



Meeting Agenda - Final
Human Resources & Information Technology Committee

Wednesday, April 27, 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
[22-0561](#) Minutes 3/23/22
Attachments: [Minutes 3.23.22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [22-0573](#) Request to elect a Vice-Chair.
- [22-0562](#) Request to approve to add a Safety and Compliance Specialist position to the table of Organization at Valley Transit.
Attachments: [VT Safety Officer Memo.pdf](#)
[VT Safety and Compliance Specialist JD.pdf](#)
[Valley Transit Draft TO 4-21-22.pdf](#)
- [22-0564](#) Request to approve the Fire department to change the Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector.
Attachments: [Fire Memo TO Change 4.27.22.pdf](#)
[Public Education Specialist Civilian Fire Inspector.pdf](#)
- [22-0570](#) Request to approve the addition of .20 FTE HR/IT Administrative Support Assistant in the Information Technology Department.
Attachments: [2022 Request for IT Administrative Support Assistant.pdf](#)
[2022 HR IT Admin JD.pdf](#)
[2022 Information Technology TO Draft 4-27-22.pdf](#)

6. Information Items

[22-0577](#) Update on IT Infrastructure, Systems, and Vulnerability Assessment.

Attachments: [2022 Assessment Update.pdf](#)

[22-0569](#) Changes to General Safety Policy.

Attachments: [General Safety Policy \(with updates\).pdf](#)

[22-0575](#) Set meeting date and time and designate contact person.

[22-0567](#) Recruitment Status Report 4/21/22.

Attachments: [RSR 4.21.22.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 Jay Ratchman 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, March 23, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Thao, Fenton, Hartzheim and Smith

Absent: 1 - Alfheim

3. Approval of minutes from previous meeting

[22-0381](#)

Minutes 3/9/22

Attachments: [Minutes 3-9-22.pdf](#)

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

Aye: 4 - Thao, Fenton, Hartzheim and Smith

Absent: 1 - Alfheim

4. Public Hearings/Appearances

5. Action Items

[22-0383](#)

Request to approve DPW to modify 1.5 FTE Purchasing Clerk to 2.0 FTE Purchasing Clerk.

Attachments: [MSB memo TO change for Purchasing.pdf](#)
[MSB TO draft 3-1-22.pdf](#)

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

Aye: 4 - Thao, Fenton, Hartzheim and Smith

Absent: 1 - Alfheim

6. Information Items

[22-0407](#)

Parks & Recreation Seasonal Employee Incentives

Attachments: [2022 Seasonal Pay \(HR\).pdf](#)

This Presentation was received and filed

[22-0384](#)

Mental Health Assessment for City of Appleton

Attachments: [Mental Health Summary.pdf](#)
[EAP Utilization 2021 \(1\).pdf](#)
[UMR Telehealth vs Telemedicine Member Flyer UM1766-06-21.pdf](#)

This Presentation was received and filed

[22-0382](#)

Recruitment Status Report 3/17/22

Attachments: [RSR 3.18.22.pdf](#)

This Report was received and filed

7. Adjournment

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

Aye: 4 - Thao, Fenton, Hartzheim and Smith

Absent: 1 - Alfheim



April 20, 2022

To: Human Resources Committee
City of Appleton Common Council

From: Ron McDonald, General Manager

Subject: Authorization to add a Safety and Compliance Specialist position to the Table of Organization

Valley Transit continues to struggle with driver recruitment efforts. Valley Transit has 9 of 36 full-time driver positions vacant. On February 7, 2022, the Federal Motor Carrier Safety Administration (FMCSA) enacted the Entry Level Driver Training Requirements (ELDT) for commercial driver license. The ELDT requirements are intended to create standardized training.

ELDT requirements require FMCSA approved curriculum with a significant amount of reporting. Without adequate staff to take on the additional training and reporting, Valley Transit intended to partner with Fox Valley Technical College. FVTC is now reserving training sessions 6-months out, in September. We have bus driver candidates that we intend to hire and a six-month waiting period for a bus driver recruit is unacceptable. As detailed in FMCSA Title 49 Part 380 Appendix A, the ELDT requirements detail 245 practices that need to be taught.

Additionally, in 2021 the Federal Transit Administration mandated each Transit agency develop and maintain a Public Transportation Agency Safety Plan (PTASP). This is a very labor intensive and extensive initiative. The goal is to have in place a safety plan so that the practices and processes are such that Valley Transit operates as safe as practically possible. There are four components to the required Safety Management System: Safety Management Policy-Leadership, Commitment & Accountability includes Employee Safety Reporting Program; Safety Risk Management-Identify, Assess & Mitigate; Safety Assurance-Measure, Monitor & Evaluate; and Safety Promotion-Communicate & Training.

Most recently, the new Bipartisan Infrastructure Law 49 U.S.C. § 5329 / IIJA § 30012 mandates Transit Agencies must spend 0.75 of their section 5307 funds related to safety initiatives.

With the mandates identified above in addition to other safety related initiatives, Valley Transit is requesting authorization to add a Safety and Compliance Specialist to its Table of Organization.

Cost Analysis:

For analysis purposes, a Grade L salary control point plus full fringe benefits is projected at \$106,700. This position can be funded with unspent salary dollars in 2022. In 2023 and beyond, this position will be budgeted with 60% paid for by combined WisDOT and FTA grants. The remaining 40% is paid for through multiple local funding sources. I anticipate the annual impact to the City of Appleton portion of Valley Transit's budget is \$7,200.

Recommendation:

Authorization to modify Valley Transit's Table of Organization by adding a Safety and Compliance Specialist position.

Respectfully submitted by,


Ron McDonald

Safety and Compliance Specialist

Class Code:
210-25

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$29.19 - \$43.79 Hourly

NATURE OF WORK:

The Safety and Compliance Specialist is responsible for overseeing as well as coordinating related programs on behalf of Valley Transit. This position reports to the General Manager.

