

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
November 16, 2007 – 8:00am
NEW BERLIN CITY HALL, 3805 S. Casper Drive

Please note: Minutes are unofficial until approved by the Civil Service Commission at their next regularly scheduled meeting.

Present: Commissioners Virginia Moths, Gary Gray, Bernard Kramer, Helen Uhan

Also Present: Marilyn Gauger, Tami Potkay, Catey Barnish, Mary Ann Rozman, Katie Schulz, Chuck Trevorrow, Mark Blum, and others

Excused Absent: Kelly Parbs

Chairperson Moths called the meeting to order at 8:00 am

APPROVAL OF MINUTES: October 26, 2007

Motion by Commissioner Bernie Kramer to Approve Minutes.

Second by Helen Uhan

Approved Unanimously

APPROVAL OF MINUTES: November 2, 2007

Motion by Commissioner Gary Gray to Approve Minutes.

Second by Bernie Kramer

Approved Unanimously

DISCUSSION OF PROCEDURES FOR THE DECISION BAND COMMITTEE BY DIRECTOR OF HUMAN RESOURCES AND MEMBERS OF THE DECISION BAND COMMITTEE

An average of 5 members will attend a meeting when scheduled. Meetings are called by Dir. HR. There are no set meetings dates it could be 1 ½ years between meetings. Decision Band forms are filled out, the weights and percentage is reviewed and are rated per algorithm. It is a mechanical procedure (step by step by step). If the DBMC has questions about a particular position the Supervisor/Department Head of that position will be called in to help. The employee does not come into the decision....it is the position that is reviewed not the individual.

When the banding is established, a draft report is completed which is approved by all committee members and then that report is sent forward. In the past this report was forwarded to the Civil Service Commission. This procedure is followed for each position at all time.

The DBMC feels that the current procedure is a good one. A suggestion that was made was to have the Supervisor/Department Head come in and talk about why and what has changed with the position. It is rare that an employee comes forward and requests an evaluation. The Supervisor/Department Head does have to review all before it goes forward. It was stated that they cannot anticipate what the outcome will be ahead of time. A great deal of discussion happens at the meeting. It is not known what the previous rating was for each position. If you were a long standing committee member you could look back into your past records and then see what the rating was.

The DBMC only band non Department Head positions. Supervisor/Department Head positions are done by Dir. HR by contacting Ernst & Young indicated the Dir. HR

The DBMC would feel hampered if others attended their meeting. Their process is to be a non-judgmental process, and not influenced by anyone else.

The Ernst & Young guidelines of the Decision Band Method Committee indicate that auditing 20% of the employees should be done annually. When asked if that was accomplished the DBMC indicated that it was not done, they would only review what is triggered from Dir. HR or from the Supervisor/Department Head.

If you have to call in the Supervisor about clarification or questions that the committee has is that documented in any way? There is no formal documentation completed should the DBMC need clarification from the Supervisor/Department Head. It would only be the committee member notes that are worked off of.

How does the employee follow up on the status of acceptance or non acceptance? It goes back to the Supervisor.

The DBMC member is appointed by the Mayor in most cases.

UPDATE ON THE STATUS OF EMPLOYEE AFFECTED BY THE CARLSON DETTMANN REPORT

At the last Common Council meeting the positions of the Associate Planner, City Clerk, Recreation Supervisor, Administrative Coordinator, Director of Community Development Planning Services were put back to original position.

11-20

When Dir. of HR was asked about any inaccuracies seen in 11-20 she indicated that the recommendation of Attorney Blum regarding the Decision Band Method Committee being disbanded as a formal committee of the city and made into an informal meeting of employees is her preference. The above was discussed at a meeting with the Mayor, Dir. HR, City Attorney and CSC Chairman. The CSC Chairman indicated apposition to this change.

When an employee leaves the position, and the job description remains the same going forward or when you have an outstanding employee that has been re-banded and an adjustment to the grade has been made, or when a new employee may not handle as much of the position and/or an impact to the grade is made, when the title is changed or when there is an increase of grade, and/or duties is there a form or format? There is a form and will be reviewed by the DBMC.

PRIVILEGE OF THE FLOOR

A reason when an employee may make application to the DBMC would be when there is a change of duties. Are there other criteria listed when the process would be generated?

NEXT MEETING:

November 30, 2007 8:00 a.m.

ADJOURN:

Motion by Bernie Kramer to adjourn meeting. Second by Comm. Gary Gray Approved Unanimously 9:05 am

Submitted by Helen Uhan, Secretary, Civil Service Commission