



Meeting Agenda - Final
Human Resources & Information Technology Committee

Wednesday, January 26, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-0055](#) Minutes from 12/8/21

Attachments: [Minutes 12-8-21.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[22-0056](#) Request to approve contract with Baker Tilly to complete an updated comprehensive compensation study.

Attachments: [Compensation Study.pdf](#)

[22-0057](#) Request to approve contract with Employment Resource Group, Inc. in order to conduct a national search for the Director of Public Works vacancy.

Attachments: [DPW Director Recruitment Process.pdf](#)

6. Information Items

[22-0058](#) Library TO change to reflect supervisory report change of Safety Supervisor from the Assistant Director to the Business Manager

Attachments: [Library TO Change.pdf](#)

[Library TO 1-3-22.pdf](#)

[22-0060](#) Recruitment Status Report 1/20/2022

Attachments: [RSR 1.20.22.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Ratchman at 920-832-6427.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 8, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Aldersperson Thao attended meeting virtually.

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

3. Approval of minutes from previous meeting

[21-1651](#)

Minutes from 10/13/2021

Attachments: [Minutes 10-13-21.pdf](#)

Smith moved, seconded by Hartzheim, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

4. **Public Hearings/Apearances**

[21-1657](#)

Introduction new Information Technology Director - Corey Popp

This Appearance was presented

5. **Action Items**

[21-1652](#)

Request to approve the 2022 Non Represented salary schedule with a 1.25% increase.

Attachments: [2022 Non Rep Salary Schedule.pdf](#)

Hartzheim moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1653](#)

Request to approve the 2022 Seasonal salary schedule with a 1.25% increase.

Attachments: [2022 Seasonal pay plan.pdf](#)

Hartzheim moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Alfheim and Hartzheim

Nay: 1 - Smith

[21-1654](#)

Approve exception to the Salary Administration Policy to allow for a 2.5% across the board adjustment in lieu of pay for performance for year-end 2021.

Attachments: [Salary Admin Policy Exception.pdf](#)

Hartzheim moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Alfheim and Hartzheim

Abstained: 1 - Smith

[21-1656](#)

Request to eliminate the Attendance Policy and incorporate language into the Code of Conduct Policy.

Attachments: [Code of Conduct policy.pdf](#)
[Attendance Policy.pdf](#)

Smith moved, seconded by Hartzheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1658](#)

Request to eliminate current Travel Policy and replace with TravelWise Guidelines

Attachments: [Travel Wise Guidelines 2021.pdf](#)
[Travel Policy FINAL.pdf](#)

Smith moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

6. Information Items

[21-1655](#)

Recruitment Status Report 12/2/21

Attachments: [RSR thru 12-2-21.pdf](#)

This Report was received and filed

7. Adjournment

Smith moved, seconded by Hartzheim, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton St.
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



humanresources@appleton.org

To: Human Resources/IT Committee and Appleton Common Council Members

From: Jay Ratchman, Human Resources Director 

Date: January 14, 2022

Re: Compensation Study Update

The City of Appleton completed a comprehensive compensation study in 2012, with a market analysis update completed in 2017. In a normal labor market, it is recommended that employers engage in a study every 5-7 years, with a market analysis every 3 years. Due to today's competitive labor market, industry recommendations are to complete a study every 3 years, with a market analysis update annually. The purpose of the study is to analyze current pay practices to determine if they are competitive for our industry and geographic location. The study also helps determine if employees' salaries remain in compliance with current state and federal laws.

After review of our current compensation practices and based on feedback from our leadership team (Department Directors), it was determined that it was time to update our compensation plan. For this reason, we engaged in a compensation study request for proposal (RFP) process. Proposals were received from BakerTilly, Carlson Dettmann Consulting, McGrath Human Resources Consulting, and USI Insurance Services. The proposals were reviewed by representatives from the departments of Public Works, Utilities, Parks/Recreation/Facilities Management, Police, and Human Resources. Presentations of the top two organizations were made to the entire leadership team.

