



City of Appleton

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

Meeting Agenda Human Resources Committee

Monday, March 23, 2015

6:00 PM

Council Chambers, 6th Floor

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

15-505 HR minutes from 1-12-15

Attachments: [HR Minutes 1-12-15.pdf](#)

4. Public Hearings/Apearances

5. Action Items

15-462 Request to approve table of organization changes for Public Works as follows:

- * Shift 3.0 fte Laborers to 2.0 fte Stormwater Operator I's and 1.0 fte Street Operator I
- * Shift 1.0 fte Laborer to 1.0 fte Operations Crew Leader
- * Shift 1.0 fte Water Operator II to 1.0 fte PM Shift Crew Leader
- * Shift 1.0 fte Laborer to 1.0 fte Arborist

Attachments: [Public Works TO change 3-23-15.pdf](#)

15-464 Request to approve Fire Department reorganization to eliminate 1.0 fte Fire Inspector union position and add 1.0 fte Battalion Chief position.

Attachments: [Fire Reorganization - March 2015.pdf](#)

[Fire Attachment A - Department Staffing Timeline.pdf](#)

[Fire Attachment B - Table of Organization - Current.pdf](#)

[Fire Attachment C - Table of Organization - Proposed.pdf](#)

15-489 Request to Over Hire the position of Firefighter.

Attachments: [Request to Over Hire in the Position of Firefighter - March 2015.pdf](#)

- 15-463** Request to approve Mayor salary for
2016 - 2017
2017 - 2018
2018 - 2019
2019 - 2020

Attachments: [Nonrep Attorney Mayor Increase Calculations-March 2015.pdf](#)
[Mayor Rates.pdf](#)

- 15-488** Request City Attorney salary for
2016 - 2017
2017 - 2018
2018 - 2019
2019 - 2020

Attachments: [Attorney Rates.pdf](#)

6. Information Items

- 15-465** Recruitment Status Report 3-20-15

Attachments: [RSR thru 3-20-15.pdf](#)

- 15-466** H.R. Working Agenda 3-23-15

Attachments: [HR Committee Working Action Agenda 3-23-15.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 Behnke at 920-832-6426.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Human Resources Committee

Monday, January 12, 2015

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Alderperson Konetzke, Alderperson Trauger, Alderperson Garb and Alderperson Spears

Excused: 1 - Alderperson Croatt

3. Approval of minutes from previous meeting

[15-074](#)

Minutes from 11/24/2014

Attachments: [Minutes 11-24-14.pdf](#)

Alderperson Garb moved, seconded by Alderperson Trauger, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderperson Konetzke, Alderperson Trauger and Alderperson Garb

Absent: 1 - Alderperson Croatt

Abstained: 1 - Alderperson Spears

4. Public Hearings/Apearances

5. Action Items

[15-077](#)

Request to approve Public Works table of organization change as follows:

* 2 - .67fte Engineering Technicians to 1 - 1.0 fte Engineering Technician

* 1 - 1.0 fte Utility Locator to 2 - .67 Utility Locators

Attachments: [DPW TO change Utility Locator and Eng Technician.pdf](#)

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

Aye: 4 - Alderperson Konetzke, Alderperson Trauger, Alderperson Garb and Alderperson Spears

Absent: 1 - Alderperson Croatt

[15-080](#)

Request to approve the Park, Rec & Facilities Department request to overhire the Deputy Director position for a period of 25 working days.

Attachments: [2014 Facilities Deputy Director Overhire Request.pdf](#)

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

Aye: 4 - Alderson Konetzke, Alderson Trauger, Alderson Garb and Alderson Spears

Absent: 1 - Alderson Croatt

6. Information Items

[15-075](#)

Recruitment Status Report 1/08/2015

Attachments: [RSR thru 1-9-15.doc](#)

This Presentation was received and filed

[15-076](#)

HR working action agenda 1/8/15

Attachments: [HR Committee Working Action Agenda 1-08-15.xls](#)

This Presentation was received and filed

7. Adjournment

Alderson Spears moved, seconded by Alderson Garb, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson Konetzke, Alderson Trauger, Alderson Garb and Alderson Spears

Absent: 1 - Alderson Croatt



MEMO

TO: Human Resources Committee
Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works
Nathan Loper, Deputy Director of Operations

DATE: March 18, 2015

SUBJECT: Changes to the Department of Public Works Table of Organization - Operations

BACKGROUND

The Department of Public Works is proposing to modify our Table of Organization to address customer service, work assignments, supervision, safety, and succession planning objectives; while best meeting the City's Mission, Vision and Key Strategies. Copies of the existing and proposed Table of Organizations are attached.

Currently we have 11.5 FTE Laborers in Public Works - Operations, with approximately half of them spending the majority of their time performing work in a higher pay classification. Our laborers spend an average of 5,500 hours each year performing tasks above their pay grade. This is equivalent to 4 employees spending approximately 75% of their year working in a higher classification.

PROPOSED CHANGES

The Department of Public Works is proposing the following four (4) modifications to our Table of Organization:

1. Shift 3.0 FTE Laborers to 2.0 FTE Stormwater Operator I's and 1.0 FTE Street Operator I

The Stormwater Operator I positions will be responsible for the various maintenance projects associated with the City stormwater facilities, including excavating sediment, repairing outfalls and performing post-storm inspections to ensure water is flowing properly. As of 2015, we have 61 stormwater facilities to maintain. This number has increased by 9 since 2010 and is anticipated to increase by one additional facility each year over the next five years.

