

**CITY OF WAUWATOSA**

MEMORIAL CIVIC CENTER  
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**EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, April 27, 2004  
Council Chambers

PRESENT: Aids. Casey, Jenkins, Kopischke, Stepaniak – 4

EXCUSED: Ald. Bruderle-Baran

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City Atty.; P. Grisham, Personnel Asst.

Ald. Jenkins as Chair called the meeting to order at 7:45 p.m.

**Addition of position of epidemiologist in the health department and amendment to municipal code Section 2.59.040 (for introduction)**

Ms. Aldana said this item was re-referred to the committee because amending Section 2.59.040 of the code is needed for the addition of the epidemiologist position in the health department.

Moved by Ald. Stepaniak, seconded by Ald. Kopsichke to recommend that an ordinance be drafted for introduction to the Common Council – 4

**Reclassification of Personnel Assistant and amendment to Section 2.59 (for introduction)**

Ms. Aldana requested reclassification of the personnel assistant position. She said there are two clerical positions in the personnel department, the personnel assistant performs all of the clerical functions except payroll and the other position performs mostly payroll related tasks. She said a number of duties have been added to the personnel assistant position since the Carlson Dettman study reviewed the position. They are responsibilities related to the following: 1) the flexible spending program, 2) the Ad Hoc Committee on Diversity, 3) maintaining and updating the salary and benefit database, 4) coordinating and scheduling of training activities, and 5) follow-up to minority employment agencies regarding job openings in the city.

Ms. Aldana said that this position is required to operate at a higher level of responsibility and autonomy. She added that one more duty has been recently assigned. The personnel assistant will now be responsible for updating the position distribution list. She said the reclassification request is not based on a performance review, but based on a change in the description of duties for this position currently listed in the Carlson Dettman study. The reclassification will be retroactive to January 1, 2004. There are funds available in the 2004 Personnel Budget for the reclassification.

Moved by Ald. Casey, seconded by Ald. Kopischke to recommend approval of the reclassification of the personnel assistant from Grade 5 to Grade 6 and that an ordinance be drafted for introduction to the Common Council – 4

The meeting adjourned at 7:52 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa