



CITY OF APPLETON

MEMORANDUM

Date: December 4, 2024

To: Chairperson Jones, Members of the Human Resources/Information Technology Committee, and Appleton Common Council Members

From: Jay Ratchman, Human Resources Director

Subject: Deputy Director Human Resources Over Hire Request

Our current Deputy Director Human Resources, Kim Kamp, has announced her planned retirement, effective March 10, 2025. This position is critical to our department in the areas of supervision, compliance, compensation administration, and employee relations.

I am requesting your authorization to over hire the position of Deputy Director Human Resources for up to four weeks. This proactive approach will ensure a seamless transition of responsibilities and continued operational efficiency.

To address this upcoming vacancy effectively, I propose hiring a replacement before the incumbent departs. This over hire would allow for:

- 1. Knowledge Transfer and Training:**
A transitional overlap will provide the incoming hire sufficient time to shadow the outgoing employee, ensuring the transfer of institutional knowledge, skills, and processes critical to the role.
- 2. Continuity of Operations:**
Avoiding a staffing gap in this role will help maintain uninterrupted service delivery and ensure ongoing projects or responsibilities are not delayed.
- 3. Recruitment and Onboarding Efficiencies:**
Securing a new hire in advance will enable proper onboarding, minimizing potential disruptions caused by a rushed hiring process.

We posted this upcoming vacancy starting on December 2, 2024, with an application deadline date of December 15, 2024. Our anticipated start date for the new Deputy Director Human Resources is February 10, 2025. Costs associated with this over hire are anticipated to be \$11,254 (this includes salary and fringe benefits). This additional cost will be taken from vacant salary dollars that have been budgeted for.

Thank you for considering this important request.