

Minutes

CIVIL SERVICE COMMISSION MINUTES

August 15, 2002

PRESENT: Commissioners Bernard Kramer, Mark Jorgensen, Sue Robison-Matheson, Ronald Pezze, and Virginia Moths.

ALSO PRESENT: Director of Human Resources Tami Potkay.

SPECIAL ACKNOWLEDGEMENT: Former Civil Service Commissioner Jocelyn Bubolz was recognized for her years of service to the Commission.

Chairperson Kramer called the Civil Service Commission meeting to order at 4:38 p.m.

APPROVAL OF MINUTES

Motion by Comm. Jorgensen to approve the July 9, 2002 minutes as presented. Seconded by Comm. Moths and carried unanimously.

GENERAL DISCUSSION OF NEW POSITIONS, CHANGES, ETC. FROM DIRECTOR OF HUMAN RESOURCES

Ms. Potkay reported that Ray Grzys was hired as Director of Utilities and Streets. He was formerly the Director of Public Works for the Village of Sussex. He starts August 26, 2002.

Hark Handzlik has tendered his resignation as an Engineer for Storm Water Management. His position will be advertised.

Cathy Schwalbach was hired as Civil Engineer-Stormwater. She started June 24, 2002.

Roxanne Patterson was hired as Administrative Coordinator for Community Development. She started August 12, 2002.

Motion by Comm. Pezze to move into Closed Session. Seconded by Comm. Kramer and carried unanimously.

CLOSED SESSION

The basis for items to be discussed in Closed Session are as enumerated in Sec. 19.85(1)(c) of the Wisconsin Statutes.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Decision Band Recommendations -

OPEN SESSION

POSSIBLE ACTION ON DECISION BAND RECOMMENDATIONS

Motion by Comm. Kramer to recommend to council to approve the banding for the position of IT Network/System Administrator - at C-4-2 (salary range 8) effective January 7, 2002 and to direct the City Attorney to prepare the proper ordinance.

Seconded Comm. Pezze and carried unanimously.

Motion by Comm. Jorgensen to recommend to council to approve the banding for the position of IT Programmer/Analyst - at C-4-3 (salary range 9) effective January 7, 2002 and to direct the City Attorney to prepare the proper ordinance. Seconded by Comm. Robison-Matheson and carried unanimously.

Motion by Commissioner Moths to recommend to council to approve the banding for the position of IT Manager - at D-6-2 (salary range 13) effective January 7, 2002 and to direct the City Attorney to prepare the proper ordinance. Seconded by Comm. Pezze and carried unanimously.

Motion by Comm. Robison Matheson to recommend to council to approve the banding for the position of City Clerk - IT Administrator - at D-7-1 (salary range 15) effective January 7, 2002 and to direct the City Attorney to prepare the proper ordinance. Seconded by Comm. Kramer and carried unanimously.

OTHER MODIFICATIONS TO CHAPTER 11

Motion by Comm. Kramer to recommend to council to modify Chapter 11 §11-5 and §11-19(C) by removing the following positions:

Administrative Supervisor (Police)
Assistant Director of Information Systems
Director of Information Systems
Information Systems Coordinator
Streets Superintendent

Seconded by Commissioner Jorgensen and carried unanimously.

CHANGES/UPDATE TO CHAPTER 11

It was agreed that the Commissioners would review §1-6 of Chapter 11 for clarifications or improvements and prepare to discuss at the next meeting.

NEXT MEETING: To be announced.

Motion by Comm. Jorgensen to adjourn. Seconded by Comm. Kramer and carried unanimously

Meeting adjourned at 5:20 p.m.

Ronald Pezze Jr., Secretary
Civil Service Commission