



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI
PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 6, 2024, AT 5:30 P.M.**
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074
Council Chamber Conference Room

MINUTES

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Paul Neumyer, and Deborah Postl. Also present was Interim City Administrator/City Clerk Susan Westerbeke, and ACA/HR Director Emily Blakeslee.
2. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
3. **Consideration and Possible Action on Grade Changes for Street Maintenance and Park Maintenance Positions-** The HR Director/ACA reviewed the Grade Changes under consideration. Public Works Director Rob Vanden Noven was present to answer questions related to the positions during the committee's discussion. The City engaged GovHR in June of 2022 to complete a Classification and Compensation study. As part of the study, GovHR equipped the City with resources necessary to periodically review positions and reanalyze roles and their corresponding responsibilities, as well as analyze and grade new positions, should that become necessary. In late 2023, the Director of Public Works requested that the Street Maintenance and Park Maintenance positions be reviewed and reanalyzed. With input from the Director of Public Works and the Streets Superintendent, the HR Director completed a new Job Analysis, using the scoring system. The updated job analysis places these positions in Grade 5. These scores reflect the analysis that an increased level of experience is needed for individuals to fulfill these roles. Grade 5 also serves to match the Street and Park positions with the rest of the hourly Public Works staff in Water and Wastewater. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO RECOMMEND APPROVAL OF CHANGE TO GRADE 5 FOR STREET AND PARK MAINTENANCE POSITIONS AS PRESENTED. Motion carried unanimously.
3. **Chairman's Business-** None.
4. **Member's Business-** None.
5. **Public Comments/Appearances-** None.
6. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 5:41 P.M. Motion carried unanimously.

Respectfully submitted,
Susan L. Westerbeke, City Clerk