JOB FUNCTIONS:

Essential Job Functions

- Oversees and manages compliance of the Transit System, reviewing and evaluating compliance issues within the system
- Ensures that management, all non-represented and represented employees are in and maintain compliance with the rules and regulations of regulatory agencies.
- Works to ensure that company policies and procedures are being followed, and that behavior in the organization meets the minimum company standards of conduct and disposition.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the System and its related activities to prevent illegal or improper conduct.
- Develops and periodically reviews the standards of conduct to ensure continuing relevance in providing proper information to the company management and employees.
- Manages the transit agency's safety function such as compliance with federal, state, and local regulations, and overseeing safety requirements for transit projects.
- Functions as the Safety Officer for Valley Transit, serving as the agency's SMS subject matter expert.
- Conducts and documents Labor and Management Safety Committee meetings monthly.
- Responsible for compliance of the Public Transportation Agency Safety Plan (PTASP).
- Responsible for compliance with Entry Level Driver Training (ELDT) requirements and training.
- Functions as the Disadvantaged Business Enterprise Liaison Officer (DBELO) for Valley Transit.
- Assists with proper execution of procurement policy for Transit System: ensure purchases are following procurement policy and assists in procurement process.
- Provides input in collective bargaining with organized labor.
- Assists with reporting National Transit Database report for the FTA.

- Participates in the oversight of Contractors (currently Running, Inc., and Lamers Bus Lines), conducting quarterly visits, ensuring compliance of procedures pertaining to FTA regulations.
- Directly involved with Valley Transit Safety Plans and any subsequent plan in its entirety.
- Participates in Triennial Review Preparation.
- Provide ad hoc administration duties and support other departments when required.
- Participates in updating and maintaining employee policies and procedures.
- Compiles monthly reporting of statistics for the Transit System.
- Works closely with the City of Appleton Risk Manager and Transit Mutual Insurance Corporation of Wisconsin for policy, training initiatives and monitoring.
- Actively participates in the City of Appleton Central Safety Committee.
- Oversees Workers Comp reporting and documentation, monitors First Aid and Safety equipment, sends departmental Safety logs to Human Resources monthly. Also acts as a department liaison for annual hearing tests.
- Conducts monthly facility inspections and send documentation of such to Human Resources
- Valley Transit representative on the Local Emergency Planning Commission.
- Participates in Safety Tabletop Exercises locally, regionally, statewide.
- City of Appleton Health & Wellness Liaison.
- Assists with Business Continuity Plan.
- Participates in updates and maintenance of the Business Continuity Plan
- Conducts disaster recovery plan testing and prepares a report of the test results
- Maintains and tests the pandemic plan and prepares a report of the test results
- Maintains and updates the Crisis Communication Plan
- Other duties as needed.

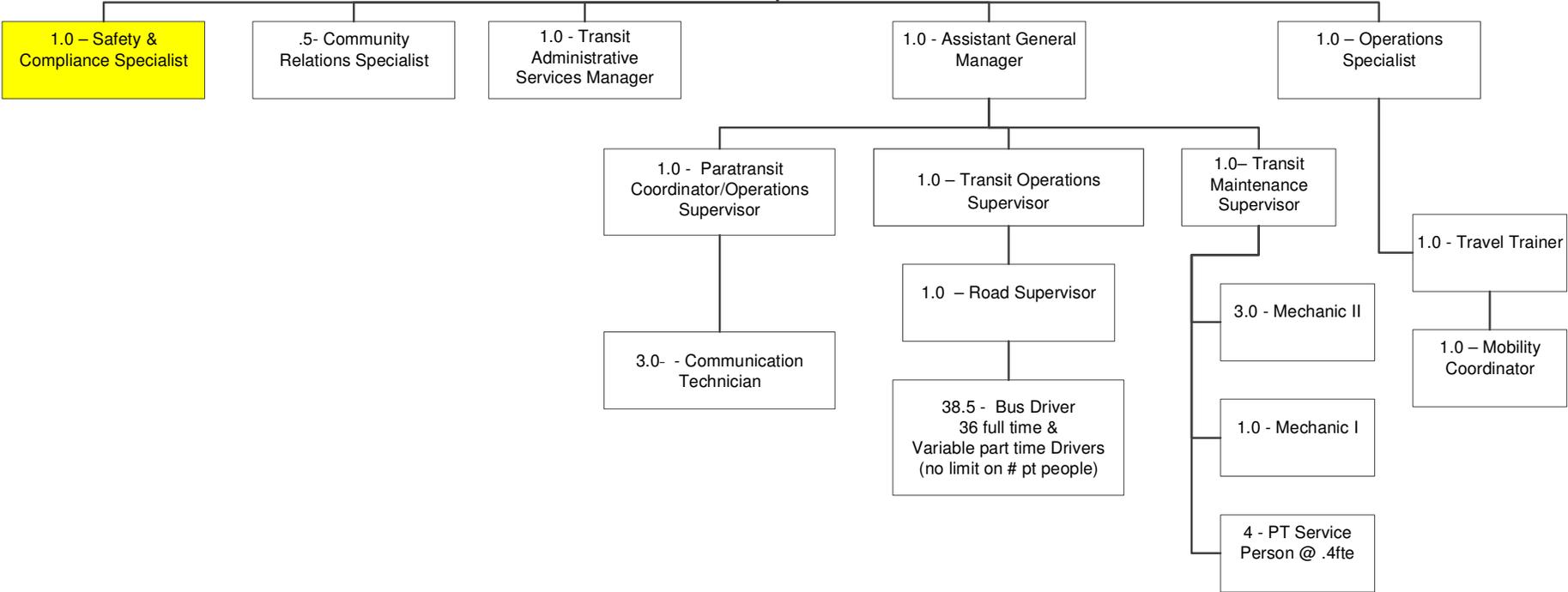
REQUIREMENTS OF WORK:

Requires a bachelor's degree plus five or more years of compliance related experience, preferably in the public transit industry.