Based on this review, it is the recommendation of the leadership team that we contract with BakerTilly to complete an updated comprehensive compensation study. Upon approval, this study will begin in February, with an anticipated completion date of July 2022.

As a supplement to this document, I am including the scope of services requested in the RFP, the RFP selection factors considered, and a score/cost summary. The cost of this study with BakerTilly will be \$62,500. Funding for this project is already included in the 2022 budget.

Please contact me if you have any questions regarding this recommendation.

SCOPE OF SERVICES

- To review the Non-Represented Classification Compensation Grade Order to quantitatively evaluate and determine market competitiveness and to recommend updates to the grade order as determined by the market analysis. This pay plan includes approximately 188 positions comprised of executive, professional, administrative, technical and clerical positions, including elected officials in the positions of Mayor and Attorney.
- To review the Non-Represented Classification Compensation Grade Order positions for proper classification in accordance with current Fair Labor Standards Act provisions relative to exempt and non-exempt status.
- To review and make recommendations to the current pay for performance management compensation system for non-represented employees.
- To review and recommend changes to the current Performance Management and Salary Administration policies.
- To complete a DEI salary analysis of existing employees to identify areas of inequity in the Non-Represented Classification Compensation Grade Order.
- To review the Seasonal/Recreation Pay Schedule to determine market competitiveness and to recommend updates to the grade order as determined by the market analysis.
- To review positions on a continuing basis as requested by the employer in response to market pressure, turnover, and for retention purposes.

EVALUATION OF PROPOSALS: SELECTION FACTORS

- Experience of the firm and proposed project team with regards to compensation studies, particularly with government agencies.
- Demonstrated understanding of City's needs with respect to the compensation study, quality of the firm's described approach, and the ability to meet/exceed the criteria set forth in scope of services section of the RFP.
- Compliance with Contract Terms and Conditions and overall quality and completeness of proposal submission.
- References.
- Cost of services.
- Local business advantages (if applicable).

COST SUMMARY COMPARISON

<u>Company</u>	<u>Score</u>	<u>Cost Proposal</u>
BakerTilly	507	\$62,500
Carlson Dettmann Consulting	289	\$75,200 (plus \$6,000 for DEI analysis and \$2,500 for seasonal employee pay plan review)
McGrath Human Resources Consulting	499	\$69,875
USI Insurance Services	368	\$64,000

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton St.
Appleton, WI 54911



(920) 832-6458




(920) 832-5845



humanresources@appleton.org

To: Human Resources/IT Committee, Finance Committee, and Appleton Common Council Members

From: Jay Ratchman, Human Resources Director 

Date: January 20, 2022

Re: Public Works Director Recruitment Process

The City of Appleton Public Works Director, Paula Vandehey, will retire on June 3, 2022. In December of 2021, the Human Resources Department initiated a national search to find a successor. In performing our search, we recruited through many organizations, including the American Public Works Association, Careers in Government, Wisconsin Jobs, The League of Municipalities, Careerbuilder.com, Government Alliance on Race and Equity, various social media platforms, the Wisconsin Department of Workforce Development, and other organizations through our open positions mailing list.

The applications received for this position have been reviewed. Our findings show that, despite our best efforts, a robust applicant pool was not received. We could readvertise for the position; however, due to our prior experience advertising for the position coupled with an extremely tight labor market and the unique nature of this position, we do not believe that readvertising will bring a more positive result. For these reasons, we feel a new more aggressive approach to recruitment for this position is warranted. Therefore, we are recommending that a professional executive recruitment firm be engaged to aid us in our search.

Based on prior positive experience and results, we would like to contract with the Employment Resource Group, Inc. (ERG). Our reasons to use ERG include:

- Past and proven experience in working with ERG
- ERG is an Appleton based firm with a strong reputation in conducting executive level searches
- ERG has recruited for similar roles such as ours in other communities
- ERG's proven recruitment strategies directly target qualified candidates.

The fees for ERG are 25% of the candidate's first year salary. Because these services were not anticipated at the time the 2022 Human Resources Budget was submitted and approved, a 2022 Budget amendment will be requested. To fund these additional costs, we will be submitting a request to the Finance Committee to pre-approve the use of unspent 2021 Human Resources Budget funds (carryover) generated by carrying vacant positions for a good portion of the year. We estimate the recruitment fees to total approximately \$35,000.