The Street Operator I position will be responsible for various street maintenance and repair tasks, including pothole patching, crack filling, asphalt paving and concrete repairs. Additional responsibilities include snow & ice removal, leaf collection and other various street projects.

Currently the Stormwater and Street Divisions are provided various personnel from the Laborer group; equivalent to at least 3.0 FTE annually performing these tasks. This poses a challenge since the Laborer positions typically tend to have a higher turnover rate and training efforts are not realized to their full potential. It takes significant time to train employees and provide them with the skills necessary to be efficient performing the many various stormwater facility and street maintenance tasks.

We believe that having 3 Operator I positions dedicated to this work will not only improve efficiency but also the quality of our streets, ponds and ravines.

2. Shift 1.0 FTE Laborer to 1.0 FTE Operations Crew Leader

This position will be a working lead position that will be assisting our Street Foreman with job planning and supervision of the 19 Street Division employees. This Division regularly has several projects going on at once, spread out across the City and it is challenging for one person to oversee all daily activities, even with a veteran supervisor in charge.

Having a crew leader in this group will help us improve customer service by responding to customer concerns in a more timely fashion. This will also help us be more efficient by having a crew leader on site to help plan ahead for projects, order materials and provide more oversight and direction of the crews.

Currently we do not have anyone ready to assume the Street Foreman responsibilities when this position comes vacant and the learning curve will be long due to the wide variety and number of projects this group is responsible for. By having a lead position in this group we will have someone much more prepared to be promoted to the Street Foreman position or at least be a great resource for the new Street Foreman in the future.

3. Shift 1.0 FTE Water Operator II to 1.0 FTE PM Shift Crew Leader

This position will be a working lead position that will work under the direction of the Water Foreman and will assist with job planning and supervision of the DPW night crews, including 2nd shift water construction, 2nd and 3rd shift CEA staff and the 3rd shift street sweeping/snow removal crews. Currently all of these employees work at night with little to no direct supervision.

Having a crew leader in this group will help us improve customer service by responding to customer concerns in a more timely fashion. This change will also help us to be more efficient by having a crew leader on site to help plan ahead for projects, call in and work with water main break repair crews and provide more oversight and direction of the night shift crews. Creating this position will allow us the opportunity to train and evaluate this employee for future vacant foreman positions as part of our succession planning initiative.

4. Shift 1.0 FTE Laborer to 1.0 FTE Arborist

This position will be responsible for various tree maintenance and removal tasks, including tree climbing, pruning, planting and removals. Additional responsibilities include the safe and effective operation of chainsaws, large lifts and log loading equipment.

Currently the Forestry group is supplemented with various personnel from the Laborer group; equivalent to at least 1.0 FTE being assigned annually to Forestry tasks. This poses a challenge since the Laborer positions typically tend to have a higher turnover rate and training efforts are not realized to their full potential. It takes significant time to train employees and provide them with the skills necessary to be efficient performing the many various tree maintenance tasks.

We believe that having an additional arborist position dedicated to this work will improve efficiency and safety. This is especially important with the increased forestry workload as a result of the emerald ash borer being confirmed in Appleton as well as the increasing ratio of trees to arborists. In 2010 the tree to arborist ratio was 3975 to 1 with a 7.5 year pruning cycle. In 2014 the tree to arborist ratio was 4704 to 1 with an 8.5 year pruning cycle, compared to an industry standard 5 year pruning cycle.

BENEFITS OF PROPOSED CHANGES

The proposed modifications to our Table of Organization described above shifts 5.0 FTE Laborer and 1.0 FTE Water Operator II to 2.0 FTE Crew Leader, 3.0 FTE Operator I and 1.0 FTE Arborist positions. **The overall table of organization would have the same number of FTE's and all existing employees would remain employed in Public Works.**

We feel that these changes are consistent with the City's Strategic Plan as follows:

- **Key Strategy #1** - Communicate City Priorities and allocate resources accordingly. The priorities of the City are constantly shifting as new challenges, regulations, etc. come to fruition. A relevant example is with the discovery of Emerald Ash Borer in Appleton. We have been proactively addressing this anticipated challenge for years, but will now have to put additional resources into mitigating the detrimental effects of this disease to our urban forest. Another example is with our ever growing inventory of stormwater facilities to meet our WisDNR Permit. As the inventory of ponds, streams and ravines continues to grow, so must the resources we allocate to maintaining these valuable community assets.
- **Key Strategy #4** - Attract and retain an inspired, engaged workforce. Today's generation of employees are looking for growth opportunities and want to feel a sense of pride and accomplishment in the work they do on a day-to-day basis. The proposed table of organization creates new lead positions that provide career growth opportunities for employees that may wish to be Foremen in the future. It also creates two positions dedicated to stormwater for employees that are interested in "owning" the care of these multi-million dollar facilities.

