

COMMITTEE ON HUMAN RESOURCES/INSURANCE

July 2, 2024 at 5:45 PM

Vice-Chair Kantor called the meeting to order.

The Clerk called the roll.

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

Absent: Alderman E. Sapienza

Messrs.: L. Drabik

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 HR Director requesting an update to the Security Manager position's job classification.

Alderman Vincent asked does this position have a staff of its own.

Lisa Drabik, HR Director, answered no.

Alderman Vincent stated that is an awful lot of for one person.

Ms. Drabik responded it sure is.

Alderman Vincent stated I have some questions on the marked up job classification. On page 2 about ¼ of the way down, it says "to assist in the formulation of a request for proposal for employees". Who is doing this now? Who provides employee support to the program or is that spread out?

Ms. Drabik replied we have a contractor that is our Employee Assistance Program and this position manages the contract. That contractor deals with any issues that come up and advocates for the employees if they are not getting the services they need. The incumbent performs that role.

Alderman Vincent asked so that person works with the contractor.

Ms. Drabik answered they do.

Alderman Vincent asked when it says acts as the city liaison for all medical exams and drug testing programs, what do you mean by medical exams.

Ms. Drabik responded we do pre-employment medical exams for certain positions depending on their job requirements, especially police and fire and certain DPW positions and others that require heavy lifting and those sorts of things. We also have a

random drug testing program so he acts as the liaison for that and sets up the drug testing. That is what that is in reference to.

Alderman Vincent asked so for the purpose of job hiring.

Ms. Drabik replied correct and then drug testing once the employees are working and are CLD drivers, etc.

Alderman Vincent asked towards the bottom it says "investigates and reviews security violation reports and reports and initiates corrective actions as required." That is an awful lot for one person. If I read this job application, this is one person that has a lot. This is judge, jury and executioner all in one. That is why I asked if he had staff.

Ms. Drabik stated it is a position with quite a bit of responsibility but not necessarily authority. He is investigating and it is a he because our new hire is also a he who will be starting next week to train with Kevin, but essentially they perform the investigation and make the recommendation to the appropriate department.

Alderman Vincent replied when you say initiate corrective action, that is authority correct.

Ms. Drabik answered yes in the sense that he may be recommending a certain action be taken but he is not taken the action. That is up to the department.

Alderman Vincent asked when this is complete, can you send it to me once it is all cleaned up.

Ms. Drabik responded sure.

Alderman T. Sapienza asked does this position get on-call pay.

Ms. Drabik answered no there is no separate on-call pay. It is a salaried position. That is just to respond to alarms that may go off that you can't control in city buildings.

Alderman Burkush asked what pay grade is this.

Ms. Drabik replied the pay grade has not changed and it is a 22.

Alderman Burkush asked do you think that is adequate.

Ms. Drabik responded I would advocate for it being higher but given that we have taken the position that we are undergoing this compensation study and not changing pay grades at the moment, that is the position we have taken in regards to all. No reclassifications if you will because you can't study a moving target. That has been the rationale.

Alderman Burkush stated I would be in support of that position getting a pay raise. Thank you.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman Vincent**, it was voted to approve.*

3. Communication from Brenda Masewic Adams, Tax Collector, requesting the following changes to the department's complement:
- Add one (1) Senior Administrative Services Manager position, grade 18
 - Remove one (1) soon-to-be-vacant (as of August 2024) Administrative Services Manager position, grade 16

Alderman Vincent stated I see the difference in pay and I get that but when it says funding is available in the FY25 budget to fund this complement change, is that anticipated funding or something that we can expect in the next budget that it will have to be incorporated in. Do you understand what I am asking?

Ms. Drabik replied Brenda is here if I am not stating this accurately but it is my understanding that in her FY25, so the current fiscal year, the funding is available to accommodate the change.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman Vincent**, it was voted to approve.*

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

A True Record. Attest.



Clerk of Committee