



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**PERSONNEL COMMITTEE
TUESDAY, MARCH 3, 2020 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)**

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

AGENDA

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from the February 4, 2020 Personnel Committee Meeting
5. Discussion/Update regarding Parking Manager candidate search
6. Discussion/Recommendation regarding standardized checklist for Payroll change requests
7. Future Agenda Items
8. Adjourn

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES
TUESDAY, FEBRUARY 4, 2020 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

The meeting of the Personnel Committee was called to order by Chairperson Proksa at 4:30 p.m.

Roll Call

Present: Straube, Flower & Proksa

Absent: Skates & Halverson

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the minutes from the January 7, 2020 Personnel Committee Meeting

Motion by Flower to approve, second by Straube. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding Parking Manager Job Description and authorization to post position

City Administrator Nord stated that the revised job description for the Parking Manager position was in the packet for consideration. He added that all members of Leadership Team were able to review and add any changes or additions they felt pertinent. Flower stated that she would like the description to include knowledge of the other City software programs, not just parking related. Nord stated that the Finance Committee will be considering this and would like the approval to post this as soon as possible.

Motion by Flower to approve the job description with the changes mentioned and authorize the posting of the job ad, second by Straube. Motion carried 3-0.

Halverson joined the meeting at 4:39 p.m.

Future Agenda Items

- Personnel Checklist
- Parental Paid Leave Policy
- Seasonal Staff Hiring

Adjourn

Motion by Flower to adjourn, second by Halverson. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 4:40 p.m.



Standardized checklist for all departments, commissions and boards who hire, fire, approve wage increases, request changes to employee's pay grades etc. It is expected that the Department Head answer all questions listed below. Responses will be reviewed by the City Comptroller and HR/Payroll Department for completeness and accuracy.

Questions:

Candidates name, position title, department

What grade level is the position we are discussing? Is this a change from a previous grade level or is it a move within the existing grade level?

What is the minimum, midpoint and maximum salary range for the proposed grade level?

Is the relevant job description complete, accurate and approved? If it is a new job description; please attach it to this document.

What are the market comparable rates from other municipalities in our area? (attach spreadsheet or other documentation)

Did the individual's job duties change or are you simply asking for a market adjustment based on comparable wages?

What is the individual's education level?

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What types of degrees or additional credentials does this person have? (Include Bachelor's degree, Master's degree, special certifications, CDL licenses, etc.)

How many years has this individual been working in this or a similar field?

Provide brief explanation of the level of difficulty in the job tasks being performed – (example: in the case of accounts payable tasks; what exactly are the duties? Is the employee coding and invoicing for accounting or is the employee performing all steps in the accounts payable cycle?) There is a big difference so please be clear.

Submitted by: _____ Date: _____

***This completed form must be submitted at least two (2) weeks prior to being addressed at the committee or commission level.**

Deemed complete by Comptroller and HR Director:

_____ Date: _____

_____ Date: _____

Opportunity for HR / Finance to note how (if) this would this impact other employees working at the City of Lake Geneva:

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