

PROCEEDINGS OF THE CITY OF NEW BERLIN
CIVIL SERVICE COMMISSION MEETING MINUTES
September 19, 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, Helen Uhan
Also Present: Marilyn Gauger, Tami Potkay, J. Chiovatero and others

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

APPROVAL OF MINUTES: August 22, 2008

Motion by Commissioner Gary Gray to Approve August 22, 2008 Minutes

Second by Commissioner Bernard Kramer

Motion carried unanimously

PRIVILEGE OF THE FLOOR

None

MOTION TO MAKE RECOMMENDATION TO COUNCIL TO INCLUDE RESOURCES IN THE 2009 BUDGET TO FUND A COMPREHENSIVE REVIEW OF ALL CIVIL SERVICE JOB POSITIONS IN REGARDS TO SALARY GRADE BY AN OUTSIDE FIRM BY A COMMITTEE COMPRISED BY COMMON COUNCIL MEMBERS AND CIVIL SERVICE COMMISSION MEMBERS.

Motion by Commissioner Gary Gray Make a recommendation to Council to include resources in the 2009 budget to fund a comprehensive review of all civil service positions in regards to salary grade by an outside firm by a committee comprised by Common Council members and Civil Service Commission members.

Second by Commissioner Helen Uhan

Motion Carried with Commissioner Bernie Kramer voting no.

REPORT FROM DIRECTOR OF HUMAN RESOURCES

REVIEW AND ACTION ON POSITION CLASSIFICATION REPORTS FOR:

APPROVE THE SALARY GRADE FOR PROPERTY ROOM SUPERVISOR AT GRADE 4

APPROVE THE SALARY GRADE FOR STREETS SUPERVISOR AT GRADE 11

APPROVE THE SALARY GRADE FOR UTILITY SUPERVISOR AT GRADE 11

Streets Supervisor and Utility Supervisor were both at Grade 11 and are still at Grade 11. They went through the review process, and there were changes in the job descriptions. An ordinance was drafted by resolution with the City Attorney. Salary Grades adopted by resolution is the new ordinance.

Utilities the review of positions resulted in no change in salary grade. The make-up of the position did change. The percentage of time has changed.

Dir. of H.R. reminded us that the responsibility of the Commission is to hear disputes and be sure that the process is followed. We are not to be involved in salary.

Property Room Supervisor is a new Civil Service position at Grade 4. Chief of Police felt that the job should be handled by other than a sworn officer. The position was created and reassign the officer that was assigned to this duty was reassigned..

Approved Unanimously

Submitted by Helen Uhan, Secretary, Civil Service Commission