- Proven working knowledge of FTA regulations and requirements pertaining to public transportation systems.
- Working knowledge of National Transit Database
- Good problem-solving, decision making and analytical abilities. Ability to work independently and perform problem solving and decision making under minimal supervision.
- Proven research and project management skills with demonstrated success in handling multiple high priority projects.
- Great attention to detail, able to prioritize and function accurately under the pressure of deadlines.
- Strong communication skills (verbal, written, and presentation) with the ability to interact professionally with employees, customers, vendors, and community at large.
- Interviewing and negotiation techniques.
- Sufficient education and increasingly responsible administrative and supervisory experience and performance that demonstrates the attainment of the knowledge, skills, and abilities necessary to perform the above duties.
- Development of the required skills, knowledge, and abilities is typically obtained through a combination of training and experience equivalent to a four-year degree from an accredited college or university in related field.
- Must have a of two years of verifiable experience driving the same class or higher class and endorsements and meets State of Wisconsin requirements for CDL Commercial Motor

Vehicle instructors. Must maintain a Wisconsin Commercial Driver License of at least Class B, with a P Endorsement, and No Air Brake Restriction. A federal medical card is required.

1.0 - VALLEY TRANSIT
GENERAL MANAGER



Draft 04-21-2022

CITY OF APPLETON

FIRE DEPARTMENT

 700 N. Drew Street
Appleton, WI 54911

 (920) 832-5810

 (920) 832-5830

 jeremy.hansen@appleton.org

MEMORANDUM

April 11, 2022

To: Human Resources Committee, Safety & Licensing Committee, and Common Council
From: Jeremy Hansen, Fire Chief
Cc: Ryan Weyers, Deputy Fire Chief and Derek Henson, Battalion Chief of Prevention and Public Education
Re: Request for a Table of Organization Change

The Fire Department's current Table of Organization includes one Fire Protection Engineer. The previous Fire Protection Engineer retired on January 3, 2022. Despite extensive efforts over the past five months to fill the position, a candidate has not been found. The Fire Department is requesting to modify the table of organization from a Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector. This position was part the Fire Department between 1985 and 2010. The position was eliminated from the budget in 2011.

The Fire Protection Engineer position was responsible for several key functions in the Fire Prevention Division. Examples of these responsibilities include reviewing fire protection, site, and building plans; coordinating school fire drills for the 53 public and parochial schools within the city; and to serve on several City committees and boards. The highly unique and technical skills required for this position resulted in the inability to fill the role.

To maintain this high level of service, the duties of the Fire Protection Engineer would be absorbed by both the current Civilian Fire Inspector and the Battalion Chief of Fire Prevention and Public Education. In turn, some of their duties that are pertinent to the public education discipline would be delegated to the new position. As examples, public education curriculum development, social media management, and organizing special events would become the responsibilities of the Public Education Specialist/Civilian Fire Inspector. A full listing of job functions of the new position can be found in the attached proposed position description.

This position also fills an important gap in the service delivery of the Fire Department. Our public education program currently lacks formal, age-appropriate curriculum. While the department has been able to "make do", having a dedicated public education position would ensure the highest level of quality from the program.

The budgetary impact and salary range for the new position is \$51,915.20 - \$79,372.80. The plan is to use existing budgeted funds from the Fire Protection Engineer position to fund this position. The pay range is two pay grades lower than the Fire Protection Engineer. We anticipate there will be some salary savings.

If you have any questions or concerns, please do not hesitate to contact me at (920) 832-5810. Thank you for your consideration.



Public Education Specialist/ Civilian Fire Inspector

Class Code:
250-21

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date: Apr 11, 2022
Revision Date: Apr 11, 2022

SALARY RANGE

\$25.44 - \$38.16 Hourly
\$52,915.20 - \$79,372.80 Annually

NATURE OF WORK:

This position is responsible for planning, developing, coordinating, and implementing public fire and life safety education activities and programs on behalf of the City of Appleton Fire Department. Work also involves maintaining continuous contact with area school districts, local and regional safety agencies, the general public, and assisting in information delivery to the media during major emergency incidents. The position carries a high degree of responsibility necessitating considerable technical expertise, judgement, discretion, and coordination of staff and programs. Work also involves conducting inspections to enforce all codes, laws and ordinances pertaining to fire and life safety of public buildings, events, temporary structures and places of assembly that may occur in the City. The incumbent works under the general supervision of the Battalion Chief of Fire Prevention and Public Education.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, develops, implements, and presents diverse public fire and life safety education activities and programs which fit the needs of the citizens of Appleton and other target audiences.
- Acts as a liaison between the news media and the Fire Department for non-emergency contact
- Manages department's social media presence, including engaging citizens both proactively and responsively as necessary. Updates department website as needed.
- Assesses community educational needs and works to build community networks to target problems.
- Tracks public education activities, analyzes trends, develops and tracks outcome measures, and prepares appropriate reports.
- Displays and/or demonstrates fire safety apparatus.
- Organizes special events for the Fire Department.
- Develops lesson plans for delivery in educational settings of all levels.
- Oversees implementation of Public Education programs and provides direction and guidance to employees either directly or through chief officers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Conducts routine and special fire inspections of public, commercial, residential, assembly, and target hazard occupancies, i.e. schools, day cares, hospitals, high-rises, nursing homes, care facilities, hazardous processing, storage, etc. ensuring compliance with local and state codes, and nationally recognized good practices and standards.
- Identifies corrective action that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards.
- Conducts, supervises and documents regularly scheduled fire drills in identified occupancies.
- Works with other city/state agencies and personnel to consistently interpret and enforce fire and life safety code requirements.