In addition to meeting the Key Strategies, the proposed changes provide the following overall benefits to the City:

- Improved Customer Service - A recurring theme we heard in our recent DPW Customer Survey was the need to improve communication with neighborhoods during DPW maintenance projects. The proposed Lead Positions would include the responsibility of neighborhood notification of projects such as our Concrete Pavement Rehabilitation Program and Hydrant Painting Program.
- Increased Supervision - An on-going challenge has been providing supervision during our PM shift when water staff, street sweepers, and CEA mechanics routinely work. Having the presence of this Lead Position will improve oversight/accountability of both staff and projects.
- Improved Safety - Having the Lead Positions will improve safety through quicker dispatching of crews during the PM shift and enhanced project safety (such as improved barricading) with the additional supervisory presence in the field.
- Meets Succession Planning Objectives – With our continued aging workforce, we need to prepare for seamless transitions as key positions are vacated through retirements. Our Succession Plan includes retaining our most gifted employees to help our Department successfully meet our Mission of “Providing essential services in an exceptional manner.”

SUMMARY OF FINANCIAL IMPLICATIONS

The anticipated financial impacts for the proposed changes are described below.

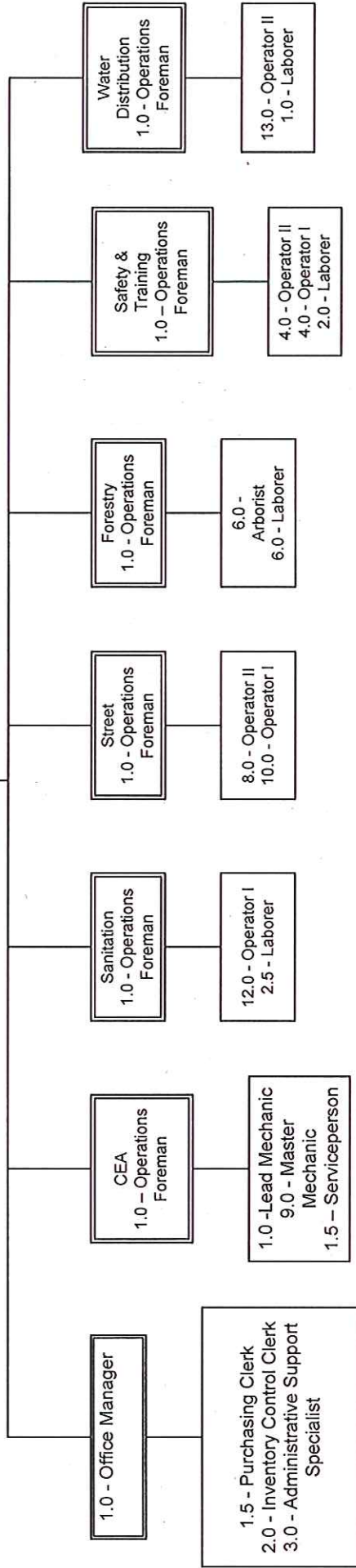
1. Stormwater Operator I (2.0 FTE) and Street Operator I (1.0 FTE) – We anticipate these changes to equate to a total salary impact of approximately \$6,000 which would be off-set by holding the Laborer position that is currently vacant for the remainder of the year.
2. Operations Crew Leader (1.0 FTE) – We anticipate this change to equate to a total salary impact of approximately \$4,800 which would be off-set by holding the Laborer Position that is currently vacant for the remainder of the year.
3. PM Shift Crew Leader (1.0 FTE) – We anticipate this change to equate to a total salary impact of approximately \$2,300 which would be off-set from our current Water Operator II vacancy.
4. Arborist (1.0 FTE) – We anticipate this change to equate to the elimination of the vacant Laborer position and hiring of a new Arborist for a total salary impact of approximately \$12,100 per year, and if approved, will be included in our 2016 General Fund Budget.

In order to best meet the City’s Strategic Plan, improve customer service, increase supervision, improve safety and meet our succession planning objectives, we recommend that the Public Works Table of Organization be modified to shift 5.0 FTE Laborer positions and 1.0 FTE Water Operator II position to 3.0 FTE Operator I, 2.0 FTE Crew Leader and 1.0 FTE Arborist positions.

Attachment

Operational Detail

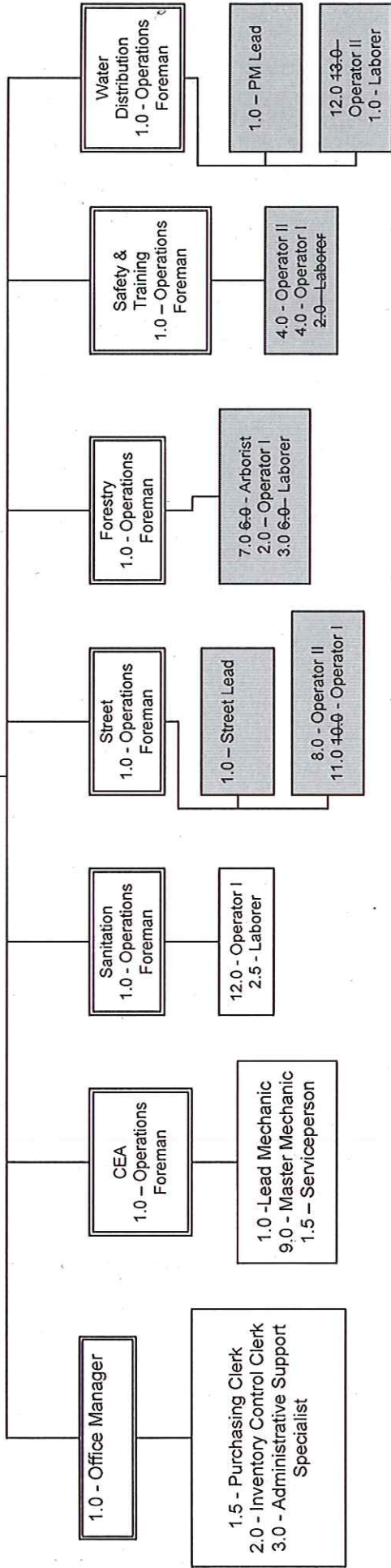
1.0 - DPW Deputy Director
Operations



1/1/2015

Operational Detail

1.0 - DPW Deputy Director
Operations



Proposed Draft 3-23-15



"...meeting community needs...enhancing quality of life."

FIRE DEPARTMENT

700 North Drew Street • Appleton, WI 54911-5000
(920) 832-5810 • Fax (920) 832-5830

Memorandum

To: Alderperson Konetzke, Chairperson
Human Resources Committee
Alderperson Jirschele, Chairperson
Safety and Licensing Committee

From: Len Vander Wyst, Fire Chief

Date: March 19, 2015

Re: Fire Department Proposed Reclassification of Position

Recently, one of the department's full-time fire inspectors retired from the Appleton Fire Department. Prior to filling this position, the management team met to discuss the current organizational structure for the Appleton Fire Department. As you might recall, the department has experienced a number of staffing reductions over the past ten years. (See Attachment A.) The department's review included examining the entire table of organization and identifying both existing challenges based on some of those reductions and opportunities for the future and succession planning. Based on this review, I am proposing to make some minor changes to our current table of organization (See Attachments B and C.) that will produce major positive impacts. The changes that are being proposed include:

- Creation of a 'Battalion Chief – Fire Prevention and Public Education' position without increasing the number of FTEs. This position will oversee the Fire Prevention and Public Education Divisions and directly supervise the Fire Prevention staff and Public Education Team. The creation of this position will provide a liaison between the news media and the fire department. This position will oversee the fire investigation program and will respond to major alarms to assist with emergency scene operations. The position will have the ability to fill in for the shift battalion chief to cover for absences. This position will provide consistency by working a Monday through Friday schedule and be available on a daily basis as well as having a flexible schedule 24/7/365 as a member of the management team.
- The oversight of the Public Education Division will fall under the newly created Battalion Chief-Fire Prevention and Public Education. This move will provide needed direction and final decision making authority for that division along with providing a lead Public Information Officer.

- Elimination of the one protected, fire inspector position from the table of organization. The department is confident that we will be able to distribute the inspection workload and other related tasks from this position within existing Fire Prevention staff and fire crews.
- As a result of the creation of the Battalion Chief – Fire Prevention and Public Education position, the Fire Protection Engineer will no longer have the supervisory responsibilities that he inherited due to cutbacks in the past and oversight of the Fire Prevention Division. Therefore, a number of target hazard occupancy and specialty fire inspections will be assigned to this position. In addition, this position will be responsible for the management of the aboveground and underground storage tank program.
- There are two nationally recognized measures of a fire department's performance: Insurance Services Office (ISO) rating and accreditation from the Commission on Fire Accreditation International. Both of these measures require significant research and assessment and are proven to measure community risks and accurately assess an organization's performance. They include an evaluation of the department's services to ensure that the community's needs are being met. The coordination and management of these assessments have been added to the deputy chief's job description. It would be expected that a self-assessment process would take place, and be followed by a recommendation to Council.

The proposed changes within the table of organization address a multitude of fire prevention and public education operational and workload issues while recognizing the challenging economic conditions that we expect to continue. When comparing the costs of the protected fire inspector position to a protected battalion chief position, the financial impact is approximately \$8,000 annually. However, this impact will be offset by unused salary dollars and a reduction in overtime this year.

While there may be some costs associated with this proposal, it is expected that the changes will only strengthen and enhance the department's long-range goals and succession planning with no changes to FTEs. I have discussed this reclassification with the Fire Prevention staff, union representatives, Human Resources Director, and Mayor and have support. I respectfully request that the Human Resources and Safety and Licensing Committees approve these changes. Please do not hesitate to contact me should you have any additional questions or concerns. Thanks!

Appleton Fire Department Staffing Timeline

Pre-1985 Captain oversaw fire inspection and investigation program.

1988 Public Education Specialist position added to Fire Prevention Division.

1996 Battalion Chief/Fire Marshal. Structural firefighting involvement including command authority.

2003 Public Education Specialist retires. The position is changed to a non-protective position in the union.

2007 Elimination of Captain Mechanic. Transfer of FTE to Facilities Management.
Total FTEs: 101

1980

1985

1990

1995

2000

2005

1986 - Reorganization under Chief Davis. Created Battalion Chief/Fire Marshal Position.

1993 Public Education Specialist removed from division. New Pub. Ed. division created. Added one inspector.

1999 Reorganization under Chief Cameron. Fire Protection Engineer/Fire Marshal position created. No structural firefighting involvement.

2006 Reorganization under Chief Cameron. Deputy Chief of Prevention/Logistics created. Modification of FPE position. Public Education Specialist removed from union.
Total FTEs: 102

2009 Reorganization under Interim Chief Walsh. Elimination of Deputy Chief of Fire Prevention/Logistics. Reduction of Pub. Ed. Specialist to part time.
Total FTEs: 99.5

2011 Reorganization under Chief Vander Wyst. FPE position upgraded to include supervision. Fire inspector altered to civilian position. Creation of six firefighter/fire inspectors. Elimination of one fire inspector position.
Total FTEs: 97

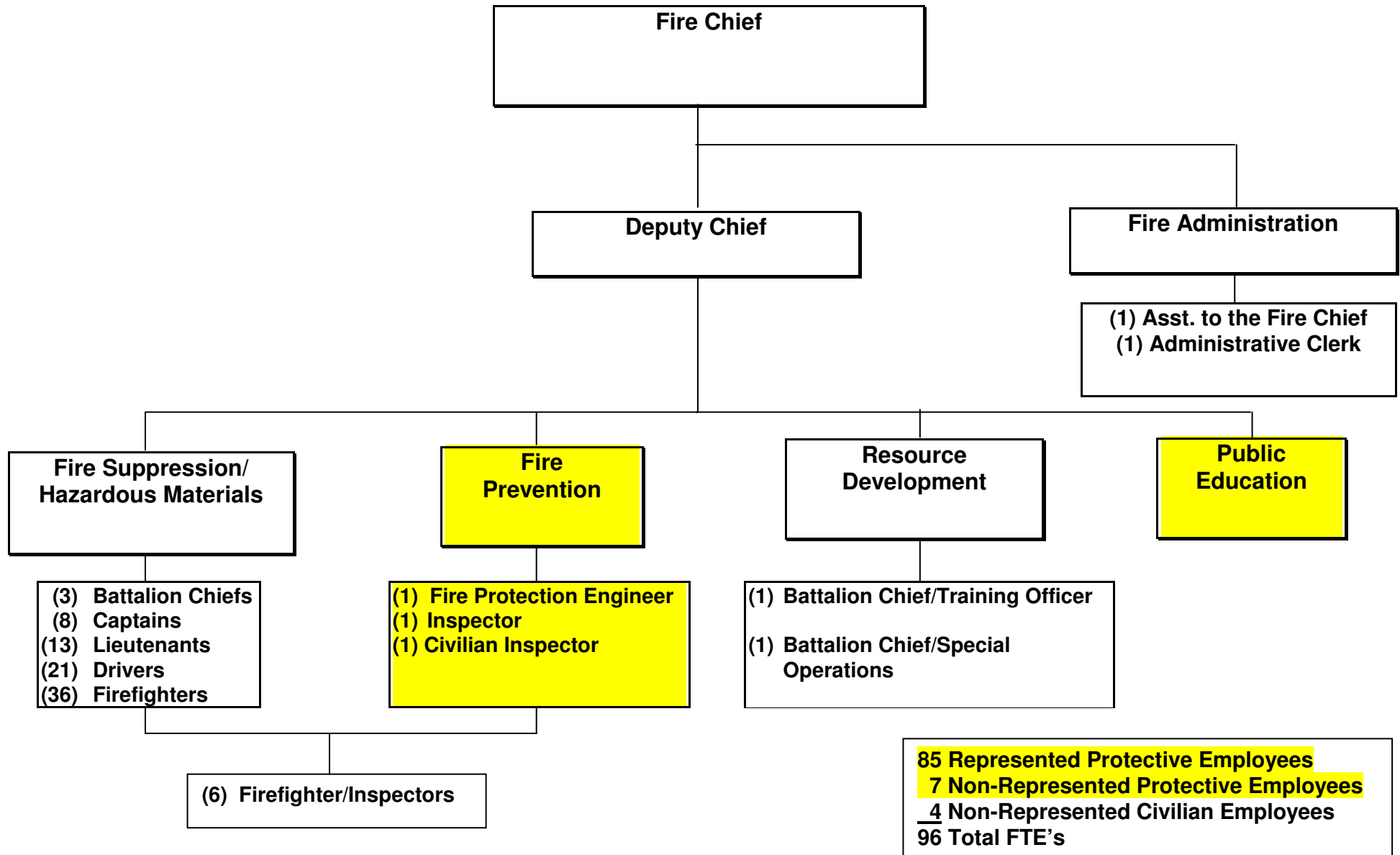
2010

2010 Reorganization under Chief Vander Wyst. Creation of overall Deputy Chief. Elimination of Pub. Ed. Specialist. Elimination of Mechanic.
Total FTEs: 98

