske, Portage County Personnel Director Freiberg, Paul Chronis (Journal), Gene Kemmeter (Gazette), Matt Mattano (WIZD)

1. Request to refill a vacancy - Streets Department.

In a letter addressed to Mayor Wescott, Director Van Alstine is requesting permission to refill the Fleet Maintenance Supervisor position. Bruce Schiefelbein, the Fleet Maintenance Supervisor, sent a letter to the Director tendering his resignation. In his letter, the Supervisor indicated that he is willing to stay on until early December unless he finds other employment.

This request has been approved by Mayor Wescott.

Ald. Filipiak moved, Ald. Moore seconded, to approve the request to refill the Fleet Maintenance Supervisor position.

Ayes, all; nays, none. Motion carried.

2. Request for medical leave/leave without pay - Streets Department.

This request was made by Dawn Klish, Secretary II-Streets Dispatcher, Streets Department. Her request for leave of absence is to take effect on October 3, 2001, until December 31, 2001, or until her medical/health issues have dissipated. The requested leave time would be for four hours a day until the above listed date.

Ald. Seiser moved, Ald. Filipiak seconded, to approve the request for medical leave/leave without pay for Dawn Klish at the Streets Department, to take effect on October 3, 2001 until December 31, 2001, or until her medical/health issues have dissipated, whichever occurs first.

Ayes, all; nays, none. Motion carried.

3. Consideration of Reclassification Requests (Comptroller/Treasurer s Office, City Clerk s Office, Police Department, Personnel Department).

Comptroller-Treasurer s Office -

Fiscal Clerk - The reclassification request is for the Fiscal Clerk, a represented position. The requested job title is Deputy Comptroller-Treasurer, a non-represented position. The present pay grade is \$14.15 per hour and the requested pay grade is \$15.60 per hour, an increase of 10.2%. This reclassification request was made by Comptroller-Treasurer Schlice.

Information on the reasons for the request, findings, recommendations and the fiscal impact for the position are found on the attached reclassification request audit prepared by Portage County Personnel Director Freiberg.

Questions about the incumbent s length of time in the position and if there were other reclassification requests made for the position were discussed.

Portage County Personnel Director Freiberg said the length of time a person serves in a position is not being considered in the reclassification process.

Chairman Rackow added that the Committee should direct its deliberations to the position that is being considered instead of to the individual.

Ald. Sevenich moved, Ald. Seiser seconded, to reclassify the position of Fiscal Clerk, a represented position to Deputy Comptroller-Treasurer, a non-represented Grade III position with a pay rate of \$15.60 per hour, starting November 1, 2001.

Ald. Moore asked if the reclassification goes through, would the Fiscal Clerk position be filled?

Personnel Director Freiberg said the Fiscal Clerk position will not be filled.

Ayes, all; nays, none. Motion carried.

Account Clerk I - This is a represented position. The requested job title is Account Clerk II. The present pay rate is \$12.56 per hour and the requested pay rate is \$13.11, an increase of 4.4%. This reclassification request was made by Comptroller-Treasurer Schlice.

Information on the reasons for the request, findings, recommendations and the fiscal impact for the position are found on the attached reclassification request audit prepared by Personnel County Personnel Director Freiberg.

Ald. Seiser moved, Ald. Sevenich seconded, to reclassify the Account Clerk I position to Account Clerk II with a pay rate of \$13.11 per hour, retroactive to July 1, 2001.

Ayes, all; nays, none. Motion carried.

City Clerk s Office -

Election and Licensing Technician - There was a lengthy discussion on this reclassification request. The discussion was on the incumbent s length of service, comparables from other communities and concerns about the very minimal pay increase recommended for this position.

Input was received from the Personnel Committee members, from Alderpersons Barr, Molski and Phillips and County Personnel Director Freiberg.

This is a represented position. The present pay rate for this position is \$14.15 per hour and the recommended salary increase is to \$14.36 per hour, a 1.5% increase.

Clerk Zdroik, who requested this reclassification, voiced her disappointment at the very minimal recommended salary increase for this position. She said this position was last reclassified some time in the 1980s. She noted that the changes in technology and state laws governing elections and alcohol and beverage licensing over the years, plus the fact that the election and licensing system are stand alone systems, not dependent on the **City's data processing department should deserve more than 21-cent salary increase. She added that the recommended salary increase is not** proportional to the increase in responsibility this position has attained over the years. It is not proportional to the other rate increases recommended at the Personnel Committee meeting. Furthermore, the increase does not recognize the work and dedication put forth by the individual employed in this position. It is a slap in the face, the Clerk said.

Information on the reasons for the request, findings, recommendations and the fiscal impact for the position are found on the attached reclassification request audit prepared by County Personnel Director Freiberg.

Mayor Wescott echoed Chairman Rackow's sentiment that on the reclassification requests, the Committee should direct its consideration to the position instead of the individual in the position, to which City Attorney Molepske agreed. The issue is what the job encompasses and longevity does not play a role in the reclassification process, the City Attorney said.

Ald. Seiser moved, Ald. Moore seconded, to approve the reclassification request for the Election and Licensing Technician as recommended, retroactive to July 1, 2001.

Ayes: Chairman Rackow, Ald. Sevenich, Seiser, Moore.

Nays: Ald. Filipiak. Motion carried

Secretary - This reclassification is for the Secretary position in the City Clerk's office. The requested job title is Secretary II, a represented position. The present pay rate is \$12.56 per hour and the requested pay rate is \$13.11 per hour, an increase of 4.4%. This reclassification request was made by Clerk Zdroik.

Information on the reasons for the request, findings, recommendations and the fiscal impact for the position are found on the attached reclassification request audit prepared by County Personnel Director Freiberg.

Ald. Seiser moved, Ald. Filipiak seconded, to reclassify the Secretary position in the City Clerk's office to Secretary II, with a pay rate of \$13.11 hour, retroactive to July 1, 2001.

Ayes, all; nays, none. Motion carried.

Police Department -

Records Administrator - This reclassification request is for the Records Administrator, a non-represented position with a present pay grade of Grade III (\$36,947.53). The requested job title for this position is Records and Accreditation Administrator with a pay grade of Grade VI (\$39,932.10 to \$49,915.66). The new position will start at \$41,891, a rate between the start rate and the five-year step of Grade V, an increase of 13.4%. This reclassification request was made by Police Chief Carpenter.

Information on the reasons for the request, findings, and recommendations and the fiscal impact for the position are found on the attached reclassification request audit prepared by Portage County Personnel Director Freiberg.

Ald. Seiser moved, Ald. Sevenich seconded, for approval to reclassify the position of Records Administrator to Records and Accreditation Administrator to Grade V starting at a mid-point salary of \$41,891, to occur on November 1, 2001.

Ayes, all; nays, none. Motion carried.

Personnel Department -

Personnel Specialist - This reclassification request is for the Personnel Specialist, a non-represented position with a present grade of Grade III (\$38,695.73). The recommendation is to reclassify this position to Grade V at a rate between the start rate and the five-year step. This position will receive a Grade V mid-point salary of \$41,329, an increase of 6.8%. The reclassification request was made by the incumbent Personnel Specialist.

Information on the reasons for the request, findings, and recommendations and the fiscal impact for the position are found on the attached reclassification request audit prepared by Portage County Personnel Director Freiberg.

Ald. Sevenich moved, Ald. Seiser seconded, to approve the reclassification request for the Personnel Specialist to Grade V starting at a mid-point salary of \$41,329, starting on November 1, 2001.

Ayes, all; nays, none. Motion carried.

4. Adjournment - 7:50 P.M.

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