



CITY OF WAUWATOSA
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EMPLOYEE RELATIONS COMMITTEE MEETING

Tuesday, April 27, 2010
Council Chambers

PRESENT: Aids. Donegan, Ewerdt, Walsh, Organ, Berdan – 5

ALSO PRESENT: J. Archambo, City Admin.; B. Aldana, Asst. City Atty./HR Dir.;
N. Kreuser, Health Officer; L. Nielsen, Nursing Supv.

Ald. Donegan as Chair called the meeting to order at 7:17 p.m.

Clerical staff reconfiguration in the Health Department

The committee reviewed a memo from the Health Officer regarding a reconfiguration of clerical staffing in the Health Department.

The Health Officer reported that the reconfiguration has been considered for quite awhile. She explained that the health department has had about a 13% staffing decrease due to rolling vacancies. Ms. Kreuser explained that there are currently two 0.7 FTE's clerical positions of which one will be retiring at the end of April. This retirement gave the department the opportunity to re-evaluate.

Ms. Kreuser explained that the department is requesting a 1.0 FTE levy-funded Administrative Assistant position and a 0.5 FTE grant funded Municipal Clerk 1.

Ald. Donegan advised the committee that the increased benefit costs will affect the budget and noted that this would add about one position to the department. The Nursing Supervisor explained that the department would have to figure out in the budget how to do this. She noted that there would be a cost savings as currently the two clerks are at the high end of the pay scale for their range. Ms. Nielsen said when it comes to the 2011 budget the department will work within the constraints given them at that time.

Ms. Nielsen said they will be shifting job duties around with the addition of the FTE and then see what the department looks like and determine at that time if they really need a public health specialist. This position is open due to rolling vacancies.

Mr. Archambo answered a question that he is agreeable to how the department wants to work with the risk, and given that he can support this.

Ald. Ewerdt asked how this affects the rolling vacancies and is an exception to the rule being made. Mr. Archambo noted that an update will be given to Budget and Finance on May 11th regarding rolling vacancies. He noted that there are in fact more vacancies than the twelve needed although not all of them were in effect at the beginning of the year. At this time the city is in a position to release some of these positions being held.

Moved by Ald. Ewerdt, seconded by Ald. Berdan to recommend approval of the creation and filling of a 1.0 FTE levy-funded Administrative Assistant position -

Ald. Berdan asked how the department would function without the filling of this position. Ms. Nielsen said there would be major holes in the clerical staff and that nurses and sanitarians are covering the front desk. She said that they don't have the time to do this. She also noted there is no office coverage at all on Fridays. Ald. Berdan asked if there were any other alternative. Ms. Aldana mentioned temporary help.

Ald. Walsh asked if the department has been operating with Municipal Clerk 1's, why is there a need for an administrative assistant for the FTE. Ms. Kreuser advised that in the past they have had three part-time positions and they need some continuity. They want someone to run the front office. Ms. Aldana responded to a question that the pay grade is of a Municipal Clerk 3. She advised that this position would supervise the 0.5 FTE position. Ms. Nielsen said this FTE would have input of the performance review of the part-time person as well as manage potential temporary staffing for clinics. Ms. Kreuser advised that she supervises the clerks currently. Ms. Nielsen further explained that they would also reassign some lower level jobs to this position that the public health specialist did and that the nurses do.

Ald. Walsh discussed the part-time grant funded position and asked if the grant could end. Ms. Nielsen said technically yes, but knowing how the state runs they would always have a little money to fund that position with local funds. Ald. Walsh said he could not support adding on a layer of management to the department.

Ald. Organ felt with the Administrative Assistant position the office could be run more effectively with the tools they need and she would support the request. Ald. Organ felt it would have been helpful to see the numbers of what the clerk rates would be, but she was generally in favor.

Ms. Aldana referred to her memo in the packets and advised that the hourly rate is slightly higher than a Clerk 1. The new position will start at the first step of the Municipal Clerk 3 pay scale. In 2010 Ms. Aldana advised that this would amount to a \$9,400 increase. This increase will have more of an impact going forward.

Ald. Donegan said he agreed with Ald. Walsh's comments but noted that the department is trying to reconfigure one step at a time. He noted that they are hoping to eliminate the public health specialist position. Ms. Nielsen said they would hope to reduce the hours of the public health specialist.

Vote on the motion - Ayes: 4 Noes: 1 (Walsh)

The committee orientation will be rescheduled for May 11, 2010.

The meeting adjourned at 8:00 p.m.

Carla A. Ledesma, City Clerk
City of Wauwatosa

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