2012 Elimination of Administrative Clerk position.
Total FTEs: 96

APPLETON FIRE DEPARTMENT

TABLE OF ORGANIZATION

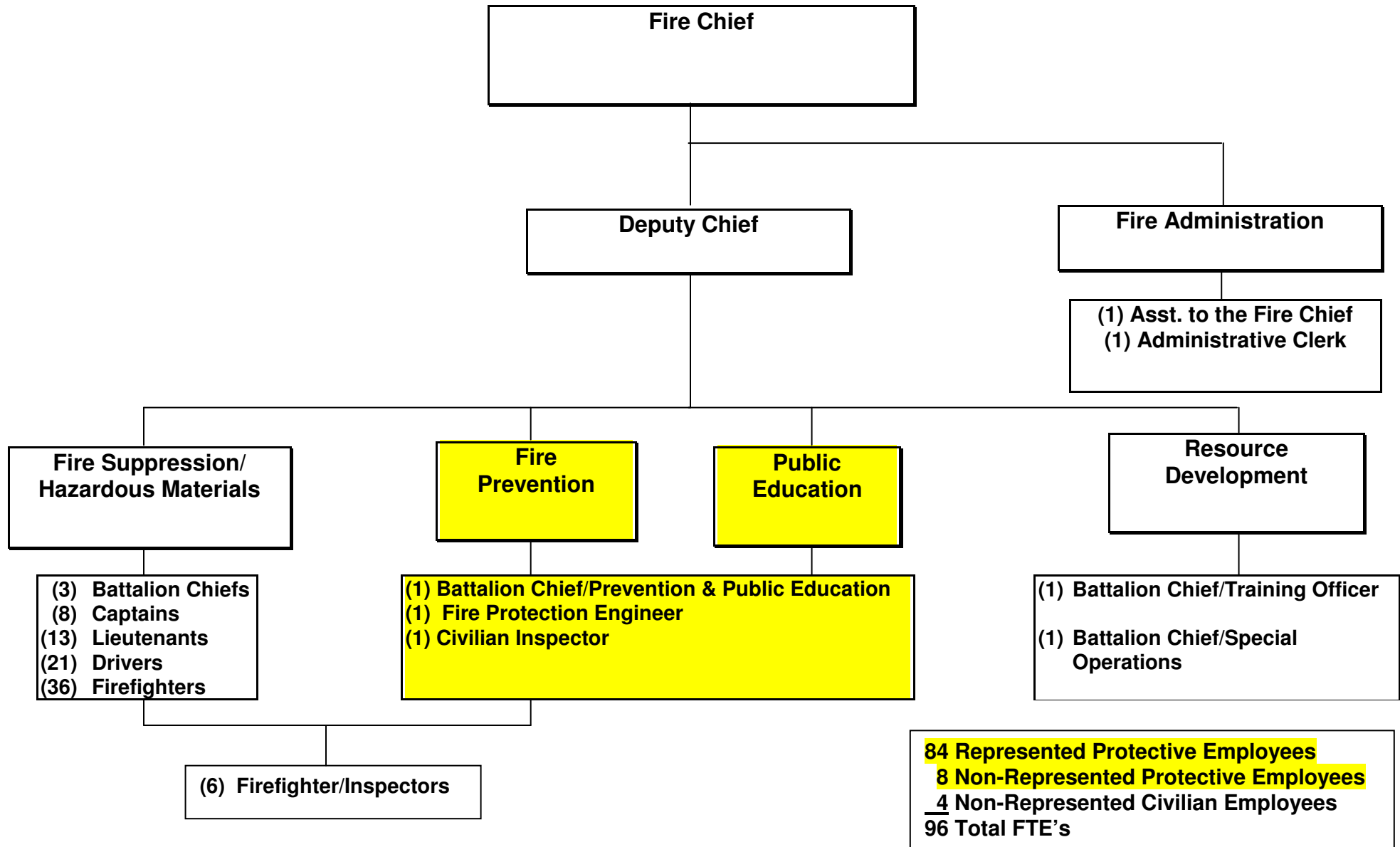


PROPOSED

ATTACHMENT C

APPLETON FIRE DEPARTMENT

TABLE OF ORGANIZATION





"...meeting community needs...enhancing quality of life."

FIRE DEPARTMENT

700 North Drew Street • Appleton, WI 54911-5000
(920) 832-5810 • Fax (920) 832-5830

Memorandum

To: Alderperson Konetzke, Chairperson
Human Resources Committee
Alderperson Jirschele, Chairperson
Safety and Licensing Committee

From: Len Vander Wyst, Fire Chief

Date: March 19, 2015

Re: Request to Over Hire at the Firefighter Position

Recently, the Appleton Fire Department received notification from an existing firefighter that he is going to be deployed on active duty as a member of the Army National Guard. The leave is expected to begin on or around May 1, 2015 and is expected to last approximately one year.

The department requests approval to temporarily exceed the authorized number of protected firefighters from 36 to 37 in anticipation of over hiring at the firefighter position for this vacancy. City policy provides twenty days of paid military leave so the financial impact of over hiring in this position is minimal but will assist with reducing overtime by maintaining staffing levels. At any given time, the department has employees off on work-related injuries, FMLA, sick leave or vacation, this over hire allows the department to control at least one of these vacancies.

The department currently has two vacancies at the firefighter level and is in the midst of an entry-level firefighter hiring process. The process of preparing firefighters to assume their duties includes the running of a recruit academy of several weeks in duration, and it is anticipated that the department would not have to run more than one academy this year. Approval of the request will allow the department to hire and train entry-level firefighters together in preparation for the peak vacation period. The department does expect to have a retirement in 2016. However, if the retirement doesn't happen, the department will plan to lay off an employee or come back to these committees for additional approval to carry the position longer.

I respectfully request that the Human Resources and Safety and Licensing Committees approve this request. Please do not hesitate to contact me should you have any additional questions or concerns. Thanks!

