



COMMITTEE ON HUMAN RESOURCES/INSURANCE

June 6, 2023 at 6:30 PM

City Hall, Aldermanic Chambers (3rd Floor)

Members: Aldermen Cavanaugh, George-Kelly, Barry, Gamache, Burkush

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. HR Reports submitted by Lisa Drabik, Human Resources Director:
 - Position Summary Report
 - Vacancy Requisition Requests and Approvals
 - Summary of Arbitrations/Grievances
 - Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)
2. Project plan update from the Human Resources Director regarding the Classification and Total Compensation Study.

(Note: Provided for informational purposes only; no action is required.)
3. Communication from the Human Resources Director requesting the following complement changes:
 - Add one newly created Human Resources Project Coordinator (grade 17), to be hired for a limited term and funded with Compensation Study project funding;
 - Adopt new classification for Human Resources Project Coordinator (grade 17)

Ladies and Gentlemen, what is your pleasure?

4. Communication from the Human Resources Director requesting the following complement changes:
- Adopt new classification for Human Resources Associate (grade 13), to be hired initially in a temporary capacity;
 - Effective July 10, 2023, eliminate one (1) vacant Compensation Specialist (grade 13), to be replaced with the newly created Human Resources Associate (grade 13)

Ladies and Gentlemen, what is your pleasure?

5. Communication from Matthew Normand, City Clerk, requesting the following complement changes:
- Eliminate one (1) vacant License Enforcement Inspector (grade 15);
 - Add one (1) newly created Election Administrator (grade 19);
 - Eliminate one (1) vacant Building and Facilities Maintenance Coordinator (grade 13);
 - Add one (1) Building Maintenance Technician (grade 15)

Ladies and Gentlemen, what is your pleasure?

6. Communication from Owen Friend-Gray, Deputy Public Works Director, requesting the following complement changes:
- Eliminate one (1) vacant Traffic Maintenance Worker I (grade 12);
 - Eliminate one (1) vacant Laborer (grade 10);
 - Eliminate one (1) vacant Survey Instrument Person (grade 15);
 - Add two (2) Equipment Operator IV (grade 15);
 - Add one (1) Engineering Technician I (grade 16)

Ladies and Gentlemen, what is your pleasure?

7. Communication from Phil Croasdale, Water Works Director, requesting that the Power & Process Controls Manager be added to the list of exempt positions eligible for overtime pay.

Ladies and Gentlemen, what is your pleasure?

8. Communication from Denise van Zanten, Library Director, requesting the following reclassification and complement changes:
- Eliminate the Office Assistant and Library Clerk I classifications, create and adopt the new job classification of Library Technician (grade 12), and reclassify all current Library employees in the positions of Library Clerk I and Office Assistant to such new classification;
 - Eliminate the Library Clerk II classification, adopt the revised class specification for Assistant Librarian, and reclassify all current Library Clerk II employees to Assistant Librarian (grade 14);
 - Add a full-time Librarian I (grade 16), reclassify the current Assistant Librarian to the Librarian I position, and retain the vacated Assistant Librarian position as an unfunded position

Ladies and Gentlemen, what is your pleasure?

If there is no further business, a motion is in order to adjourn.