Please contact me if you have any questions regarding this recommendation.



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: CITY OF APPLETON HR COMMITTEE/COMMON COUNCIL

FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY

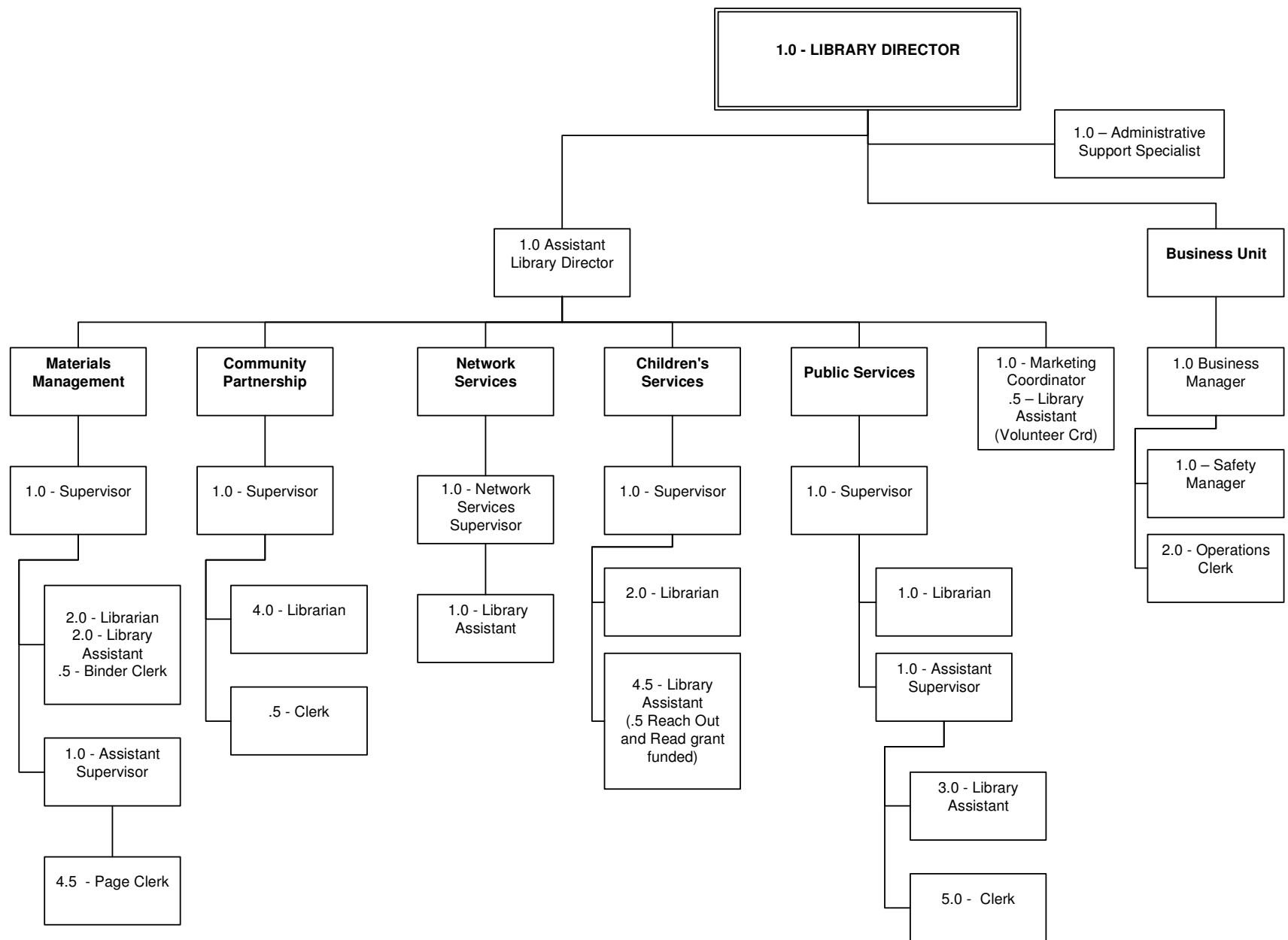
DATE: JANUARY 3, 2022

RE: LIBRARY TABLE OF ORGANIZATION CHANGE INFORMATIONAL UPDATE

In December, the Library Board of Trustees unanimously approved the following request to change the library's table of organization. Please let me know if you have any questions.