Year	Non-Reps	Performance	WRS General Employee	Mayor	Salary	Attorney	Salary	WRS Elected Employee
2008	2% 1%			3.47%	\$84,000	3.47%	\$96,000	
2009	2% 1%			2.38%	\$86,000	2.08%	\$98,000	
2010	2% 1%			2.33%	\$88,000	3.06%	\$101,000	
2011	0%		9/1 5.80%	3.41%	\$91,000	2.97%	\$104,000	6.65%
2012	0%		5.90%	0%	\$91,000	0%	\$104,000	7.05%
2013	1%	1%*	6.65%	1%	\$91,910	2%	\$106,080	7.00%
2014	2%	2%	7.00%	1%	\$92,829	2%	\$108,202	7.75%
2015	1.50%	1.75% **	6.80%	2%	\$94,686	2%	\$110,365	7.70%

* Only employees paying WRS were eligible for the Performance 1%

**Proposed

MAYOR

Municipality	City Manager/Administrator or Mayor	Salary	# Reports	Benefits	Expense Account	Other
Appleton	Mayor	\$94,686	15	Health, Dental, Life, LTD, Pension	None	None
Eau Claire	City Manager	\$137,700	8 Directors/City Clerk/Clerk/Secretary	Health, Dental, life ER WRS, 4% 457 contribution	\$500/month Auto Allowance	
Fond Du Lac	City Manager	\$132,651	8	Same as General Employees		
Green Bay	Mayor	\$82,534	9 Dept Heads, 2 Staff members	Health, Dental, Life, Pension	None	Car, Cell phone
Janesville	City Manager	\$147,000	9	\$5100 auto allowance, cell phone allowance \$1200,\$5000 DC		
Kenosha	City Administrator	\$137,000	17 Dept Heads	Health, Dental, Life, Pension option for Deferred Comp, Vision and AFLAC		
Kenosha	Mayor	\$79,272	3	Health, Dental, Life, Pension option for Deferred Comp, Vision and AFLAC	None	
LaCrosse	Mayor	\$77,200	14	Same as other full-time employees	\$2083/year	
Oshkosh	City Manager	\$138,000	12	Same as Non-rep plus \$500 auto allowance and \$120 cell phone \$300 ICMA-RC	None	None
Racine	City Administrator	\$99,236		Same as non-represented		
Racine	Mayor	\$74,110	2	Same as non-represented	None	Mileage and Travel
Sheboygan	Mayor	\$52,531	1	Health, Dental, Pension, Life	None	None
Sheboygan	Chief Admin Officer	\$123,000	10	Same as non-represented		
Waukesha	City Administrator	\$155,000	15	Health, Dental, Pension, Life, Vision, LTD, Deferred Comp, AFLAC	Auto-\$400/monthly	None
Waukesha	Mayor	\$83,500	1	Health, Dental, Pension, Life, Vision, LTD, Deferred Comp, AFLAC		
Wausau	Mayor	\$74,850	11	Same as non-represented		
West Allis	City Administrative Officer/Clerk-Treasurer	\$115,356	42	Same as other Professional and Supervisory Personnel	None	Mileage and Travel
West Allis	Mayor	\$66,000 (4/20/15)	1 shared Admin. Asst.	Health, Dental, Pension, Life	Auto-\$25/monthly	Mileage and Travel

ATTORNEY

Municipality	City Attorney	Salary	# Reports	Benefits	Expense Account	Other
Appleton	Elected	\$110,365	4	Health, Dental, Life, LTD, Pension	None	None
EauClaire	Appointed by City Manager	\$110,500	2.75	Health, Dental, basic life, employer share of WRF, \$2,000 match to 457 plan	none	none
Fond Du Lac	Appointed by City Manager	\$116,116	3	Same as General Employees		
Green Bay	Appointed by Mayor	\$101,489	3	Health, Dental, Life , Pension	None	Phone, Mileage
Janesville	Appointed by City Manager	\$127,000	3	Health, Dental, Pharmacy, Vision, Flex, Life, Supplemental Life, Pension, Deferred Comp	None	None
Kenosha	Appointed by Mayor	\$118,548	5	Health, Dental, Life, Flex-options for deferred comp, vision and voluntary benefits	None	reimbursement for mileage and travel
LaCrosse	Appointed	\$124,841	4	Full benefits	N/A	N/A
Oshkosh	Appointed	\$109,701	2	Non Represented Benefits	None	None
Racine	Appointed	\$113,547	5	Health, Life, Pension, AFLAC	N/A	Mileage & Travel
Sheboygan	Elected	\$112,110	1	Health, Dental, Life, Flex	N/A	N/A
Waukesha	Elected	\$116,500	6	Health, Dental, Pension, Life, Vision, LTD, Deferred Comp, AFLAC	None	None
Wausau	Appointed	\$103,916	3	Same as Non-represented		
West Allis	Elected	\$118,518 (4/30/15)	6	Same as Professional/Supervisory	None	Mileage & Travel

