

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF AUGUST 1, 2006

Meeting called to order by Chairperson Beaudry at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

PRESENT: Edward Beaudry, Jr., Marty Anderson, Trish Siegler and Alanna Feddick

ABSENT: John Spiros

ALSO PRESENT: Alderpersons Feirer and Wagner, Mayor Meyers and City Personnel (Keith Strey, Lara Baehr, Brenda Hanson, Amber Miller, Dan Wolfgram, Ben Kubs and Deb Hall).

FBP06-087 Motion by Feddick, second by Siegler to approval payroll in the amount of \$694,035.24 and the bills in the amount of \$660,069.79 as recommended by the Finance Director. All Ayes

Motion carried

FBP06-088 Motion by Feddick, second by Anderson to accept and place on file the Monthly Position Control Status Report of July 31, 2006. All Ayes

Motion carried

FBP06-089 Motion by Anderson, second by Feddick to accept and place on file the Report of Personnel Actions of August 1, 2006. All Ayes

Motion carried

Human Resources Manager Baehr stated that the basic premise of the Decision Band Method is that the value of a job to an organization is based on its level of responsibility. Responsibility is reflected, and therefore measured, by the decision-making requirements of the job. As stated in the purpose section of city Policy No. 3.710, the purpose classification plan is to bring together those positions, which are basically similar in their level of responsibility, as reflected by the decision-making requirements of the positions. The Job Evaluation Committee (JEC) recommends that the Finance, Budget and Personnel Committee approve re-classification of Information Technology Lead Analyst as D62 (with a re-titling of position to Information Technology Manager), Plumbing Inspector as B31, Human Resources Manager as C52 and Director of Planning and Economic Development as D62. She reminded the Finance Committee that their role is not to approve a job description but to approve the JEC's recommendation for classification.

The committee addressed each position separately.

Plumbing Inspector/Assistant Building Inspector

FBP06-090 Motion by Feddick, second by Siegler to approve the re-classification of Plumbing Inspector/Assistant Building Inspector as a B31. All Ayes

Motion carried

Information Technology Lead Analyst

Aldersperson Siegler questioned that when looking at the process that the Job Evaluation Committee goes through and looking at job responsibilities and comparing them to like jobs with same types of responsibilities, why was this position classified at D62 versus looking at other positions that have similar duties like C52?

Human Resources Manager explained that the employee fills out a Position Description questionnaire. The JEC then goes through each individual job duty and they band each one. From there, it is basically a formula that you follow. In the end, the JEC goes back to see where it landed that position in the classification process and they can make adjustments at that time if they feel any are needed to be made. When the JEC looked at this position, they thought that it was a more responsible position, it was more of a Director level position then it was a Division Head level position. The C52 banding is more for the Division Head level of positions versus the D level for Department Head level of responsibility.

Aldersperson Siegler asked if this is really a Director level position, why wouldn't you title it Director versus Manager.

Human Resources Manager answered that you could title that position as Director. The JEC didn't feel strongly one way or the other. They thought that manager or a director level position was equivalent in meeting the needs of what the job should be titled. They did look at what other places called their lead person and they were mixed.

FBP06-091 Motion by Anderson, second by Beaudry to approve the re-classification of Information Technology Lead Analyst as a D62. Siegler and Feddick voted Naye, Anderson and Beaudry vote Aye.
Motion failed

FBP06-092 Motion by Siegler, second by Feddick to approve the re-classification of Information Technology Lead Analyst as a C52.

Aldersperson Anderson asked for some reasoning behind her motion because this went through the JEC and the committee decided on the re-classification of a D62 so without significant justification he would be hesitant to go along with this motion.

Aldersperson Siegler responded that in looking at the information that she received and also understanding that there was some discussion during the JEC meeting concerning the appropriate classification, she believes that a C52 would be a more appropriate classification. She does agree that the Lead Technology position is more than a lead and definitely does a lot for the City and has a lot of responsibilities and applications to deal with.

Vote on motion **FBP06-092**; Beaudry and Anderson voted Naye, Siegler and Feddick voted Aye.
Motion failed

FBP06-093 Motion by Anderson, second by Siegler to forward the re-classification of the Information Technology Lead Analyst to the Common Council with all the supporting documentation. Feddick voted Naye, rest Aye
Motion carried

FBP06-094 Motion by Anderson, second by Beaudry to approve the re-classification of Human Resources Manager as a C52. All Ayes
Motion carried

FBP06-095 Motion by Anderson, second by Beaudry to approve the re-classification of Director of Planning and Economic Development as a D62.

Alderson Siegler commented that when looking at the position, why wouldn't a D61 be more appropriate? D62 is an unused position so there aren't like comparables. She realizes that there is a weighted method with percentage of duties. If it is really weighted than you should have an idea of what qualifications falls into each of those weights. When she asked for that information she was told that there wasn't any.

Human Resources Manager Baehr responded that it didn't occur to her until she got off the phone with Alderson Siegler exactly what she was asking for. They actually do have a description as to what an A, B C, D or E are. There is no description for each individual pay range more specific than that.

Alderson Feddick questioned who reviews the Position Description questionnaire that the employee fills out explaining what percentages are their job duties?

Human Resources Manager Baehr answered that it is quite a review process. First the employee fills out the form and the employee's immediate supervisor needs to either approve or disapprove it. If they don't approve it then it goes back to the employee. So the immediate supervisor first looks at it and than the supervisors supervisor has to sign off on it and then it goes to the JEC that can than question how accurate that is or ask more questions of it. There can be some cases when you are reviewing a Director's position where you will only have the one review before it goes to the JEC committee because that position reports directly to the City Administrator and the Administrator is the last stop in that process.

Alderson Siegler asked that now that some of these positions are being reclassified is there a potential process in which the positions that are below these positions will come back to the JEC because they have taken on increased responsibility?

Human Resources Manager Baehr said that if an employee takes on additional job duties, that does not qualify it to go through this process. The job duties have to have changed in the level of responsibility significantly. There have been other requests that will go through the process and not make it to the end due to the lack of additional level of responsibility of duties. Employees are all the time adding and revising their job duties but that doesn't necessarily qualify them to go through the review process.

Vote on motion **FBP06-095**; Feddick and Siegler voted Naye, Anderson and Beaudry voted Aye.
Motion failed

FBP06-096 Motion by Anderson, second by Siegler to forward the re-classification of the Director of Planning and Economic Development to the Common Council with all the supporting documentation.

All Ayes

Motion carried

Motion by Feddick, second by Siegler to adjourn at 6:06 p.m.

Motion carried

Deb M. Hall
City Clerk