

Minutes

CIVIL SERVICE COMMISSION

October 5, 1999 7:30 a.m.

Present: Commissioners Bernie Kramer, Jocelyn Bubolz, Jerry Hudy, and Ronald Pezze

Excused: Kathy Bullermann

Also Present: Director of Human Resources Tami Potkay

The Civil Service Commission Meeting of October 5, 1999 was called to order at 7:30 a.m. by Chairperson Bernie Kramer.

New Commissioner Ronald G. Pezze was introduced to the Commission.

COMMUNICATIONS

Annual Boards and Commissions Appreciation Dinner Communication and City Attorney Paul Reilly's Communication of August 25, 1999 were noted.

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

Director of Human Resources Tami Potkay informed the Commission that with the reorganization of DPW, Engineering and Planning will be formed into a single department called the Department of Community Development. The City Engineer will now report to the Director of Community Development. The Office Coordinator for DPW will now be the Office Coordinator for the Department of Community Development. The Streets Division will now be part of Parks and Recreation and this department will now be called the Streets, Parks and Recreation Department. The Streets Superintendent now reports to the Director of Streets, Parks & Recreation. The administration of the Utility Division has been temporarily assigned to the Director of Community Development. Human Resources is developing a job description of Utility Manager. Utilities will become a separate department and the Utilities Manager will report directly to the Mayor.

There are two new Civil Service Vacancies: The Office Coordinator of the Community Development Department, and the (newly created) position of Secretary for the Mayor. Jennifer Johnson, Executive Assistant, will begin working 20 hours per week beginning 1/1/2000. The Secretary who worked for both the Mayor's Office and Human Resources will become the Human Resources Secretary (See Chapter 4, Page 4). The Mayor will then have a full time Secretary.

Commissioner Pezze asked about Civil Service job descriptions. Director of Human Resources Tami Potkay reported that Civil Service job descriptions are maintained in Human Resources.

A request was made to the Decision Band Committee to review the Administrative Secretary-Police position. After their evaluation of the request, this Committee determined that this position should remain at its current level. The report was sent to the Supervisor yesterday. The Supervisor can discuss it with the Committee and can request reconsideration. Final appeals would come to the Civil Service Commission.

REVIEW FINAL DRAFT OF CHAPTER 4

Chairman Kramer provided a short history of the Commission's work on Chapter 4 of the City of New Berlin's Municipal Code. The chapter needed to be updated to meet EEOC and other appropriate guidelines.

Director of Human Resources Tami Potkay explained that the Commission used to play an active role in recruitment. Since the addition of a Human Resources Director for the City of New Berlin, HR has performed the hiring functions, and the Civil Service Commission reviews personnel changes, serves as a grievance committee, and looks at pay scale/decision band issues.

No further changes were recommended for Chapter 4.

Motion by Commissioner Bubolz to recommend to Council approval of the suggested changes to Chapter 4 of the Municipal Code, and to direct the City Clerk to prepare the proper Ordinance. Seconded by Commissioner Hudy and carried unanimously.

Commissioner Pezze recommended that draft copies of Chapter 4 be sent to all employees covered by Chapter 4 for review. Patt Kure, the employee's representative, will receive a copy.

NEXT MEETING IS NOVEMBER 16, 1999, at 7:30 A.M.

Motion by Commissioner Hudy to adjourn at 8:13 a.m. Seconded by Chairman Kramer and carried unanimously.

Jocelyn Bubolz, Secretary
Civil Service Commission