



**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**

---

**AGENDA**

- 1. Roll Call**
  
- 2. Approve Minutes of Previous Meeting**
  
- 3. Consideration and Possible Action on Grade Changes for Street Maintenance and Park Maintenance Positions**
  
- 4. Chairman's Business**
  
- 5. Member's Business**
  
- 6. Public Comments/Appearances**
  
- 7. Adjournment**

**Committee Members: Alderpersons- Paul Neumyer, Jonathan Pleitner, Deborah Postl**

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
**PERSONNEL COMMITTEE MEETING**  
**TUESDAY, DECEMBER 5, 2023, AT 6:00 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 Engaging with Public Administration Associates (PAA) for Recruitment Services-** The ACA/HR Director was present to report on the Request for Proposals (RFP) related to procuring the services of an executive search firm to continue the City Administrator recruitment process. On November 14, 2023, the RFP was released, following the November 13, 2023, direction from the Common Council to initiate this process. The due date for the RFP submissions was November 24, 2023. Three submissions were received from McMahon Engineers and Architects, Titus Talent Strategies, and PAA. Following review of the submissions, staff has recommended engaging PAA to continue the recruitment process for the City Administrator role. PAA proposes an approximate 14-to-16-week process from contract to chosen candidate start date to include meetings with internal stakeholders, advertising, phone screens, onsite interviews, and preemployment background checks. The total cost of the recruitment is \$16,500. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO RECOMMEND APPROVAL ENGAGING WITH PUBLIC ADMINISTRATION ASSOCIATES (PAA) FOR RECRUITMENT SERVICES FOR THE ROLE OF CITY ADMINISTRATOR AS PRESENTED. Motion carried unanimously.
4. **Chairman's Business-** None.
5. **Member's Business-** None.
6. **Public Comments/Apearances-** None.
7. **Adjournment-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN AT 6:13 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Personnel Committee; Common Council

**FROM:** Emily Blakeslee, ACA/HR Director

**DATE:** February 6, 2024

**SUBJECT:** Consideration and Possible Action on Grade Changes for Street Maintenance and Park Maintenance Positions

---

**ISSUE:** Should the Common Council approve grade changes for the Street Maintenance and Park Maintenance positions?

**STAFF RECOMMENDATION:** Staff recommends Common Council approve grade changes for the Street Maintenance and Park Maintenance positions.

**RECOMMENDED MOTION:** "I move to accept Staff's recommendation."

**BACKGROUND/DISCUSSION:** The City engaged GovHR in June of 2022 to complete and 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 in 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.

Prep & Train	50
Certifications	10
<b>Experience</b>	<b>75</b>
Decision Making	45
Policy	40
Planning	50
Contact	45
Supervision	0
Work Conditions	60
Tech Used	<u>65</u>
	440

**STRATEGIC PLAN:**

- 1. Strategic Direction:** Creating Accountability through Policies & Procedures
- 2. Impact on Strategic Direction:** This change ensures the City is keeping up with market and assists the City with its goal to be a destination workplace.

**LEGAL:**

1. **City Attorney Review:** No

**FISCAL IMPACT:** There is no immediate fiscal impact. Incumbents within the positions impacted are already paid within the new grade. That said, incumbents will have a greater salary potential in the future at the increased grade.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATION:** The Personnel Committee will consider this item prior to the Common Council meeting.

**PUBLIC OUTREACH:** N/A

**IF APPROVED, NEXT STEPS:** Staff will update internal policy documents to reflect the updated grades.

**ATTACHMENTS:** N/A