

PERSONNEL COMMITTEE

December 14, 2020 - 6:45 PM

(or immediately following previously scheduled meeting)

<https://us02web.zoom.us/j/89704297632?pwd=bnZlelNVaU1MSVpJWGFwaVNUbktUQT09>

Passcode: 756399

Dial in Number: +1 312 626 6799|Meeting ID: 897 0429 7632

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

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Reclassification of Park, Recreation & Forestry positions:
 - *Park Maintenance Supervisor
 - *City Forester
 - *Facilities Supervisor
3. Notice of Reclassification Request for Utility Position (Equipment Operator).
Informational only - no action required.
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.



To: Parks, Recreation and Forestry Commission and Personnel Committee

Date: November 24, 2020

Subject: Reclassification of Positions

Each fall the City of Stevens Point performs annual evaluations of all City employees to determine eligibility for pay step increases. When that process begins each year, the Human Resource Department provides the Performance Evaluation document which outlines a 5-step process to complete the evaluation correctly. Steps #1 of that process is to review the job description, update it and submit it to the Human Resources Department.

During the review process this year, I met with the Park Maintenance Supervisor, City Forester and City Facilities Supervisor I to review their job descriptions and perform updates. Upon review and completion of the updates, I submitted the updated job descriptions to Human Resource Manager, Lisa Jakusz. Manager Jakusz and I discussed the level of the updates and whether the current pay plan classifications were adequate. Manager Jakusz stated that Administrative Policy 2.05 would be what was necessary for any positions to be considered/reviewed for reclassification. Following our conversation, I submitted all required documentation for Administrative Policy 2.05 for reclassification review of these three positions.

The updated position descriptions, organization chart, recommended pay grade, indication of other positions performing similar comparable work and a completed Classification Review Request Form were provided to the Human Resource Manager for submittal to the salary plan consultant. The consultant determined the appropriate rating of the positions to be as follows:

Park Maintenance Supervisor

- Recommended for grade Q (Currently grade O)
- The difference between the current employee's salary (\$76,981) and the step 5 in grade Q (\$77,605) is \$624

City Forester

- Recommended for Grade P (Currently grade O)

- The difference between the current employee's (\$76,981) and step 8 in grade P (\$77,293) is \$312.

Facilities Supervisor I

- Recommended for Grade O (Currently grade N)
- The difference between the current employee's salary (\$63,419) and step 3 in grade O (\$63,669) is \$250.

Total - \$1,186

The updated job descriptions included proposed title changes for all three positions. The title changes proposed for the positions are as follows:

1. Park Maintenance Supervisor to Parks and Public Land Superintendent
2. City Forester to Forestry and Landscape Operations Superintendent
3. Facilities Supervisor I to Facilities and Programs Supervisor

The pay plan consultant's recommendation for the job title changes stated "The job titles seem to be appropriate; however, those changes are up to the City".

Recommendation

I believe the determination of our pay plan consultant is an accurate one and I recommend approval of the consultant's recommendation for reclassification for all three positions with new titles as presented.

Please feel free to reach out to me ahead of the meeting if there are any questions or concerns you would like to discuss prior to the meeting.

Dan Kremer
Director of Parks, Recreation, Forestry