OTHER JOB FUNCTIONS

- Works with the Battalion Chief of Fire Prevention and Public Education to identify budgetary needs.
- Prepares educational training programs for fire department personnel and trains them for public education activities.
- Assists in the development and delivery of technical programs related to fire code compliance and other educational activities.
- Assists in developing and implementing firefighter recruiting and mentoring strategies.
- Develops the department's annual report.
- Attends training and conferences to maintain competence in the latest educational and fire prevention practices.
- Drafts news releases and provides official statements to the media on departmental and community education activities and initiatives as required.
- Uses area demographics, NFIRS statistics and various diagnostic tools to target area needs and plan appropriate interventions.

REQUIREMENTS OF WORK:

Requires three to five years experience in developing and delivering educational programs (teacher certification preferred), some of which should be in fire prevention (or other safety or emergency response activities) and program development. A bachelor's degree is preferred; or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

- Knowledge of fire prevention methods, laws, and ordinances.
- Knowledge of teaching techniques and multimedia equipment and the ability to apply new technologies to public education activities.
- Knowledge of the policies, rules, regulations, and standard operating procedures of the Appleton Fire Department and the City of Appleton.
- Knowledge of inspection and sprinkler applications, life safety codes and city ordinances for developing programs and providing public information.
- Ability to communicate effectively, both orally and in writing, with people at various levels within and outside the organization.
- Knowledge of and ability to demonstrate life saving techniques.
- Ability to keep accurate records and evaluate impact of public education programs.
- Ability to analyze program delivery and provide constructive feedback to department employees.
- Ability to develop and maintain good working relationships with news media and other agencies.
- Ability to analyze the community's public fire education needs and develop and implement appropriate programs to effectively address those needs.
- Ability to maintain knowledge of fire suppression, prevention and engineering practices.
- Ability to adapt to conflict situations that will result in a positive outcome.
- Ability to plan and schedule work so as not to cause undue budgetary impact.
- Skill in public speaking and public relations.
- Ability to operate office equipment including but not limited to copiers, computers and software applications.
- Ability to move equipment in excess of 50 pounds including while climbing stairs.
- Ability to work with moderate supervision.
- Ability to obtain Wisconsin Fire Inspector 1 certification
- Ability to assess fire and life safety issues and identify code requirements and alternative methods of achieving compliance.
- Possess and maintain a valid Wisconsin driver's license.

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS
JOB TITLE: Civilian Fire Inspector
 REVISED DATE: July 2011
 REVIEW DATE: July 2011

N = Never
 O = Occasionally: 1 to 33% of the time on job
 F = Frequently: 34 to 66% of the time on job
 C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>60 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>25 lbs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>100 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input checked="" type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes: <input checked="" type="checkbox"/>		No: <input type="checkbox"/>	
39. Other: _____				
B. WORKING CONDITIONS	N	O	F	C
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Outside and Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input checked="" type="checkbox"/> excessive <input checked="" type="checkbox"/> frequent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum <u>100</u>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input checked="" type="checkbox"/> Irritant <input checked="" type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: <u>combustion byproducts</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types: <u>various</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input checked="" type="checkbox"/> light <input checked="" type="checkbox"/> light-medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 5 Days overtime/week: 0				

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



helpdesk@appleton.org

To: Human Resources/IT Committee and Common Council Members

From: Corey Popp, Information Technology Director

Date: April 21, 2022

Re: Addition of .20 FTE HR/IT Administrative Support Assistant

Together with HR Director Ratchman, I am proposing that the current HR Administrative Support Assistant be made an HR/IT Administrative Support Assistant. If approved, this role's FTE will increase from .80 to 1.0, with 80% of the salary being paid from the Human Resources budget and 20% being paid from the IT budget. The departments' workloads will be allocated along that same percentage.

This position has been shared in the past, so precedent exists for this request. The person currently in this role has also expressed hope to move to a 1.0 FTE in 2022. They have been introduced to this proposal and welcome the opportunity.

The annual impact on the IT department's budget is \$8,938 (including benefits). For the remainder of 2022, this cost will come from the currently vacant role of Systems Analyst, which was budgeted at \$62,604 for 2022 (including benefits). This change results in no financial impact on the HR budget.

I have attached a proposed job description and IT Table of Organization. Please contact me if you have any questions regarding this proposal.

Administrative Assistant Human Resources & Information Technology Departments

Class Code:
150-9 (CC-4)

CITY OF APPLETON
Established Date: Apr 18, 2022
Revision Date: Apr 18, 2022

SALARY RANGE

\$17.92 - \$26.88 Hourly

NATURE OF WORK:

This is a clerical/administrative staff position, which involves complex work methods and problems. Work involves performing a variety of clerical functions, which requires the application of judgement in the interpretation of policies, procedures, and regulations, along with spreadsheet preparation, report production, and various research projects. Work is performed under the general supervision of the Deputy Director Human Resources, and indirect supervision from the Information Technology Director and the Benefits Coordinator.

JOB FUNCTIONS:

Joint Departmental Duties:

- Provides customer service to internal and external individuals on the telephone and front desk. Makes the appropriate referrals when necessary.
- Prepares HR/IT Committee agenda and reviews/finalizes minutes from electronic system recording.
- Performs customer service duties at the counter.
- Assists with invoicing, P-Card allocation, payroll tracking and budget preparation.
- Performs technical project related activity including creating technical diagrams, creating timelines, and scheduling meetings.
- Sorts and delivers departmental mail.
- Types, edits, and designs a wide variety of correspondence.
- Assists staff in a number of complex projects.
- Performs other duties when assigned.

Human Resources Duties:

- Performs duties associated with the application tracking database.

- Maintains the city-wide training database.
- Performs clerical functions for professional staff members.
- Files information in employees' personnel, confidential and medical files.
- Assists the Staff Development and Training Coordinator.

Information Technology Services Duties:

- Monitors shipping and backorder statuses; tracks quotes for purchases.
- Tracks IT contract renewals and ensures review by Attorney's office.
- Transfers technical support issues from Director email to helpdesk.
- Assists monitoring task completion and due dates related to IT project/Trello boards, evaluations, and surveys.
- Assists Director with calendar organization and organizes the department shared calendar.
- Upkeeps the IT bulletin board with required postings/notices.

