

COMMITTEE ON HUMAN RESOURCES/INSURANCE

May 7, 2024 at 6:15 PM

Chairman E. Sapienza called the meeting to order.

The Clerk called the roll.

Present: Aldermen E. Sapienza, Kantor, Vincent, T. Sapienza, Burkush

Messrs.: L. Drabik, P. Croasdale

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. Communication from the Human Resources Director regarding the issuance of an RFP for Employee Assistance Program Services.
(Note: Provided for informational purposes only; no action is required.)
3. Communication from the Human Resources Director requesting the following changes to the department's complement:
 - Eliminate one (1) vacant Human Resources Associate position, grade 13
 - Add one (1) Human Resources Generalist position, grade 15
 - Adopt the new classification for Human Resources Generalist position

T. Sapienza moved to approve. Alderman Burkush duly seconded the motion.

Chairman E. Sapienza asked Director Drabik to come forward.

Lisa Drabik, HR Director, stated essentially we have a vacant Associate position and as we move to the Munis platform, which is a new payroll and benefits module, we have found that we really need to hire someone with a higher level of skill than what we were asking the Associate to do. This person will serve as the back-up for payroll, as well as recruitment and assist with benefits. We need more of a Generalist role and that is the reason for this requested change.

Alderman Vincent asked how long was the Grade 13 position vacant.

Ms. Drabik answered for maybe a month and a half or two months.

Alderman Vincent asked do you anticipate having a hard time filling a grade 15 with a higher qualification.

Ms. Drabik replied no. I believe we will be able to fill it at that level.

Alderman Vincent stated the job description is quite extensive. That is a presidential workload there. That is a big workload for one person so a grade 15 might not do it.

Chairman E. Sapienza called for a vote. There being none opposed, the motion carried.

4. Communication from Phil Croasdale, Water Works Director, requesting the following changes to the department's complement:
- Eliminate one (1) vacant Meter Reader II position, grade 12
 - Add two (2) Water Meter Technician positions, grade 14
 - Upon the promotion of an existing Meter Reader I to the role of Water Meter Technician, eliminate one (1) Meter Reader I position, grade 11

Alderman Vincent voted to approve. Alderman Burkush duly seconded the motion.

Chairman Sapienza called Director Croasdale forward.

Phil Croasdale, Water Works Director, stated this is a pretty simple request. We have a Meter Reader I and a Meter Reader II and those two positions are now basically obsolete. They used to spend all day every day, two people, going out and reading what we call one cycle which is 1/12 of the city. They would have to go up to everybody's house and look at the boxes and it took time. Five or six years ago we went to remote readers. Now we just have one guy that drives around and in three hours and does the work of two who took a week. So these positions are obsolete but we have a need for these positions to do other things. We have been having both positions do meter technician type work. One of them, the Meter Reader II, resigned a few months ago and I thought this was a good opportunity to say okay instead of paying people a plus rate let's just have them all be meter techs. Currently we have six and we would now have eight and they would all do the same type of work. One of those meter techs could be assigned each week to just do the readings. This would make everybody interchangeable. To me when you look at the pay grades you are not looking at a lot of money but every little bit helps. Basically the old adage is you get what you pay for. So if I want to bring in a grade 11, Meter Reader I at a step five which is pretty much my opening request for new positions, you are looking at \$17.87/hour. I know it is the taxpayer's money and I understand that but in this day and age we all know that you can't hire people, and these are people who are going to people's homes and are the face of Water Works. They are dealing with people and changing out 10-year test meters and doing backflow prevention tests. You really want a good person representing Water Works in my opinion. You look at a grade 12 Meter Reader II, that is \$19.11/hour. The grade 14, step 5, is \$21.87/hour. I think in the last few years since employment has been pretty tight that the \$20/hour range is a minimum to get people in the door. You have to get somebody. Who are you going to get? I am just being honest with you. Like I said, I want people to work at Water Works who show up and give us an honest day's work and represent our department well. We will compensate them for that. Personally I don't think it is a stretch to go to \$21.87/hour. Again, everybody will be in the same boat and no one can say why am I doing this because this isn't my responsibility. I want to make them all grade 14's and the expectation will be the same for everybody and I think the public will be better served.

Chairman E. Sapienza asked so the position of Meter Reader is basically obsolete.

Mr. Croasdale answered well we need someone to read the meters but to have someone go around for a week, you don't need that. You only need someone to drive around for three hours on a Monday morning.

Chairman E. Sapienza asked so this is going to be done in a three-hour stretch now.

Mr. Croasdale replied it is a better use of our personnel.

Chairman E. Sapienza called for a vote. There being none opposed, the motion carried.

Alderman Burkush asked if Lisa Drabik could come up for a question. Can you tell us how much work you have done on the compensation study and where that stands?

Ms. Drabik stated back in August we started this process. We engaged a consultant called Evergreen Solutions. They are out of Florida. They came in to the city for four or five days. They did over 85 presentations and meetings with various stakeholders like employees, unions, department heads and aldermen. It was more or less 1) to explain the process of how the study would work, and 2) to gather feedback from all of those folks about what their impressions are of our current pay system, what works and doesn't work, etc. They compiled all of that information and the next step was they sent out what is called a JAT, Job Assessment Tool, to every single employee in the city. Everyone had a unique identifier and were asked to go online and answer a number of questions about their job including rating different characteristics, providing input and that sort of thing. After the employees did that, and we had great participation rates as over 90% of our employees did this, we then asked their supervisors to review them. They couldn't contest anything but they could add additional details if they wanted to. We also sent them to department heads and that took time as well as you might imagine. All of that data went directly to Evergreen, not to me. I don't see any of that. Then what Evergreen did with these 1,500 documents if you will is they compiled them and looked at each of the city's job classifications. We have over 450 of them; job titles if you will. Then they used that data to assess characteristics of each job and give each characteristic a score. This is a broad brush of how they do it. They then nailed down where that particular job classification fit within our entire hierarchy of job titles. Once they came up with their initial scoring, I met with them along with my project manager, for several hours over and over again and we went department by department, classification by classification to make sure that the internal data seemed to us, the insiders if you will, to make sense. If there was an outlier, we talked about it and we asked department heads questions. We did all of our due diligence so that we felt we an internal hierarchy which makes a lot of sense. If you think about it...

Chairman E. Sapienza interjected I don't mean to interrupt but we are in a time crunch here. I think we all appreciate the massive undertaking that this is. Am I right?

Ms. Drabik responded it is.

Chairman E. Sapienza stated it is a massive undertaking and we are about 65% of the way there and about \$500,000 into it so far.

Ms. Drabik replied no. We are probably \$250,000 into it.

Chairman E. Sapienza stated okay so it is a massive undertaking and you need some more time. Would that suffice?

Ms. Drabik answered absolutely.

Chairman E. Sapienza stated I appreciate all of the information. We will continue to talk. Thank you very much.

*There being no further business, on motion of **Alderman Burkush**, duly seconded by **Alderman Vincent**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk