

Personnel Committee Meeting Minutes
January 12, 2010

Chairman Cochrane called the meeting to order at 4:33 PM.

Members present: Aldermen Cochrane, Miller and Morgan

Staff Present: Mayor Sullivan, Gard and Coenen

Others Present: Katie McCloskey, Enetrix/A Gallup Co. (formerly Carlson Dettman)

2. Consider/recommend Classification/Compensation Study – Phase 2

Gard stated the second phase of the classification/compensation study for nonunion personnel has been completed. A four page handout was distributed containing Exhibit 1 – Recommended Pay Structure and Exhibit 2 – Recommended Grade Placement. This phase involves department heads, managerial and supervisory staff and the city administrator. The study results in no employee receiving a loss of salary and places positions in an appropriate grade. Implementation will be effective July 1, 2010 and the employee will be placed in the grade closest to their current pay. The average increase is \$463 and the financial impact to the City in 2010 is \$17.6K. The General Fund portion is \$12.5K with utilities absorbing \$5.1K. This completes the study of all nonunion salaried positions and provides for both internal and external compensation equity. The results will be shared with staff next Tuesday, 1/19/10 and the Committee recommendation will also be brought forward to Council. McCloskey stated that the goal of the study was to provide an objective, rational and equitable classification and compensation system. The City has not had a formal method for placing jobs in the current compensation plan or for relating a compensation plan to the market in 29 years. In addition, it provides a method of evaluating and ranking positions for this study as well as for the future and provides the City with a basis to change or not change a job grade due to added responsibilities. She briefly went over the process whereas each employee completed a job description questionnaire, which they in turn evaluated and assigned points. The points assigned to each position were used to compare and contrast jobs, place jobs into pay grades and establish a job hierarchy and classification system. Finally the salary schedule was updated to reflect the market comparables. She recommends doing a market schedule every five years and making adjustments if needed. There is also an appeal process. The Committee asked about promotions and Gard stated when a nonunion position becomes available, it is posted internally and published. The City encourages growth within the departments and employees have the opportunity to apply and go through the interview process. Union solely posts into positions.

Motion by Cochrane to recommend that the non-represented classification/compensation study – Phase 2 be implemented on July 1, 2010; second by Morgan. Motion carried 3-0.

3. Information on Hiring Process for Park and Recreation Director

Gard stated that this Friday will be Ray Maurer's last day with the City. The Park & Recreation Director hire is made by Mayoral appointment with Council approval and reports to the City Administrator. The City has received 68 applications and after staff review, 7 applicants were chosen for an initial interview which will be held on Monday, 1/18/10. The interviewers are Joe Moroni, Jim Hall, Gard and Mark Frye. 2 – 4 potential candidates will be chosen for second interviews that will include a background check and site visits. The position will be filled as soon as possible, but in the interim Frye and Bryan Spencer will help with the department and staff will report to Dennis Bednarski. She added that Maurer is wrapping up major issues and the department is in good shape.

Motion by Miller to adjourn the Personnel Committee meeting; second by Morgan. Motion carried 3-0. The meeting adjourned at 5:03 PM.

Minutes taken by
Diane Coenen, City Clerk
Ald. Miller, Secretary