OTHER JOB FUNCTIONS

- Maintains office supplies and forms. (Joint)
- Performs duties of other clerical staff in the department as needed. (Human Resources)
- Fills in for Recruitment Assistant when needed. (Human Resources)
- Maintain database of check out equipment. (Information Technology)
- Distributes newsletters. (Joint)

REQUIREMENTS OF WORK:

High school diploma or equivalent, vocational/technical training in administrative science, three to five years human resources office clerical experience or any equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Considerable knowledge of business English, spelling, arithmetic and vocabulary.
- Considerable knowledge of Microsoft Word and Excel.
- Considerable knowledge of modern office practices, procedures and equipment.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to maintain office records, compile difficult or complex data, and prepare accurate reports.
- Ability to work under pressure, prioritize and complete assignments on time.
- Ability to coordinate multiple projects.
- Ability to operate general office equipment.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to work effectively in a team setting.

- Ability to understand and carry out complex oral and/or written instructions.
- Ability to work effectively with minimal supervision and conform to deadlines.
- Ability to sustain prolonged visual concentration.
- Ability to communicate effectively both orally and in writing.
- Ability to work occasional nights or weekends.
- Valid Wisconsin driver's license.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in the description.

SUPPLEMENTAL INFORMATION:

Experience in a professional Human Resources environment is preferred.

