



Meeting Agenda - Final-revised
Human Resources & Information Technology Committee

Wednesday, August 11, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[21-1147](#) Minutes from 7-28-21

Attachments: [Minutes 7-28-21.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[21-1088](#) Request to approve Police department table of organization modification to move one Communication Specialist to a newly created Crime Analyst position and move reporting structure for two areas.

Attachments: [Police TO modification memo.pdf](#)

[Police DRAFT 7.21.21.pdf](#)

[21-1146](#) Request to approve Police to over hire position of Lieutenant for remainder of 2021 and into early 2022.

Attachments: [Police LT over hire request 2021.pdf](#)

[21-1151](#) Request to approve Fire department to over hire position of Fire Protection Engineer.

Attachments: [Fire Protection Engineer Over Hire.pdf](#)

[21-1145](#) Request to approve Health Reimbursement Account administrator change to MidAmerica.

Attachments: [PEHP recommendation change memo.pdf](#)

[2021 AndCo RFP Recommendation letter.pdf](#)

6. Information Items

[21-1179](#) Health Officer hiring process.

Attachments: [Health Officer Hiring Process.pdf](#)
[Health Officer State of Wisc letter.pdf](#)
[Health Officer email.pdf](#)

[21-1148](#) Changes to Ergonomic Policy

Attachments: [Ergonomics Policy 2021.pdf](#)

[21-1149](#) Recruitment Status Report 8/5/21

Attachments: [RSR thru 8-5-21.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Ratchman at 832-6426.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, July 28, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Thao, Fenton, Alfheim and Smith

Excused: 1 - Hartzheim

3. Approval of minutes from previous meeting

[21-0958](#)

Minutes from 7/14/21

Attachments: [Minutes 7-14-21.pdf](#)

**Smith moved, seconded by Alfheim, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Thao, Fenton, Alfheim and Smith

Absent: 1 - Hartzheim

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0830](#)

Request to approve Information Technology to overhire position of Help Desk Analyst.

Attachments: [Help Desk Overhire Request 2021.pdf](#)

Smith moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Fenton, Alfheim and Smith

Absent: 1 - Hartzheim

6. **Information Items**

[21-1062](#)

Mid year budget report for Information Technology.

Attachments: [IT Department Mid-Year Report 2021.pdf](#)

This Report was received and filed

[21-1063](#)

Recruitment status report 7/22/21

Attachments: [RSR thru 7-22-21.pdf](#)

This Report was received and filed

7. Adjournment

**Smith moved, seconded by Alfheim, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Thao, Fenton, Alfheim and Smith

Absent: 1 - Hartzheim



Chief Todd Thomas
Appleton Police Department

222 South Walnut Street
Appleton, WI 54911

To: Alderperson Fenton, Human Resources and IT Committee Chairperson
From: Chief Todd Thomas
Date: July 21, 2021
Subject: Police Department Table of Organization Modification Request

We constantly review processes, programs, and our organizational structure to make sure we are delivering police services in the most efficient way. I am presenting the following three recommendations to you and requesting approval for the modifications to our table of organization.

1. Move one Police Communication Specialist (PCS) position to a Crime Analyst (CA) in the Investigative Services Unit.

This is the culmination of a process we have been undertaking for several years. Our APD Staffing Plan included doing a feasibility study during 2018 and 2019, to evaluate creating a full time Crime Analyst position. Prior to this, we were not able to identify crime patterns, frequent offenders, or habitual nuisance addresses as quickly and effectively as we should because we did not have that specialist. We worked with other local police agencies who have full time crime analyst, mainly Oshkosh, Green Bay and WI DOJ, to develop our program. During the pilot period it has been a part time duty for one of our current PCS employees. We are requesting to make that position a full time Crime Analyst and remove it from the PCS unit. This will not impact the services of our PCS unit at all because we have adjusted the hours and work shifts of the unit members.

It is anticipated that this new position will eventually be at a pay grade above the PCS position, but that would not occur until after the position has been in place for one full year and Human Resources does an analysis. There will be no financial impact at this time.

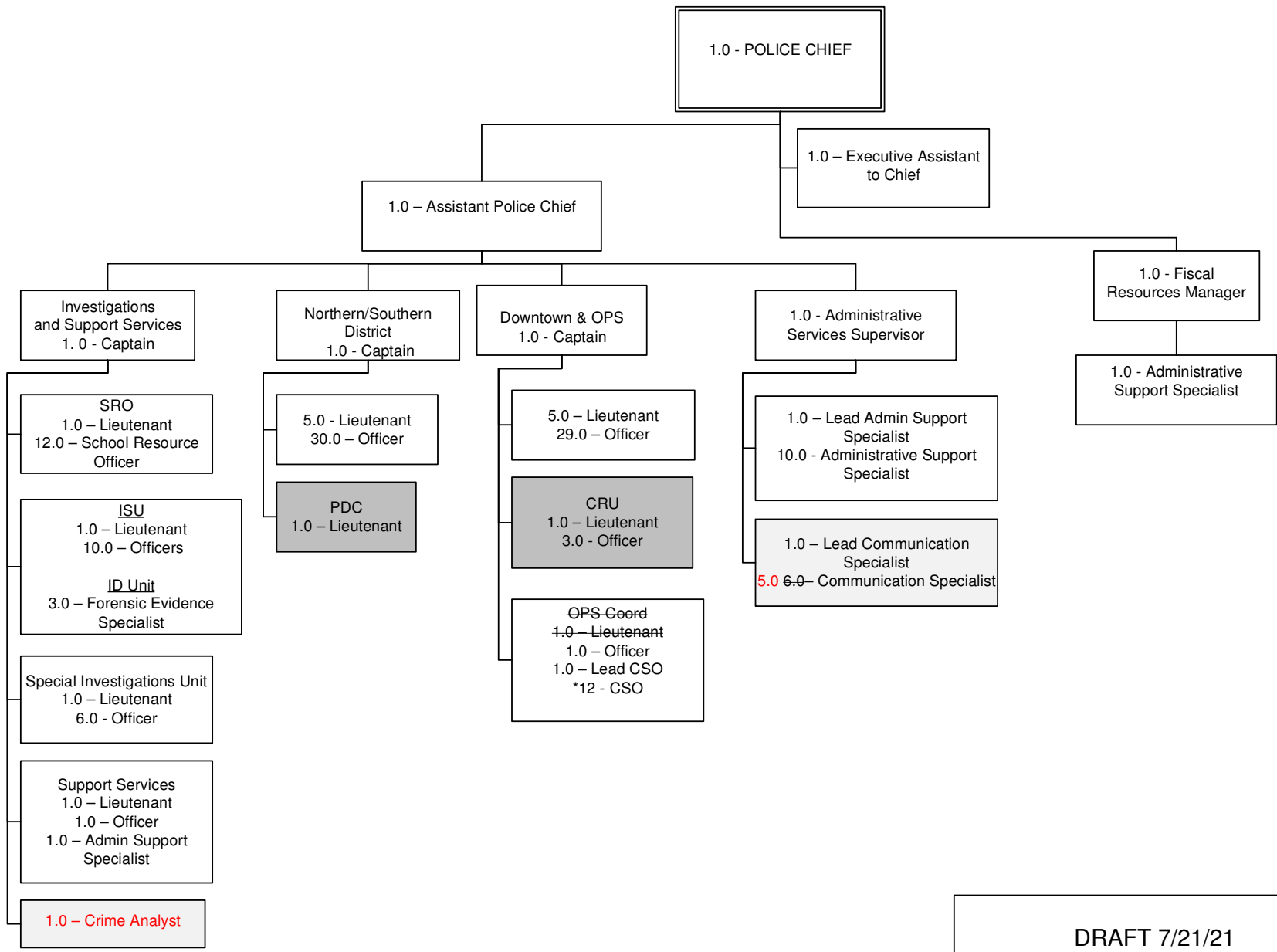
2. Move the Community Resource Unit under the Downtown District Command.
3. Rename the Operations Coordinator Lieutenant to Professional Development Coordinator and move it under the Northern/Southern District Command.

This is switching who these positions report to so that the workload for the District Commander's is balanced and they are supervising the areas that they have more knowledge and experience in. There will be no financial impact, it is a lateral switching of the supervision of units.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Respectfully Submitted,

Chief Todd Thomas



DRAFT 7/21/21



Chief Todd Thomas
Appleton Police Department

222 South Walnut Street
Appleton, WI 54911

To: Alderperson Fenton, Human Resources/IT Committee Chairperson

From: Chief Todd Thomas

Date: July 21, 2021

Subject: Police Department "Over hire" for 2021

I am requesting an "over hire" for 2021. This is not the addition of a new position or a new hire, it is the early promotion of an officer on our current promotional list to the rank of Lieutenant in anticipation of the pending retirement of a current Lieutenant in early 2022.

The Police Department currently operates with a Table of Organization that includes 12 Patrol Operations Lieutenants. This year we have three new Lieutenants who are working the late afternoon or night shift. The Lieutenant who provided his retirement notice is the most senior Lieutenant we have who has extensive supervisory experience and knowledge that we need to transfer to our new supervisors. He provided this unusual early notice because he understands the importance of this over hire. With his retirement, we will have 4 of our 12 Patrol Supervisors with less than a year of experience. This is 33% of our patrol supervisory staff, but more significantly it is 100% of our late afternoon and night shift supervision.

These supervisors are exclusively the only city supervisors working during the evening and overnight hours, the decisions they make impact not only the police department but the services and liability of the entire city.

For us to have a successful transition and development of this new supervisor, and to aid in the mentoring of our other young supervisors, I believe the city would greatly benefit from having this over hire for this position for the remainder of 2021.

The financial impact of this change will be approximately \$7,345. This will be covered from salary savings from the three prior promotions this year. Those promotions replaced senior Lieutenants with Lieutenants paid at a new supervisor rate. This savings was over \$12,000, which covers the \$7,345 cost of this move.


