



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final

### Human Resources & Information Technology Committee

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Wednesday, November 7, 2018

6:45 PM

Council Chambers, 6th Floor

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

#### 4. Public Hearings/Apearances

#### 5. Action Items

[18-1632](#) Request to approve an overhire for the position of Administrative Support Specialist at the Police Department for approximately 6 weeks.

**Attachments:** [Request to over hire 2018.pdf](#)

[18-1637](#) Request to approve a proposed change to the Department of Public Works table of organization from 2 part time (.5 fte) Customer Service Specialists to 1 full time Customer Service Specialist.

**Attachments:** [Public Works TO change 11-2-18.pdf](#)

#### 6. Information Items

#### 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 Matz at 920-832-6426.*



**POLICE DEPARTMENT**

222 South Walnut Street • Appleton, WI 54911-5899  
(920) 832-5500 • Fax (920) 832-5553  
<http://www.appleton.org/police>

**TO:** Human Resources Committee

**FROM:** Larry Potter, Assistant Police Chief

**DATE:** October 30, 2018

**SUBJECT: Request to Over Hire – Administrative Support Specialist**

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The police department currently has a vacancy for an Administrative Support Specialist, with a second vacancy expected in January due to a retirement. We request to bring in the new employees together, which will necessitate a brief over hire.

A current Administrative Support Specialist will be retiring on January 4<sup>th</sup>, 2019 after almost 40 years of service to the city. There is also an existing opening for the same position due to a prior employee taking an employment opportunity elsewhere this fall. A recent hiring process identified two qualified applicants who are set to begin when needed.

Bringing in the employees together will streamline training (by training them together) and aid in the continued transition to a new software platform, while also allowing the retiring employee to share knowledge with her replacement. An Administrative Support Specialist is responsible for maintaining the records of the department, such as processing citations and offense reports, reporting crime statistics to outside agencies, and responding to open records requests, among other duties.

The existing vacancy is scheduled to be filled by the new employee on November 19, 2018. By bringing in the second hire on the same date, the over hire cost until the departing employee's retirement on January 4<sup>th</sup> is approximately \$7300. The proposed funding to cover this cost will be to utilize vacant salary dollars. As such, no additional budget will be requested. From November 19<sup>th</sup> through November 30<sup>th</sup>, the second hire, who is currently an employee in the city clerk's office, would split time between the offices as the transition began, finally settling in at the police department full time on December 3<sup>rd</sup>. This has been factored into the estimated cost.



## MEMO

**TO:** Human Resources Committee

**FROM:** Paula Vandehey, Director of Public Works

**DATE:** October 31, 2018

**SUBJECT:** Proposed Department of Public Works Table of Organization change related to the 5<sup>th</sup> Floor Customer Service Team.

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The 5<sup>th</sup> Floor Customer Service team currently consists of 2 full-time and 2 part-time positions. This team provides support to all departments located on the 5<sup>th</sup> floor of City Center. Since 2012, we have had seven (7) different employees fill the 2 part-time positions. Effective Friday, November 2, 2018 we will be losing another part-time employee from this team.

This constant turnover of part-time staff is negatively impacting customer service, productivity and employee morale. To best serve the clerical and customer service needs of all 5<sup>th</sup> floor customer service departments, we are proposing to join the two part-time non-benefited positions into a full-time benefited position. This will bring better continuity and a more balanced workload for all positions.

**Therefore, I request approval of the proposed Department of Public Works Table of Organization change related to the 5<sup>th</sup> Floor Customer Service Team.**

C: Sandy Matz, Human Resources Director

