

**PERSONNEL COMMITTEE MINUTES
MONDAY, OCTOBER 24, 2013 AT 4:00PM
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Kupsik at 4:03 p.m.

Roll Call. Present: Aldermen Kupsik, Taggart, Wall, Hill, and Kehoe. Others in attendance: Comptroller Pollitt, Administrator Jordan, Mayor Connors.

Comments from the public limited to 5 minutes. None.

Taggart/Hill motion to approve minutes from October 9, 2013 as prepared and distributed. Unanimously carried.

Discussion/Recommendation on reorganization of front office positions; Treasurer/Deputy Clerk duties and job description.

Comptroller Pollitt gave a presentation of the process staff implemented to determine the job descriptions for clerical staff including the building inspection and zoning administrative assistant. That position is lessened, the pay lowered and that person will help in other areas. It was determined who would be first up to address the public at the front desk. Salary levels and cross-training were discussed. The salary of the Deputy Clerk/Treasurer was discussed; duties of the Building Inspector were discussed.

Hill/Kupsik motion to authorize the City Administrator to advertise for the Building and Zoning Administrative Assistant, giving a range of pay for the position. Unanimously carried

Discussion/Recommendation Parking Manager's position.

Hill/Kupsik motion to recommend to Council creation of Parking Supervisor position.
Carried 4 to 1, with Alderman Wall voting no.

Hill/Wall motion to adjourn. Unanimously carried.
Transcribed from notes taken by Administrator Jordan.

/s/ Artis M. Roenspies, Deputy City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**