

Minutes

CIVIL SERVICE COMMISSION

August 21, 2001 7:35 a.m.

PRESENT: Commissioners Jerome Hudy, Ronald Pezze, Bernard Kramer, Jocelyn Bubolz

NOT PRESENT: Michael Burr (resigned effective 8-6-01)

ALSO PRESENT: Employee Representative Patt Kure, Pat Herrmann, in lieu of Director of Human Resources Tami Potkay

Chairperson Kramer called the Civil Service Commission of August 21, 2001 to order at 7:35 a.m.

APPROVAL OF MINUTES OF JULY 10, 2001 CIVIL SERVICE COMMISSION MEETING

Changes: Note: Jocelyn didn't get notice of the 7-10-01 meeting.

Motion by Comm. Hudy to approve the July 10, 2001 minutes as presented. Seconded by Comm. Pezze and carried unanimously.

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

The Mayor has appointed J.P. Walker to the position of City Engineer. The appointment will go before the Common Council on 8-28-01 for confirmation.

The position of Division Engineer is now being advertised. A copy of the revised job description was distributed.

Ed Dobernig was appointed by the Police and Fire Commission as the new Fire Chief. He started 8-1-01.

CHANGES/UPDATES TO CHAPTER 4

Although the position of Fire Chief is not a Civil Service one, Chapter 4 recognizes all positions that have the "Power of Appointment" (4.06) and the salary ranges for all unclassified positions (4.18(3)(a)).

Motion by Comm. Hudy to recommend to Council to direct the City Attorney to prepare the proper ordinance modifying sections:

4.06 add (13) Fire Chief

4.18(3)(a) add Fire Chief salary range 18

Seconded by Comm. Kramer and carried unanimously.

The positions of Payroll Supervisor and Office Coordinator – Courts were created and approved quite some time ago. Updating the code at that time was not done.

Motion by Comm. Hudy to recommend to Council to direct the City Attorney to prepare the proper ordinance modifying sections:

4.04 add Payroll Supervisor

4.04 add Office Coordinator – Municipal Court

4.18(3)(a) add Payroll Supervisor range 6

4.18(3)(a) add Office Coordinator – Municipal Court range 6

Seconded by Comm. Bubolz and carried unanimously.

STATUS OF ORDINANCE NOS. 2143 and 2145

Common Council meeting set for 8-28-01.

Motion by Comm. Bubolz to clarify with Common Council the banding rationale and process. The letter should also address Ords. 2143 and 2145. Seconded by Comm. Kramer and carried unanimously.

ELECTION OF OFFICERS

Motion by Comm. Pezze to nominate/elect Comm. Kramer as Chairperson of the Civil Service Commission. Seconded by Comm. Hudy and carried with Comm. Kramer abstaining.

Motion by Comm. Pezze to table the nomination of Secretary. Seconded by Comm. Hudy and carried unanimously.

NEXT MEETING: To Be Announced

Motion by Comm. Hudy to adjourn at 8:50 a.m. Seconded by Comm. Kramer and carried unanimously.

**Ronald Pezze, Secretary
Civil Service Commission**