COMPETENCIES

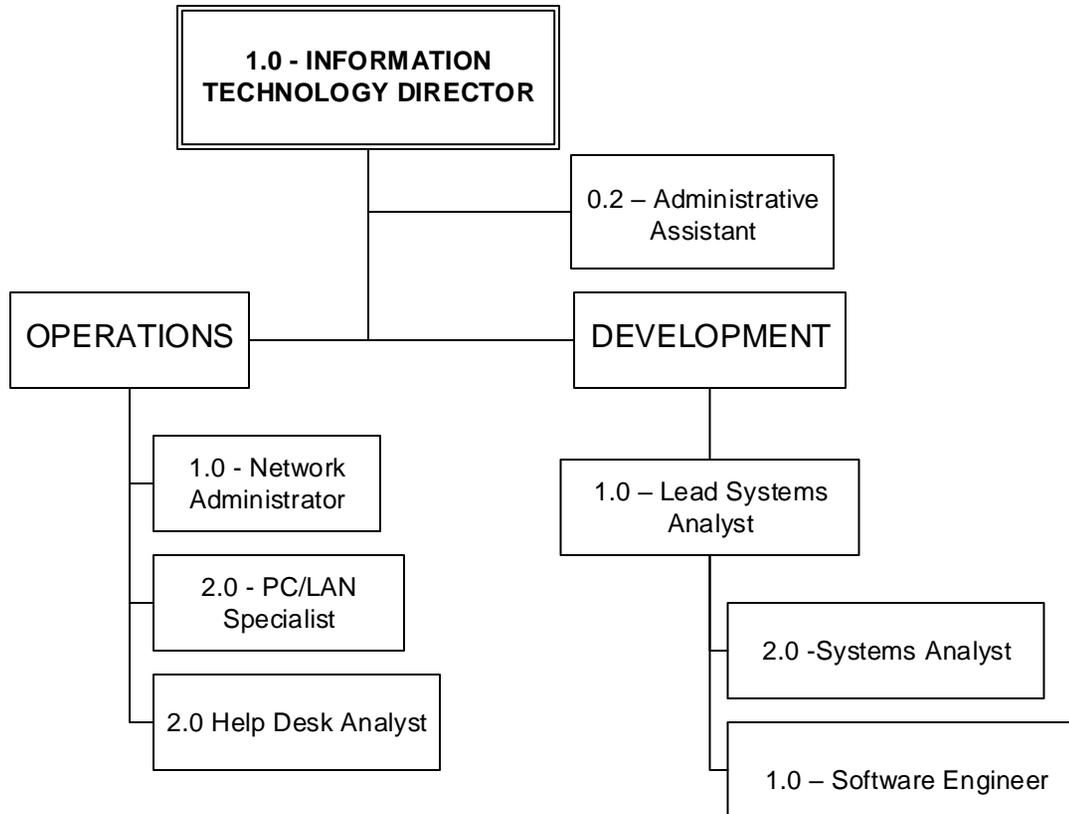
Communication

Customer Focus

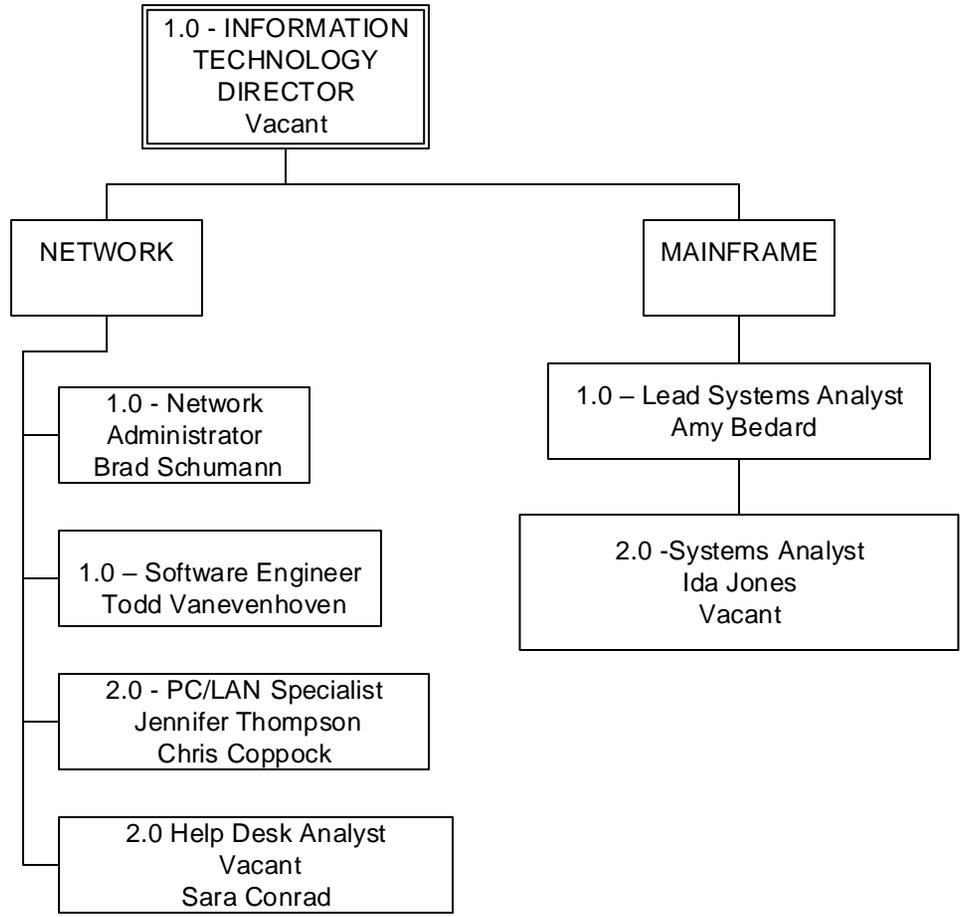
Handling Difficult People

Problem Solving

Adaptability/Flexibility



Draft 4-27-2022



7/31/2021

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



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helpdesk@appleton.org

To: HR/IT Committee

From: Corey Popp, Information Technology Director

Date: April 21, 2022

Re: Update: Infrastructure, Systems, and Vulnerability Assessment

The IT Infrastructure, Systems, and Vulnerability Assessment approved by the Common Council on March 16, 2022 (#22-0297) began on Wednesday, March 30, 2022. Four Heartland Business Systems engineers are performing the assessment; they include a Senior Systems Engineer, Database Administrator, Technical Architect, and an Information Security Architect. The assessment is ongoing, and at this time I do not have an estimated completion date, though after speaking to the engineers informally, I believe it will be at least three more weeks before the technical assessment is completed and preparation of the written assessment can begin.

The Senior Systems Engineer discovered one item for which they recommended I take immediate action. One of the fiber-optic circuits between City Hall and the Appleton Police Department is registering “millions” of CRC (cyclic redundancy check) errors. These errors have been imperceptible without circuit monitoring in place, and they are a strong indicator of poor data transmissions due to a physical defect with the fiber. I am in the process of arranging physical testing using 2022-budgeted consulting dollars.

CITY OF APPLETON PERSONNEL POLICY	TITLE: General Safety	
ISSUE DATE: February 19, 2003	LAST UPDATE: December 2005 April 2010 March 2014 February 2020 March 2022	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees	TOTAL PAGES: 6
Reviewed by Legal Services Date: January 2003 December 2005 April 2010 April 2014 April 2020	Committee Approval Date: February 12, 2003 January 11, 2006 July 28, 2010 June 9, 2014 June 10, 2020	Council Approval Date: February 19, 2003 January 18, 2006 August 8, 2010 June 18, 2014 June 2020 (informationally)

I. PURPOSE

The purpose of this policy is to provide a safe and hazard free workplace for all employees.

II. POLICY

The rules incorporated within this policy are intended to specify the general standards by which employees shall perform their jobs; however, these rules are not exhaustive, and individual department rules may apply. Violation of safety rules or standards will result in disciplinary action up to and including discharge. As used in these rules, “shall” is interpreted to mean “required” while “should” is interpreted to mean “recommended, but not required”.

III. DISCUSSION

- A. Employee Responsibility - Employees are responsible for performing their jobs with every possible consideration for their own safety, for the rights and safety of others, and for compliance with all applicable Federal, State and local safety standards that apply to the performance of their jobs. All employees are required to obey safety rules and general safe work practices that are set forth by these general rules, which are intended to be applied in conjunction with specific department rules. **If an employee is in doubt about the safe and proper way to perform a job; ask for instruction from your supervisor.**

- B. Management Responsibility - Each Department Director and supervisor is responsible for the safety of work under their direction. This shall include, but not be limited to, the following:
 - 1. Providing employees with a safe working environment.
 - 2. Ensuring compliance and enforcing all applicable Federal Regulations, State Regulations and local safety standards within their department in a consistent and fair manner.

3. Ensuring that employees receive proper instructions for the safe performance of their jobs. This includes safety orientation for new and transferred employees.
4. Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.

IV. SAFETY (RULES)

- A. Horseplay **and/or practical jokes** of any kind will not be tolerated.
- B. Smoking or using e-cigarettes (“vaping”) is prohibited in all City buildings and vehicles. **Smoking is forbidden when refueling equipment and when working with flammable or combustible chemicals.**
- C. All power machines, tools and equipment shall be properly shut down when unattended or not in use. **Prior to servicing, adjusting and/or repairing any machine or equipment, employees shall follow the proper lockout/tagout procedures. Never attempt to work on a machine or piece of equipment while it is energized or operating.** Properly secure or do not leave any unattended power tools and equipment where the public may be present. Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is not working properly. Employees will be held accountable for damage to tools, equipment, vehicles, etc, that results from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.
- D. Standards for wearing apparel and jewelry shall be consistent with City policies and the requirements of the job. **Loose or torn clothing, long unrestrained hair, rings, or pendant jewelry shall not be worn near moving machinery or equipment.**
- E. Disposal of trash and recyclables shall be disposed promptly and in the appropriate container.
- F. When working in the street right of way or construction zones, employees shall wear high visibility retroreflective clothing as required by the Wisconsin Department of Safety and Professional Services (DSPS) and the Department of Transportation (DOT) and use the warning lights mounted on vehicles or equipment.
- G. All individuals who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin driver’s license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on your person at all times when working. In the event an employee’s driving privileges are suspended or revoked, the employee shall immediately inform the employee’s supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored. “Immediately” shall be interpreted to mean not later than the beginning of the next workday.
- H. The public shall be kept away from all work areas that could expose them to a hazard.
- I. Coast Guard approved flotation devices shall be worn at all times while working over water when fall protection is not in place or when operating any type of watercraft. Whenever an emergency is involved, all personnel working within 50 feet of the water edge shall wear a USCG approved protective floating device when feasible or if required by department policy.

