

CITY OF VERONA

MINUTES PERSONNEL COMMITTEE DECEMBER 16, 2016 VERONA CITY HALL

1. The meeting was called to order by Elizabeth Doyle at 4:07 p.m.
2. Roll Call: Elizabeth Doyle, Heather Reekie (late), and Scott Stewart. Also present Mayor Jon Hochkammer; Jeff Mikorski, City Administrator; Joe Giver, Fire Chief; Bernie Coughlin, Police Chief; Adam Sayer, Director of Planning and Development; Kyle Gulya, Von Briesen & Roper, s.c.
3. Approval of minutes from December 7, 2016. Motion by Doyle, seconded by Stewart. Motion carried 2-0 (Reekie not present) .
4. Discussion and possible action regarding collective bargaining agreement with the International Association of Fire Fighters (IAFF) Local 311 unit and the Wisconsin Professional Police Association. Motion by Doyle to convene in closed session authorized by Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; seconded by Reekie. Motion by roll call carried 3-0.

Motion by Doyle to move back into open session, seconded by Stewart. Motion carried 3-0.

5. Discussion and Possible Action re: Consideration of Employment of Building Inspector position: Motion by Doyle to convene in closed session as authorized by Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Personnel Committee has jurisdiction or exercises responsibility; seconded by Reekie. Motion by roll call carried 3-0.

Motion by Doyle to convene back into open session, seconded by Reekie. Motion carried 3-0.

6. Discussion and Possible Action regarding Position Descriptions and Grade Placements for Deputy Fire Chief/Mechanic, Administrative Assistant for Fire Department, Community Development specialist, Administrative Assistant for Administration, and Police Executive Administrative Assistant positions.

There are five positions have been identified in the 2017 budget that are necessary for the maintenance of quality service that will be reviewed for this meeting. Each position will be reviewed separately below.

Deputy Fire Chief Support Services/Mechanic

This full-time position will be responsible for the administration of the inventory, repair and maintenance of Department vehicles, equipment, building, and grounds. The work involves considerable emphasis on overseeing employees and vendors conducting maintenance and repairs and managing the budget for all of these activities. This position also covers the Lieutenants Kelly Days and three 8-hour days allowing a Management level supervisor on paid shifts. Through the use

of the Springsted position analysis, the position was placed in grade 17, with a salary range of \$65,907.30 to \$81,881.95 (2017).

Fire Administrative Assistant

This part-time position will be the first point-of-contact for visitors to the Fire Department. Under general direction of the Fire Chief, this position is in charge of performing and coordinating the administrative office, personnel and departmental functions of the Fire Department. Assign and oversee the office work activities of full-time, temporary or volunteer staff, and function as the department's confidential administrative assistant in planning and coordinating premier customer services, accident reports, budget support, recruiting, payroll administration, special events and information technology updates. Through the use of the Springsted position analysis, the position was placed in grade 6, with a salary range of \$34,719.15 to \$43,134.39 (full-time equivalence).

Community Development Specialist

This full-time position will provide assistance to the Director of Planning and Development in the performance of planning, zoning, and economic development administration duties, provide assistance with the review of development plans and documents, promote community/economic development, provide assistance in the administration of applicable City ordinances, and prepare studies and reports regarding land use, new development, and redevelopment. Through the use of the Springsted position analysis, the position was placed in grade 13, with a starting salary range of \$52,204.75 to \$64,858.16.

Administrative Assistant for Admin. Department

This is a part-time position that provides administrative and secretarial service to the City Administrator, Mayor and City Council, and others in the administration office. The individual in this position acts as the primary public contact at city hall greeting visitors, taking phone calls, answering questions, and directing people to the appropriate resource. This position will allow other administrative support positions to complete their job functions. Through the use of the Springsted position analysis, the position was placed in grade 6, with a salary range of \$34,719.15 to \$43,134.39 (full-time equivalence).

Executive Administrative Assistant

This position is a modification of the Police Business Office Manager that would provide more support for the Police Chief and the Police Department. Position would process data, develop draft policies, and write reports on personnel, and internal affairs. Adding job experience and work complexity into the Springsted position analysis places the position in grade 14 with a salary range from \$55,337.04 to 68,749.67.

I recommend four new positions to be advertised, internally or externally, for a hiring in early 2017.

Motion by Doyle to approve Deputy Fire chief/Mechanic position at pay grade 17, a part-time Fire Administrative Assistant position at pay grade 6; a full-time Community Development Specialist position at pay grade 13; a part-time Administrative Assistant for Admin position at pay grade 6; and modify the Police Business Office Manager position into an Executive Administrative Assistant position at pay grade 14. Motion was seconded by Stewart and motion carried 3-0.

7. Discussion and Possible Action regarding Update to vacant Finance Director position. Jeff Mikorski updated the Committee on the advertising and the number of applicants that were received so far. Position will be listed as open until filled until first round of interviews have been completed.

5. Adjournment: Motion by Reekie, seconded by Stewart, to adjourn the meeting at 5:30 p.m. Motion carried 3-0.

Submitted by,
Jeff Mikorski, ICMA-CM
City Administrator