

It is expected that a Quorum of the Administration Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
June 3, 2013
6:45 PM
Or immediately following Board of Public Works**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Personnel Committee, 5/20/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Set salary range for Deputy Clerk/Administrative Assistant Position](#)
 - 2. Motion to Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(c):
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Administrative Services Director Position – Prepare Interview Topics)
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
May 20, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebort at 8:03 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Sevenich, Keehan, Zelinski, Englebort, Benner, Nichols, Taylor, Mayor Merkes

EXCUSED: Alderman Langdon

ALSO PRESENT: CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Personnel Committee, 5/6/13](#)

Moved by Mayor Merkes, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Administrative Services Director Position](#)

CA/HRD Captain explained with the Administrative Service Director position being posted the Personnel Committee needs to establish the application process and assemble the first interview committee.

Moved by Ald. Sevenich, seconded by Ald. Keehan to accept selection criteria and assemble first interview committee as set forth in the May 2, 2013 memo from CA/HRD Captain with Personnel Committee Chairman as Council member representative.

Moved by Ald. Taylor, seconded by Ald. Zelinski to amend to include Personnel Committee Vice Chairman on the first interview committee.

Motion on amendment carried on roll call 8-0.

Motion as amended carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Sevenich, seconded by Ald. Benner to adjourn at 8:19 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



MEMORANDUM

May 30, 2013

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, CITY ATTORNEY/PERSONNEL DIRECTOR

RE: DEPUTY CLERK/ADMINISTRATIVE ASSISTANT POSITION

Due to the position vacancy in the Mayor/Clerk's office we have been reviewing the salary structure of the Administrative Assistant-Mayor/Clerk and Deputy City Clerk (Adm. Asst.) position. We are recommending a change to the salary structure. The current salary structure with step increases spans a period of 25 years. The request is to change the salary structure to the same step increase schedule as that adopted for the other clerk positions (formerly 1035B Pay Range) which spans a period of 42 months. The request is also to change the rate of pay.

The latest hourly wage paid for this position was \$40,199.00 annually or approximately \$20.61 per hour and the employee was employed by the city for approximately 9 years.

This recommendation is based upon a review of the position requirements including: High school or equivalent graduate, Associates Degree preferred; 3 years administrative assistant experience; ability to successfully complete and maintain Wisconsin Municipal Clerks Institute Certification and Notary Public. The recommendation is also based upon the split of Administrative Assistant and Deputy Clerk duties as follows: 40% Adm. Asst./60% Deputy Clerk. Finally a review of the wages for similar positions in the Fox Valley and surrounding area was also considered, including: Cities of Neenah, Appleton, Kaukauna, Villages of Little Chute and Sherwood and Towns of Menasha and Grand Chute. The wages for similar positions in the Fox Valley and surrounding area range from \$15.35 hr. (25% clerk/75% admin.) to \$25.65 hr. (100% clerk).

REQUESTED MOTION: To adopt the Pay Range Schedule, including Step Increases, for the Administrative Assistant/Deputy Clerk position on ATTACHMENT 1.

| Proposed Pay Range Schedule | | increase | | 2.5% | | 1.0% 2012 | | 1.5% 2013 | | | | | | |
|-----------------------------|--------------------------|--------------------|---------------|----------------|----------------|----------------|---------|-----------|--------|--------|--------|--------|--------|---------|
| | | Effective 1-1-2013 | | | | | | | | | | | | |
| Dept | Classification | Hiring Rate | Begin 7th Mo. | Begin 19th Mo. | Begin 31st Mo. | Begin 43rd Mo. | | | | | | | | |
| Mayor/Clerk/CA | Adm.Asst./Deputy Clerk | 17.99 | 19.10 | 20.24 | 21.35 | 22.51 | | | | | | | | |
| Current Salary Range | | MIN | 1 | 2 | 3 | 4 | 5 | 7 | 9 | 11 | 13 | 15 | 20 | 25 |
| City Atty/Pers | Admin Ass't-Mayorr/Clerk | 41,100 | 42,000 | 43,000 | 43,900 | 44,800 | 45,700 | 46,200 | 46,600 | 47,100 | 47,500 | 48,000 | 49,100 | 50,300 |
| | | \$21.07 | | | | | \$23.43 | | | | | | | \$25.79 |