- J. All floors, aisles, and work and storage spaces shall be kept clean and orderly. Any object that would present a trip/fall hazard, such as electrical cords, boxes, etc. shall be properly stored, secured, etc. Marked walkways shall be provided in storage areas and shall not be used for storage. **Stored materials shall not obstruct fire extinguishers, fire alarm pull boxes, sprinkler system controls, electrical distribution panels, emergency lighting, first aid cabinets or exits.**
- K. Any substance spilled or observed on the floor that would cause the floor to become slippery or create a slip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, “wet floor” signs shall be placed to warn employees and the public.
- L. **Basic fire safety measures should be taken which include but are not limited to the following: proper storage of flammable liquids and gases, discarding trash properly (i.e, storing chemical-soaked rags in an approved covered metal container, etc.), knowing where fire extinguishers are located, never blocking emergency exits and knowing what to do in the event of a fire.**
- M. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to clean oneself.
- N. Tools and Equipment
1. General Responsibilities - It is important to keep all tools and equipment in good working condition. Employees shall inspect all tools and equipment prior to use and report any damaged or defective tools to their supervisor immediately. Always use the right tool for the job and use each tool only for that which it is intended.
 2. Maintenance Repair - When performing maintenance use only properly insulated tools. All work shall be performed consistent with the City’s Lockout/Tagout policy. Remove all jewelry and shut off the power, if possible, when working around energized electrical circuits or equipment.
- O. When mowing or trimming:
1. ANSI approved safety glasses with side shields or impact goggles must be worn.
 2. Inspect area and remove all debris.
 3. Cut with discharge chute pointed down and in opposite direction of buildings, vehicles and play areas where practical.
 4. Always shut off engine before attempting to refuel the engine and follow applicable LOTO procedures to clean the discharge chute or make any adjustments to the mower.
 5. Wear steel toe safety shoes or toe guards.
 6. Appropriate PPE shall be worn – refer to PPE hazard assessment.
- P. When trimming trees or using chain saws:
1. All tree work shall be done in accordance with the applicable provisions of ANSI (American National Standards Institute). ANSI Z133 -Arboricultural Operations Safety Requirements
 2. Except in cases of emergency, aerial tree work shall not be performed during high winds.
 3. Remove all tools, hangers, and ropes from trees before you leave the job site.

4. Approved hard hats, eye, ear, and foot protection shall be worn.
 5. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.
 6. Work being conducted in proximity to electrical conductors shall follow and obey minimal approach distances to appropriate training and certification levels according to ANSI Z133
- Q. An employee may not operate, repair or test any machinery, apparatus, tools, or other equipment unless the employee has been properly trained and are authorized to do so. Use of required protective equipment is required. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.
- R. All employees are required to immediately report to their supervisor(s) any unsafe working conditions, procedures or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. NOTE: Daily inspections of vehicles are required under the Commercial Motor Vehicle **Safety** Act.
- S. Never operate machinery or equipment when it is not adequately guarded or when guards are removed.
- T. Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times and properly identified. Compressed gas cylinders must be protected from the weather, heat sources, and from impact by vehicles or equipment. Oxygen cylinders in storage shall be a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. All lines between cylinders and points of use shall be adequately identified.
- U. All electrical equipment shall be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.
- V. When using extension cords, make sure they are U.L. (Underwriter's Laboratory) approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights used shall be approved for the type of environment they will be used in. Extension cords shall not be used in place of permanent wiring.
- W. When working with electrical tools, avoid wet areas and contact with water pipes or grounded equipment. When electrical equipment is used in a wet location, wear rubber boots and rubber gloves.
- X. When operating drills and drill presses:
 1. Avoid wearing loose gloves, clothing or jewelry.
 2. Always wear ANSI approved eye protection.
 3. Material shall be clamped or otherwise fastened to the drill press bed, do not hold in the hand.
- Y. Construction Safety
 1. Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline". In situations where the work is being done on City property, all private utilities shall also be located. No work shall begin before the date and time provided by Digger's Hotline.

2. Work Zone Protection:
 - a. All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the City's *Temporary Traffic Control Manual for Street Construction and Maintenance Operations in the City of Appleton*, latest edition.
 - b. If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately. In no instance shall a work zone be left unmarked.
 - c. Should there be a dispute as to whether a job site in the street, parkway or sidewalk is adequately marked, the supervisor shall be the deciding authority.
 - d. Remove or cover all signs or devices that are not needed.

Z. Office Safety

1. It is each employee's responsibility to keep the employee's workstation neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering.
2. All file, desk or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers.
3. Never use chairs, desks, tables or other office furniture in place of a ladder or step stools.
4. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report it to your supervisor. Where appropriate, all equipment shall be turned off while unattended or not in use.
5. Electrical cords shall be placed in such a way to avoid creating a trip hazard. If a cord must cross a pedestrian walkway, it should be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords shall be reported immediately to your supervisor and may not be used. Extension cords shall not be used in place of permanent wiring.
6. Electric space heaters will be provided with the authorization of the Parks, Recreation and Facilities Management (PRFM) Director or his/her designee. Heaters not provided by PRFM are not authorized for use. Space heater devices should be certified by an independent testing laboratory (such as Underwriter's Laboratory or UL). Position space heaters at least three (3) feet away from combustible materials such as papers, clothing, and rugs. Don't use extension cords or power strips with space heaters as they can overheat and start a fire. Instead plug the device directly into a wall outlet. Refrain from plugging additional devices into the same outlet as the space heater. Never leave the heater unattended while in operation.

