



**CITY OF WAUWATOSA**  
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## **EMPLOYEE RELATIONS COMMITTEE MEETING**

Tuesday, April 24, 2012  
Back of Council Chambers

**PRESENT:** Alds. Causier, Hanson, Berdan, Wilson (7:12 p.m.) – 4

**EXCUSED:** Ald. Organ

**ALSO PRESENT:** J. Archambo, City Administrator; A. Kesner, City Atty.; B. Aldana, HR Dir./Asst. City Atty.; R. Ugaste, Fire Chief; S. Erke, Asst. Fire Chief; J. Case, Asst. Fire Chief; P. Enders, Economic Dev. Dir.

Ald. Causier as Chair called the meeting to order at 7:00 p.m.

### **Position title change from Master Mechanic to Battalion Chief position in the fire department**

The committee reviewed a memo from the Fire Chief requesting a change in the mechanics position. Due to the resignation of a Master Mechanic the Fire Department would like to change the Master Mechanic position title to that of Battalion Chief.

Chief Ugaste updated the committee on the two civilian mechanic positions whose scope is limited to mechanical issues. The recent resignation of the Fire Department's Master Mechanic resulted in a full review and analysis of the current capacity, functionality, and value of the Division.

Due to the fact that the Fire Department mechanics provide regular preventative maintenance and repairs to the fleet vehicles, facilities and self contained breathing apparatus, the value of the positions is not in question. Chief Ugaste said the analysis showed deficiencies in the area of overall management, parts inventory and use of existing computerized record management software. Chief Ugaste said at one time the mechanic position was a supervisory position but not recently.

Chief Ugaste said that after significant discussion and reviewing the need of the department they looked into sharing of resources. There is an opportunity to share a mechanic with another municipality but would be kept in-house. This position would be a managerial mechanic with computer skills. The reclassification of this position allows for reasonable flexible hours by filling a dual role. This position would remain a protected position that will be filled by a person who is also certified as a firefighter/EMT.

The committee discussed the minimal fiscal impact and felt this was a good way to get the record keeping in order along with collaboration with another agency.

Moved by Ald. Hanson, seconded by Ald. Berdan  
to recommend approval changing the title of Master  
Mechanic to that of Battalion Chief – Ayes: 3

**Reorganization of the Community Development and Economic Development Departments into the consolidated Development Department**

The committee reviewed a memo from the HR Dir./Asst. City Atty.; and the Economic Development Director regarding the proposed reorganization of the Community Development and Economic Development departments.

Ms. Aldana explained to the new members on the committee that last November staff presented a plan to consolidate these departments which is this plan. Adjustments were made for a couple of departures and reassigning of some duties. This reorganization has a compensation savings of approximately \$130,000. Some of the changes are already in place.

Ald. Wilson present - 4

Ms. Aldana outlined some of the changes. The two departments will be consolidated into one department called the Development Department. The current Economic Development Director position will be the Development Director and oversee both economic and community development. The Chief Building Official position is eliminated and duties reassigned. The Community Development Director position is eliminated in the plan. The Municipal Clerk III position in the Building Department is being reclassified to Development Coordinator. The Development Coordinator will be the primary contact person for the procedural aspect of development approvals. The Planner I position will be reclassified to Principal Planner and will be given more responsibility for the planning process. The Planner II position will be re-titled Assistant Planner. The plan includes the creation of a Business Specialist position which will focus on small business development.

The committee discussed the reorganization. Mr. Archambo noted that the reorganization will be less confusing to the customer as to what department they should contact.

Mr. Archambo suggested the biggest challenge is the lack of capacity to the business specialist position. It was hoped that the specialist would have some GIS experience. This position will be an advocate for community organizations and small businesses. Mr. Archambo said it is his expectation that the business specialist position would ideally make the City money, not cost money.

The Planning Department will be taking on the Plan Commission meetings and more responsibility in the office given to the Principal Planner.

Ms. Aldana said the creation of the Business Specialist position is the only thing not done. The committee discussed the fiscal impact, anticipated to be approximately \$130,000 in annual savings.

Moved by Ald. Wilson, seconded by Ald. Berdan  
to recommend approval of the proposed reorganization  
of the Community Development and Economic Development  
Department into a consolidated department – Ayes: 4

**Job reclassification from Purchasing Assistant to the Purchasing Coordinator**

The committee reviewed a memo from the HR Director/Asst. City Atty. regarding whether to reclassify the position of Purchasing Assistant – Municipal Clerk III to Purchasing Coordinator at Grade 6.

Ms. Aldana said that the assistant position has a higher level of autonomy and responsibility due to the purchasing manager position remaining unfilled. This new coordinator position will report to the Finance Director.

Mr. Ruggini said that the purchasing assistant is coordinating all functions of the purchasing department and is pleased with how things are going. This position will be required to obtain certification through the National Institute for Government Procurement.

Moved by Ald. Berdan, seconded by Ald. Wilson  
to recommend approval of the job reclassification from  
Purchasing Assistant to Purchasing Coordinator – Ayes: 4

The meeting adjourned at 7:48 p.m.

Carla A. Ledesma, City Clerk  
City of Wauwatosa

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