**RECRUITMENT STATUS REPORT
UPDATES THRU 3-20-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Operator I – Sanitation	DPW	2/19/15	6/23/14	1	Vacancy of Brian VanDaalwyk
	Operator II – Water	DPW	3/5/15	On-hold - potential T.O. change	1	Resignation of Mike Koleske TO change coming
	Engineering Technician	DPW	TO change and 3/13/15	1/21/15 2/25/15	2	Resignation of Lance Busse Kurtis Geiger starting 4/6/15 One medical pending and conditional offer pending
	PT-Service Person	DPW	2/9/15	1/7/15	1	Vacancy created from transfer of Nick Rogan Interviews 3/19/15
	Master Mechanic	DPW	2/5/15	1/26/15	1	Retirement of Bill Brereton Testing 3/25/15 Interviews 4/14/15
	Laborer Eligibility List	DPW	Anticipated	Pending	Elig List	Testing 3/23/15 Interviews 4/9/15
	Road Supervisor	VT	10/3/14	Approved T.O. Change 12/17/14	2	Re-open process deadline of 3/15/15
	Assistant General Manager	VT	2/2/15	1/9/15	1	Resignation of Sal LaPuma Candidates to Dr. Fico on 3/31/ 15 and 4/3/15
	PT Bus Driver Eligibility List	VT	Anticipated	1/26/15	Est. New Elig List	Testing on 3/27/15
	Bus Driver	VT	3/7/15	1/26/15	1	Pauline Thompson retirement 3/7/15 Will use candidate pool from part-time process Testing on 3/17/15
	Solids Operator	Utilities	3/23/15	3/10/15	1	Vacancy created from transfer of Stephanie Lee Application deadline date 3/22/15
JAY	Police Officer	Police	1/8/15 2/21/15	12/2/14 2/26/15	2 + Elig List	Chief interviews in process PFC interviews 3/23/15 and 3/24/15 Next round of panel interviews 4/8/15 and 4/9/15
	Community Service Officer	Police	NA	3/20/14	1 + Elig List	Chief interviews in process
	Fire Fighter	Fire	9/19/14 3/2/15	10/27/14 2/3/15	1 + Elig List	Another round of panel interviews on 4/13/15 and 4/15/15 with Chief interviews on 4/27/15
	Lead CSO	Police	4/10/15	Pending	1	Cole Roberts resignation
	Network Services Assistant	Library	2/9/15	2/12/15	1	Background and references pending
	Help Desk Analyst	IT	1/29/15	2/11/15	1	Re-advertising with an application deadline date of 4/5/15

TOTAL POSITIONS OPEN = 18 TOTAL ELIGIBILITY LISTS = 5

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

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Evidence Clerk	Police	1/5/15	NA Non TO position	1	Department evaluating position and unit structure
	Administrative Assistant (Half-time)	Health	1/5/15	Pending	1	Request on hold. Department was asked to reevaluate needs through March
	Civilian Fire Inspector	Fire	3/10/15	Pending	1	Brian Noel retirement Re-organization pending

TOTAL POSITIONS ON HOLD = 3 TOTAL ELIGIBILITY LISTS = 0

			HR Committee Working Action Agenda					Revision Date: 1/08/2015
Budget / Action Category	Project	Status	Projected Resolution Date	Dates Critical	Process Point	Committee/Council Accountability	Action Needed	NOTES
					*Pending *Stalled	*Active *Complete	*Informational *Direction *RATIFICATION	Note: Items involving contract negotiations or arbitrations may need closed session discussion prior to Committee and Council action.
14010 General Administration:								
Compensation Plan:	Reconvene Compensation Team-Review of plan	OPEN	6/30/2015		Active		Informational	Team met to review year 2 P4P.
PE System Implementation								
	Performance Management System:	OPEN			Active		Informational	Ongoing training and enhancement of PE system
								Work through technology issues
Health Care Reform	Health Insurance Planning and Administration:							
Employee Clinic	Discussion with Outagamie County and Appleton Area School District about an employee clinic	Open	12/31/2015	Ongoing	Active		Ratification	2 Clinic Presentations scheduled for late April
Plan Design	Discussion future benefit design and modifications	Open	12/31/2015	Ongoing	Active		Ratification	Introducing Biometric testing incentives. 2015-Employee only, 2016-EE and Spouse and 2017-Results. Proposal to Council later this year for approval
							Informational	Urgent care and Smart Choice MRI
Policy Updates:								
	Attendance	OPEN	12/31/2014		Active		Ratification	HR Staff Reviewing
	Electronic Communications	OPEN	12/31/2014		Active		Ratification	HR Staff working with Communications Coordinator
	Flammable and Combustible Liquids	OPEN	12/31/2014		Active		Ratification	HR Staff Reviewing
	Media Relations	OPEN	12/31/2014		Active		Ratification	HR Staff working with Communications Coordinator
	Moving Policy	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	Right to Know	OPEN	12/31/2014		Active		Ratification	HR Staff Reviewing
	Training and Development	OPEN	12/31/2014		Active		Ratification	HR Staff Reviewing
	Travel	OPEN	12/31/2014		Active		Ratification	Waiting for new form (Finance)
	Fire Ride Alongs	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	Identity Theft	OPEN	12/31/2015		Active		Ratification	Finance Staff Reviewing
	Accident Reporting and Investigation	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	FMLA	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	Public Records	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	Telecommuting	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	Volunteers	OPEN	12/31/2015		Active		Ratification	HR Staff Reviewing
	Voluntary Benefits:							
	Deferred Compensation Benefit	OPEN	12/31/2015		Active		Informational	Advisory Team #2-March 13, 2015
	Identity Theft Insurance	OPEN	12/31/2015		Active		Informational	Not pursuing at this time
	Accident, Disease, Critical Care Insurance	OPEN	12/31/2015		Active		Informational	Pursuing Accident Insurance for employees

[illegible]