AA. Eye Protection

1. There are many tasks performed by City employees where the wearing of eye protection is required. The City PPE Policy spells out in detail when and what type

of eye protection is to be worn when performing these tasks. The City currently provides employees with various types of eye protection including goggles, face shields and non-prescription safety glasses.

2. When an employee wears prescription glasses, the employee is still required to wear proper eye protection. The City provides non-prescription safety glasses, goggles and face shields and, when deemed appropriate by the Department Director, will participate in the cost of purchasing a pair of prescription safety glasses. These expenses will be covered by the individual's department.
3. Prescription safety glasses that are damaged at work may be replaced, by the department, depending on the circumstances surrounding their damage. The replacement of damaged safety glasses is at the discretion of the Department Director. More information regarding eye protection can be found in the Personal Protective Equipment (PPE) safety policy.

BB. Hearing Protection

1. Employees exposed to a work environment with a decibel level above 85 decibels shall wear hearing protection provided by the City for the purpose of preventing hearing loss. The PPE provided should include a variety of styles such as muffs or earplugs when engineering controls cannot be provided to reduce the noise level.
2. Communication earmuffs can be utilized when the system provides adequate noise reduction ratings for the task or the system utilizes technology to monitor and limit sound exposure at all inputs to ensure compliance with hearing protection standards.
3. Earmuffs that stream music or noise cancelling earbuds which cannot provide adequate noise reduction ratings or provide manufacturers ability to limit sound exposures below hearing protection standards over a time weighted average shall not be used.

CC. Ladder Use (the following applies except for when ladders are used in emergency situations such as firefighting, rescue and tactical law enforcement operations, or training for these operations):

1. Employees shall select the appropriate ladder (step ladder, extension ladder, mobile ladder, etc.) to safely complete the task or job.
2. Ladders are to be used only for the purposes for which they were designed.
3. Ladders shall be inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury. Any ladder with any defect shall be immediately tagged "Dangerous-Do Not Use" (or similar language) and removed from service until properly repaired or discarded.
4. Employees shall face the ladder when climbing up or down it. Employees shall maintain 3-point contact (two hands and one foot or two feet and a hand) when climbing or descending a ladder. Employees shall not carry any object or load that could cause the employee to lose balance while climbing up or down a ladder.
5. Ladders shall not be loaded beyond its maximum intended load (weight of worker, tools, materials, etc. must be accounted for).
6. Ladders shall only be used on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement. Do not place ladders on boxes, barrels, or other unstable surfaces to obtain additional height.
7. Stepladders shall be fully opened and locked before climbing them. Never use a stepladder with the spreader in a closed or partially closed position.

8. Do not overreach while on a ladder; employees should keep their torsos between the ladder rails.
9. Do not use ladders in high winds or storms.
10. Only one person, at a time, is permitted on a ladder unless the ladder is specifically designed for more than one climber.
11. Ladders must not be placed in front of closed doors that can open towards the ladder. The door should be blocked open or otherwise guarded by a temporary barricade.

Recruitment Status Report

Updates thru 4/21/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Public Works Director	DPW	06/04/22	12/10/21	1	Employment Resource Group process started 02/04/22.
	Operator II	DPW	05/02/22	04/15/22	2	Panel interviews: 5/5/22.
	Arborist	DPW	04/04/22	03/17/22	1	Panel interviews: 5/5/22.
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Application deadline: 5/1/22. Panel interviews: 4/25/22.
	HVAC/Building Inspector	DPW	03/26/22	04/07/22	1	Application deadline: 05/15/22.
	Purchasing Clerk	DPW	03/31/22	04/07/22	1	Panel interviews: 4/20/22.
	Transit Operations Supervisor	VT	09/30/21	10/05/21	1	Application deadline: 5/29/22.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	2	Application deadline: 6/30/22. Medical pending on 1 candidate.
	Bus Driver	VT	Multiple	N/A	9	Application deadline: 6/30/22. Background pending on 2 candidates. Medical pending on 3 candidates. Job offer accepted, start date pending due to CDL requirements for 2 candidates.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 6/30/22. Start date pending due to CDL requirements for one candidate.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline open. PFC interviews 04/26/22. Backgrounds pending on 1 candidate.
	Administrative Support Specialist – Police .5 FTE	Police	03/14/22	03/11/22	1	Panel Interviews: 04/21/22.
	Community Service Officer (CSO)	Police	01/19/21	01/26/22	N/A	Background pending on 5 candidates.
	Police Chief	Police	01/04/23	04/15/22	1	Application deadline: 5/29/22.
	Environmentalist	Health	04/14/22	04/20/22	1	Application deadline: 5/15/22.
	Weights & Measures Specialist Half-Time	Health	02/24/22	01/24/22	1	Job offer accepted, start date: 4/25/22.
	Budget and Accounting Manager	Finance	04/11/22	04/18/22	1	Application deadline: 5/8/22.
	Personal Property Assessment Technician	CED	05/14/22	03/11/22	1	Application deadline: 04/24/2022.
	City Assessor	CED	08/12/22	04/11/22	1	Application deadline: 05/01/2022.

Total Positions Open: 28

Total Eligibility Lists: 1

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Systems Analyst	IT	09/06/19	1	Using part-time temporary staffing to fill current need.
	Library Clerk - Regular Part-Time	Library	12/21/21	1	Internal transfer. Position on hold.
	Communication Specialist	Police	04/03/22	1	Department Restructuring .
	HVAC Technician	PRFM	11/25/20	1	Department evaluating position.
	Fire Protection Engineer	Fire	01/04/22	1	Department Restructuring.
	Payroll Coordinator	Finance	09/03/22	1	Retirement. Waiting for RTF.
	Purchasing Manager	Finance	08/06/22	1	Retirement. Waiting for RTF.

Total Positions On Hold: 7