In February of 2020 the library created the role of Safety Supervisor. As a new role we had this position reporting to the Assistant Director. During this time we have found significant synergies with the facility safety roles that the Business Manager oversees as the lead contact with the City Safety Team. Therefore, we recommend moving the Safety Supervisor to report to the Business Manager.

This TO change is budget neutral.



Approved 1/3//22

RECRUITMENT STATUS REPORT

UPDATES THRU 1/20/2022

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	OPEN DATE	# OF OPENINGS	STATUS
JESSIE	Operator I – Sanitation	DPW	1/5/2022	11/16/2021	1	Offer extended to 1 candidate.
	Operator I – DPW	DPW	12/13/2022	12/14/2021	1	Offer extended to 1 candidate.
	Traffic Engineering Specialist	DPW	1/1/2022	12/09/2021	1	Reviewing applications.
	Public Works Director	DPW	6/4/2022	12/10/2021	1	Determining next steps.
	Erosion Control Inspector	DPW	1/4/2022	12/13/2021	1	Offer extended to 1 candidate.
	Administrative Support Specialist	DPW	2/2/2022	12/14/2021	1	Reviewing applications.
	Recreation Coordinator	PRFM	11/30/2021	11/17/2021	1	Job offer accepted, start date: 2/7/22.
	Civil Engineer	DPW	1/07/2022	11/1/2021	1	Job offer accepted, start date: 5/31/22.
	HVAC Technician	PRFM	1/05/2021	11/25/2020	1	Application deadline: 1/23/22.
	Part Time Utility Worker - Valley Transit	VT	9/30/2021	10/05/2021	1	Application deadline: 2/27/2022.
	Transit Operations Supervisor	VT	12/22/2021	12/29/2021	1	Panel interviews: 1/21/22.
	Bus Driver	VT	Multiple	N/A	5	Application deadline: 12/31/21. Panel interview: 1/21/22.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 12/31/21.
ALLISON	Police Officer	Police	N/A	N/A	2 +Elig.	Application deadline: Open. Conditional offer extended to 2 candidates. PFC interviews: 1/26/22. Physical fitness testing: 1/27/22 & 1/29/22
	Community Service Officer (CSO)	Police	1/19/2021	N/A	N/A	Background pending on 1 candidate. Conditional offer extended to 1 candidate.
	Health Officer	Health	6/5/2021	06/11/2021	1	Job offer accepted, start date: 2/14/22. Council approved on 1/19/22.
	Fire Protection Engineer	Fire	1/4/2022	09/23/2021	1	Reevaluating process.
	Firefighter	Fire	N/A	09/29/2021	N/A	PFC interviews: 1/25/22. Start date pending for 1 candidate.
	Library Page Clerk – Materials Management (Sub) Library	Library	N/A	12/08/2021	1	External application deadline: 1/23/22.
	Finance Director	Finance	3/2/2022	11/11/2021	1	Panel interviews: 1/25/22 & 1/26/22.
	Benefits Coordinator	HR	5/3/2022	01/05/2022	1	Application deadline: 1/23/22.
	Library Assistant – Hmong Family Outreach Specialist	Library	1/4/2022	01/11/2022	1	Application deadline: 1/30/22.
	Weights and Measures Specialist – Half-Time	Health	2/24/2022		1	Retirement. Determining process.

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

TOTAL POSITIONS OPEN = 25 TOTAL ELIGIBILITY LISTS = 1

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/2019	1	Using part-time temporary staffing to fill current need.
	Library Clerk – Regular Part Time	Library	12/21/2021	1	Internal transfer. Position on hold.

TOTAL POSITIONS ON HOLD = 2

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.