

CITY OF WAUWATOSA

MEMORIAL CIVIC CENTER
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EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, January 4, 2005
Council Chambers

PRESENT: Aids. Bruderle-Baran, Casey, Jenkins, Kopischke, Stepaniak – 5

ALSO PRESENT: T. Wontorek, City Admin.; A. Kesner, City Atty.; B. Aldana, Asst. City Atty.; M. Mulroy, Library Dir.; C. Ledesma, City Clerk

Ald. Jenkins as Chair called the meeting to order at 6:45 p.m.

Resolution amending the position distribution by department to reflect changes in the number of FTE library cataloger positions

Ms. Aldana said they will not be changing the total Full Time Equivalent (FTE) positions in the library, but they will be dividing one full time library cataloger position into two part time positions. Ms. Mulroy added that one of the part time employees will be retiring in the future. At that time the two part time positions will probably become one full time position. She said there is a savings in the interim because health care benefits will not be offered to the part time employees.

Moved by Ald. Stepaniak, seconded by Ald. Kopischke to recommend approval of the resolution amending the position distribution by department to reflect changes in the number of FTE library cataloger positions – 5

Reclassification of a position in the court clerk's office

Ms. Ledesma said a retirement in the court clerk's office has left a vacancy. The current vacancy is a municipal clerk III position. Since some of the duties that were done by the most senior court clerk have been taken over by herself and the Deputy City Clerk, she would like to reclassify the vacant position as a municipal clerk II. She indicated that approximately \$9,000 would be saved in 2005.

Ald. Casey said it is not always a negative thing to reclassify positions down when there has been a reduction in duties. He noted that the court clerk's office had moved from the police department building to city hall and asked about the status of that arrangement. Ms. Ledesma responded that there have been ongoing difficulties and the sharing of records would be easier if the two departments were closer. The good news is that the court clerk's office does not have to do double entry of records due to some software changes. The main difficulty is that the paper work and record keeping in that office are high volume and very detailed.

Moved by Ald. Casey, seconded by Ald. Stepaniak to recommend approval of the position reclassification in the court clerk's office – 5

The meeting adjourned at 6:52 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa