

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
May 9, 2008 – 8:00am
NEW BERLIN CITY HALL, 3805 S. Casper Drive
Council Chambers

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

Present: Virginia Moths, Gary Gray, Bernard Kramer
Also Present: Marilyn Gauger, Tami Potkay, and others
Excused: Kelly Parbs, Helen Uhan

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

CONSIDERATION OF WORDING FOR CHAPTER 11 IN REGARDS TO PART-TIME EMPLOYEES

The wording of Chapter 11-22 C and 11-22 E in regards to benefits for part-time employees needs to be changed to reflect congruity with current practice and the General Administrative Policies. Motion By Commissioner Gray to direct the City Attorney to prepare an ordinance modifying Chapter 11 Civil Service rules as outlined. Second by Commissioner Kramer and carried unanimously.

REPORT AND MOTION OF 4 POSITIONS TO BE RECLASSIFIED

Only three positions were brought forward to be considered: Administrative Supervisor- Police Department, Streets Manager, Administrative Supervisor- Utilities & Streets. The fourth position, in the Fire Department, the supervisor is reviewing the report of the Peer Review group and is requesting to meet with the Peer Review Group. The Streets Manager positions will be a grade 14, there are only two other manager-level positions in the grade 14: Assistant Fire Chief and Police Lieutenant.

Motion by Commissioner Kramer to recommend to council to approve the salary grade for Administrative Supervisor - Police Department at grade 8, with retro-active pay to January 1, 2008. Second by Commissioner Gray and carried unanimously.

Motion by Commissioner Gray to direct the City Attorney to prepare the proper ordinance modifying Chapter 11, Section 11-5, renaming the position of Administrative Secretary - Police to Administrative Supervisor. Second by Commissioner Kramer and carried unanimously.

Motion by Commissioner Moths to recommend to council to approve the salary grade for Streets Manager at grade 14. Second by Commissioner Kramer and carried unanimously.

Motion by Commissioner Kramer to direct the City Attorney to prepare the proper ordinance modifying Chapter 11, Section 11-5, by adding Streets Manager . Second by Commissioner Gray and carried unanimously.

Motion by Commissioner Moths to recommend to council to approve the salary grade for Administrative Supervisor - Utilities & Streets at grade 8. Second by Commissioner Kramer and carried unanimously.

Motion by Commissioner Gray to direct the City Attorney to prepare the proper ordinance modifying Chapter 11, Section 11-5, removing the position Office Coordinator - Utilities and Streets Second by Commissioner Kramer and carried unanimously.

REPORT FROM DIRECTOR OF HUMAN RESOURCES None

PRIVILEGE OF THE FLOOR None

NEXT MEETING: May 30, 2008 8:00am

ADJOURN:

Motion by Commissioner Gray to adjourn meeting. Second by Comm. Kramer.
Approved Unanimously 8:17 am
Submitted by Virginia Moths, Civil Service Commission