

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



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To: Human Resources/Information Technology Committee, and Appleton Common Council

From: Human Resources Director Jay Ratchman 

Date: February 16, 2022

Re: Request approval of Over-Hire for Benefits Coordinator

The City of Appleton Benefits Coordinator has provided notice of retirement effective May 2, 2022.

This position is critical to the organization and works independently on many of the processes related to benefit enrollments, retirement, new hire documentation, and system maintenance related to the HRIS section of Tyler Munis.

The incumbent has 35+ years of experience in this position and holds a wealth of knowledge. For a successful transition to the position's successor, I believe the City of Appleton would benefit from having the incumbent provide valuable training over a four-week over-hire period.

The hiring process is currently open, and we hope to have someone hired by April 4, 2022.

The cost for this over hire is expected to be under \$6,000. This additional cost can be absorbed within the current 2022 Human Resources Department budget.

Thank you for your consideration of this request. If you should have any questions or would like to discuss further, feel free to contact me.