

EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, March 28, 2006

Council Chambers

PRESENT: Alds. Bruderle-Baran, Jenkins, Kopischke, Meaux, Stepaniak – 5

ALSO PRESENT: T. Wontorek, City Admin.; B. Aldana, Asst. City Atty./Personnel Admin.; L. Nielsen, Pub. Health Nurse Supv.

Ald. Jenkins as Chair called the meeting to order at 7:40 p.m.

Part time Municipal Clerk I position in the health department

Ms. Aldana said that last fall the committee discussed personnel changes in the Assessor's Office. The committee also discussed options for the employee affected in those changes. The health department has a need for a half time Municipal Clerk I. A number of issues have increased the workload including more grant work and the addition of a new sanitarian. The proposal is that the Municipal Clerk I in the Assessor's office would take those half time hours. She said the half time position would start on July 1, 2006 which is the same start date as the new sanitarian. She added that the positions would be comparable since the person in the Assessor's Office was being changed from a Municipal Clerk II to a Municipal Clerk I position and the position in the health department would be Municipal Clerk I.

Ald. Meaux asked about the funding for the position. Ms. Aldana responded that the health department position will be paid out of grant funds. Ald. Bruderle-Baran asked about benefits. Ms. Aldana said the Assessor's Office will be assessed a .5 equivalent for the benefits and the health department will assess the cost of benefits from grant funds.

Ald. Bruderle-Baran asked about the duration of the grant. Ms. Nielsen said that a variety of grants are involved with usually about 4 or 5 grants tied to state consolidated grant funding. Ald. Bruderle-Baran asked if the position would be supported in the future. Ms. Nielsen was not sure about far into the future, but the position will be supported by grant funds for a couple of years. Ald. Kopischke noted that the funding for this position was not in the budget for 2006 and grant funds are already paying for temporary help. Ms. Nielsen said they are using temporary staff until July 1st. Other staff persons have increased their hours and they may be cut back. She said that about 24 hours per week for the position will be taken out of the grant.

Ms. Aldana said the person has the skills for the job with a typical probationary period. The health department has the option of hiring another person if this person does not work out.

Ald. Jenkins asked if most grants allow for salary costs. Ms. Nielsen said most grants do allow for personnel costs; however, they try to refrain from using the majority of the personnel funds.

Ald. Kopischke asked if there would be testing involved in hiring another person. Ms. Aldana said the half time position is not covered by Civil Service. She added that when testing is done, each department tests for their own needs.

Moved by Ald. Bruderle-Baran, seconded by Ald. Meaux to recommend approval for a half time Municipal Clerk I in the health department effective July 1, 2006 – 5

The meeting adjourned at 7:53 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa