

APPROVED

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE  
MINUTES OF OPEN SESSION**

DATE/TIME: May 8, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Michael Martens  
MEMBERS ABSENT: Tom Killian  
Also Present: Mayor Rosenberg, J. Henderson

**Approval of April 10, 2023 Minutes.**

Motion by Herbst to approve the April 10, 2023 Human Resources Committee Meeting minutes. Second by Killian. No questions or discussion. All ayes. Motion passes 4-0.

**Human Resources Report for April.**

No questions were brought forward by the Committee.

**Discussion and Possible Action Approving the Elimination of the Positions of: Parking Operations Coordinator (1 FTE), Parking Cashier (1 FTE), and Parking Operations Worker (0 FTE) and the Creation of the Position of Building Maintenance Technician (1.5 FTE's).**

Henderson explained that the Public Works Director has brought this request forward. The work of the parking positions has declined with technology, and Lindman would like to create this position to support the Facilities Manager. Henderson said that one of the employees is retiring that he is aware of. This would result in eliminating two full-time positions and creating one and a half full-time positions.

Gisselman asked what the plan is for the employee who has not provided notice. Henderson said the employee may apply for one of the new positions; the employees were notified about a year ago of the desire to eliminate the parking positions. Gisselman asked when this change will happen. Henderson said the plan is to have the change done by July. Lindman said that the employees affected were notified about this over a year ago and are responsible for choosing the direction they wish to go.

Motion by Herbst to approve the elimination of the Parking Operations Coordinator, Parking Cashier, and Parking Operations Worker position and the creation of the Building Maintenance Technician position (1.5 FTE's). Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of the Transit Operations Manager (Grade 14) to Deputy Transit Director (Grade 12).**

Henderson said that the City hired a new Transit Director, and the change of the Transit Manager position to Deputy Transit Director will provide better succession planning for the City and allow the Transit Director to focus on the higher level duties for the department instead of the day-to-day operations.

McElhaney said that she has been on the Transit Committee for some time, and their hope in hiring Rosenbloom-Jones is to be able to change the direction of the department, think more about public-private partnerships, and other changes (routes, schedules, etc.) that could benefit the department. McElhaney said that Newman has a good handle of the day-to-day operations of the department and the hope is for the director and deputy director to work together to strive for changes and to run the department efficiently.

Mayor Rosenberg spoke in support of this change, saying she believes that it will help having two people focusing on the vision, operations, and change for the department.

Gisselman questioned the position changing from a grade 14 to a grade 12. Henderson explained that the change would put the position more in line with the other deputy director positions, and a significant change to the job description will be to have the supervisors report to the deputy instead of the director.

Gisselman questioned if the City worked with Gallagher to determine the grades so that they are placed appropriately according to their structure. Henderson said that the City is currently doing a wage study, not a classification study, and that the City has flexibility and control to place positions in classifications where it sees fit, if needed. Gisselman said that Gallagher did the City's classification in 2019 and plans to have one every five years, and is concerned about positions being placed correctly within the classification system that Gallagher developed for the City. Henderson said that he is worried about losing people if the City waits for the next classification study, and that usually there is an 8-10 year gap in between classification studies, not 3-5 years. Gisselman said he is just concerned about the changes being made meshing with what has been done in the past. Henderson said that there is an art and science to classification, and goals, budget, and equity should be considered internally, as he feels you cannot solely depend on a contractor to do that for an organization. Henderson said that positions being brought forward at this meeting have seen an increase in responsibilities over time and need to be adjusted accordingly.

Motion by Herbst to approve the reclassification of the Transit Operations Manager (Grade 14) to Deputy Transit Director (Grade 12). Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Change of Administrative Assistant IV DPW-Engineering (Grade 17) to Office Manager DPW-Engineering (Grade 17).**

Henderson explained that the difference between an Administrative Assistant III and an Administrative Assistant IV is that a IV has supervisory responsibilities. This position will no longer be supervising but has taken on more responsibilities, including budgeting, which Henderson feels is a management level responsibility, and the position should remain at the current grade level.

Motion by Gisselman to approve the change of Administrative Assistant IV DPW-Engineering (Grade 17) to Office Manager DPW-Engineering (Grade 17). Second by Herbst. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Administrative Assistant III Fire (Grade 19) to Administrative Analyst Fire (Grade 17).**

Henderson asked Chief Barteck to speak about this reclassification request. Barteck explained that during an annual performance review, job descriptions are reviewed. In 2022 when Barteck did the review for this employee, he said it was very apparent that the job description did not cover the scope

of work that the employee was doing. Barteck said that when the employee started in the position, it involved the duties and responsibilities listed on the job description, however, since then, it has morphed into a position that oversees many of aspects of the hardware and software of the department, which seem to increase every year. Barteck said that the department would be lost without the knowledge of this employee. Barteck spoke with the CCITC Director about this position and how to properly classify it, being that it involves administrative duties and technical duties; it was decided that a title of Administrative Analyst was the best fit.

Martens asked if this would open the possibility of the Fire Department adding an Administrative Assistant due to its' size and the workload of the current assistant. Barteck said that he would like to see a position added in the future.

Mayor Rosenberg said that the person in this position has also been helping with the City's new website, as CCIT was not able to assist the City and is in favor of considering the reworking of the job.

Motion by Martens to approve the reclassification of Administrative Assistant III Fire (Grade 19) to Administrative Analyst Fire (Grade 17). Second by Gisselman. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Occupancy Specialist CDA from Grade 20 to Grade 19.**

Henderson said that this position has taken on more responsibilities and it a back up for one of the other positions at CDA. Henderson said that the director is looking for ways to cross train staff for flexibility.

Gisselman asked if this request came from the Community Development Authority Board or administration. Henderson said that this request was from the director. Henderson said that this ties into the next request of reclassifying the Administrative Assistant I to Administrative Assistant II, as this position is currently in the same grade as Administrative Assistant II, and this will put more space between them.

Motion by Herbst to approve the reclassification of Occupancy Specialist CDA from Grade 20 to Grade 19. Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Administrative Assistant I CDA (Grade 21) to Administrative Assistant II CDA (Grade 20).**

Henderson said that he could not differentiate between the Administrative Assistant I and Administrative Assistant II job descriptions, and the director wanted this to be reclassified because the person in the position is doing a really good job not at an Administrative Assistant I level, but at an Administrative Assistant II level, and Henderson agreed.

Motion by Gisselman to approve the reclassification of Administrative Assistant I CDA (Grade 21) to Administrative Assistant II CDA (Grade 20). Second by Herbst. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Administrative Assistant I Assessment (Grade 21) to Assessment Technician (Grade 20).**

Henderson said that Rick Rubow brought this request forward for consideration and explained that the department had previously had an Assessment Technician and the Administrative Assistant I has assumed some of the responsibilities of that previous Assessment Technician position.

Rubow spoke to the committee, explaining that the Assessment Department previously had an Assessment Technician position and an Administrative Assistant I position. When the Assessment Technician retired, the duties of the Technician shifted to the Administrative Assistant I, but no reclassification was done at that time. Since the position gained the responsibilities, Rubow believes that the position should be reclassified to a higher level.

Motion by Gissleman to approve the reclassification of the Administrative Assistant I Assessment (Grade 21) to Assessment Technician (Grade 20). Second by Martens.

Martens asked if this would open the door to creating an Administrative Assistant I position in the future. Rubow said no, that the person in the position is doing all the duties of both positions, as did the previous incumbent of the position.

All ayes. Motion passed 4-0.

**Adjournment.**

Motion by Herbst to adjourn. Second my Martens. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=2X9nS-gto6Y>