

**PROCEEDINGS OF THE CITY OF NEW BERLIN**  
**CIVIL SERVICE COMMISSION MEETING**  
**Friday, October 31, 2008**  
**8:00 a.m.**

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

**CALL MEETING TO ORDER; ROLL CALL; PUBLIC NOTICE**

The meeting was called to order by Chairman Virginia Moths.

Present: Commissioners Gary Gray, Bernard Kramer, Virginia Moths, and Ann Hanneman  
Absent: Commissioner Helen Uhan  
Also Present: Human Resources Director Tami Potkay, and others

**APPROVAL OF MINUTES**

Motion by Commissioner Gray to approve the minutes of September 26, 2008. Second by Commissioner Kramer and carried with Commissioner Hanneman abstaining.

**PRIVILEGE OF THE FLOOR**

None

**INTRODUCTION OF NEW CIVIL SERVICE COMMISSIONER**

Each Commissioner introduced themselves to Commissioner Hanneman.

**ELECTIONS**

Motion by Commissioner Gray to nominate Commissioner Kramer for the Chairman position. Second by Commissioner Hanneman and carried unanimously.

Motion by Commissioner Moths to nominate Commissioner Hanneman for the Secretary position. Second by Commissioner Gray and carried unanimously.

**REPORT FROM DIRECTOR OF HUMAN RESOURCES**

The position of Executive Assistant – Mayor’s office is vacant. Human Resources has received over 90 applications. Human Resources Director Tami Potkay indicated that it is anticipated the position will be filled by the end December 2008.

Decision Band Method. It was explained that Fox Lawson & Associates supports the Decision Band Method for 500-600 clients. Fox Lawson completed an analysis of the Executive Assistant position and their findings validated the results of the peer review group.

**REVIEW AND ACTION ON POSITION CLASSIFICATION REPORT FOR UTILITY SUPERVISOR**

Motion by Commissioner Kramer to recommend to council to approve the salary grade for Utility Supervisor at grade 11. Second by Commissioner Moths and carried unanimously.

**REVIEW AND ACTION ON POSITION CLASSIFICATION REPORT FOR STREETS SUPERVISOR**

Motion by Commissioner Gray to recommend to council to approve the salary grade for Streets Supervisor at grade 11. Second by Commissioner Hanneman and carried unanimously.

**REVIEW AND ACTION ON POSITION CLASSIFICATION REPORT FOR EXECUTIVE ASSISTANT**

Motion by Commissioner Moths to recommend to council to approve the salary grade for Executive Assistant at salary grade 7. Second by Commissioner Kramer and carried unanimously.

**NEXT MEETING:**

Discussion on meeting date. New day of week to be Thursdays and scheduled as needed.

No date scheduled.

**ADJOURN:**

Motion by Commissioner Kramer to adjourn, second by Commissioner Hanneman and carried unanimously.

Adjourned: 8:20 a.m.

Ann Hanneman, Secretary  
Civil Service Commission