

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

PERSONNEL COMMITTEE

March 14, 2022 - 6:00 PM

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

<https://us02web.zoom.us/j/84907310251?pwd=L3JJZHNYeXVvWHgxTm5VRW54YUliQT09>

Meeting ID: 849 0731 0251| Passcode: 967686

By Computer: ** URL**

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Initial Classification of Battalion Chief and Reclassification of Training Officer and Fire Marshal Related to a Reorganization at the Stevens Point Fire Department.
3. Request for Internal Promotion per Administrative Policy 2.06.
4. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

STEVENS POINT

1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT

STEVENS POINT, WI 54481
FAX: 715-346-1599

Jb D. Moody
FIRE CHIEF

March 3, 2022

To: City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

From: Jb Moody
Fire Chief
Stevens Point Fire Department

Subject: Initial Classification and Reclassification of Chief Officer Positions within the Stevens Point Fire Department.

The Stevens Point Fire Department is currently going through a reorganization of its Chief Officers Positions. We have been working with Human Resources and Bakertilly a consulting firm on the Initial Classification of the Battalion Chiefs position, and Reclassification of Division Chiefs of Training and Fire Bureau positions related to the reorganization. All three positions Battalion Chief, Training Officer, and Fire Marshal have been evaluated and placed in grade Q.

Having the ability to move forward with the classification or reclassification of these positions will help move the department forward.

Professionally,

A handwritten signature in black ink, appearing to read "Jb Moody", with a stylized flourish extending from the end.

Jb Moody
Fire Chief
Stevens Point Fire Department

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Promotions and Transfers Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996, Nov. 16, 2015, Feb.21,2022

Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City. This explains the City's policy on promotions and transfers for employees whose position is on the City's Pay Plan.

1. When a vacancy exists for management level positions, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion for management level positions (except Police and Fire) must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval. The request for promotion should include information relative to the employee's qualifications to fill the vacancy. Promotions for hourly employees will be approved by the Department Head. Requests for promotion of Police and Fire Personnel to management level positions shall go to the Police and Fire Commission
3. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position.

A promoted employee who does not successfully complete the required evaluation period may be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may see employment elsewhere.

4. The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employee an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.

In situations where recruitment difficulties exist or in the instance an internal candidate is identified that possesses exceptional qualifications directly related to the requirements of the position the department head can request for review by the internal subcommittee. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chairperson and Human Resource Manager.

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

Assistant Chief's in the Police and Fire Departments shall start at a minimum of Step 3. The Police and Fire Commission may also request a higher starting step. Such request shall go to the Personnel Committee.

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progression in the pay plan (time until next step) shall also remain the same.



March 9, 2022

TO: Personnel Committee, Transportation Commission, Mayor Wiza

RE: Proposed Internal Promotion – Rural Supervisor

Personnel Committee,

Our Current Rural Supervisor, Dave Adams, has given us his notice of retirement. Dave has served in this role since the City and County systems began collaborating in the beginning of 2018. Dave's service, and his role in our combined system development is very appreciated.

Central Transportation staff has evaluated the options and opportunities that exist and are excited to propose Nathan Brost for a promotion to this position. Nathan, currently serving as our Dispatch Scheduler since April of 2021, has been training under Mr. Adams for several months and has been performing very well for us since his hire. Knowledge of his current and proposed position is very valuable to us operationally and makes him very qualified to assume the new duties.

Administrative Policy 2.06 conditions are understood and have been met as it relates to completion of his evaluation period as well as the fact that there is a new evaluation period of six months that goes along with the promotion.

Nathan's rate of pay, upon approval will be Grade L, Step 2 on the City's pay matrix. This amounts to an annual pay of \$55,598. We also seek permission to assemble the group necessary to start at Step 3 of Grade L since there is only a \$0.03 pay differential (at step 2) between this position and the Mechanics position to which there is some level of supervision over.

We appreciate your consideration. Please feel free to reach out to me prior to the meeting if any questions or concerns need discussion.

Best Regards,

Joel Lemke
Director