Please contact me with any questions.


Respectfully Submitted,


Chief Todd Thomas

CITY OF APPLETON

FIRE DEPARTMENT

 700 N. Drew Street
Appleton, WI 54911

 (920) 832-5810

 (920) 832-5830

 jeremy.hansen@appleton.org

MEMORANDUM

August 4, 2021

To: Alderperson Fenton and Members of the Human Resources & Information Technology Committee
From: Jeremy Hansen, Fire Chief
Cc: Ryan Weyers, Deputy Chief
Re: Fire Protection Engineer

The Appleton Fire Department's current Table of Organization includes one civilian Fire Protection Engineer. We recently received notification that our Fire Protection Engineer is planning to retire January 3, 2022.

The Fire Protection Engineer position is responsible for several key functions in the Fire Prevention Division. One responsibility is to review fire protection plans. This critical function ensures a high level of customer service for development within the city. The Fire Protection Engineer reviews more than 75 plans annually to ensure compliance with the International Building Code. It is crucial that the transition be seamless to avoid delays or negative impacts on projects throughout the city. Another responsibility is to coordinate school fire drills in the 53 public and parochial schools within the city. This helps to ensure the safety of students during the school day. Finally, a responsibility of this position is to serve on several City committees and boards. Providing 90 days overlap will allow the incumbent to be introduced to these committees and boards with no lapse in service.

In order for us to have a successful transition of the duties and projects, I believe the city would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 90 day period. The financial impact for this proposal is approximately \$30,000. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the lower salary of the new hire.

Job description attached.

Please direct additional questions to Fire Chief Jeremy Hansen 920-832-1710.





Fire Protection Engineer

Class Code:
250-6 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: May 28, 2015

SALARY RANGE

\$28.83 - \$43.25 Hourly
\$59,966.40 - \$89,960.00 Annually

NATURE OF WORK:

This is a professional position responsible for the development, delivery, and administration of Fire Protection engineering issues related to local, state, and national fire and life safety codes and standards in the community. The position requires use of a considerable amount of judgment and includes interpretation and analysis of performance-based fire protection designs and systems within buildings. The work involves ensuring concept, site, architectural and engineering plans submitted for buildings and other development projects are reviewed for compliance with appropriate fire and life safety code requirements. The incumbent works under the direction of the Battalion Chief of Prevention and Public Education.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Develops standards and practices for technical fire protection/detection system plan reviews, conducts the reviews and oversees the associated inspection follow-up.
- Conducts routine and special fire inspections of public, commercial, residential, assembly, and target hazard occupancies, i.e., schools, day cares, hospitals, high-rises, nursing homes, care facilities, hazardous processing, storage, etc. ensuring compliance with local and state codes, and nationally recognized good practices and standards.
- Recommends prevention plans and strategies to address general and specific fire and life safety problems in the community based on national standards and state/local fire and building codes.
- Recommends code and ordinance changes to enhance fire and life safety in the community.
- Provides technical assistance to property owners, architects, contractors, and others in interpreting and complying with fire and life safety codes and standards.
- Enforces code requirements and, where necessary, issues corrective notices and/or citations.
- Inspects multifamily residential properties and other public buildings both during construction and after occupancy is granted.
- Prepares position statements regarding variance requests to fire prevention codes and standards for review and approval by the Battalion Chief of Fire Prevention and Public Education.
- Works with other City Department managers on new developments, plats, licenses, ordinances, etc.
- Develops training for department employees to develop and enhance prevention and inspection skills.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Provides advice, guidance, and direction to fire personnel in maintenance tasks relating to fire and life safety.
- Maintains records and answers correspondence regarding false alarms and fire prevention codes.

- Maintains effective records and documentation of actions and assessments related to fire prevention in new and existing buildings and developments.
- Recommends changes to policies and SOP's as may be necessary to ensure safe and effective operation of the Department.
- Performs various clerical functions including typing, computer entry and communication with the public.
- Performs support functions at emergency and non-emergency incidents as required.
- Other job tasks as assigned.

REQUIREMENTS OF WORK:

Bachelor's degree in Fire Protection Engineering or related field, one to three years fire prevention and building plan review experience, certified fire inspector, or any combination of experience and training which provides the following knowledge, skills and abilities:

- Considerable knowledge of fire science, fire behavior and fire protection engineering/technology.
- Considerable knowledge of codes, laws and ordinances, Wisconsin Revised Statutes and specific fire conditions of the City.
- Ability to obtain and maintain commercial building inspector certification.
- Thorough knowledge and understanding of departmental and City safety policies, practices and procedures.
- Ability to prioritize and oversee multiple projects and staff.
- Thorough knowledge of departmental and City policies, SOP's and labor agreements.
- Ability to analyze City's fire prevention needs and identify target hazards.
- Ability to read and interpret complex written materials.
- Ability to prepare concise and accurate oral and written presentations and reports.
- Ability to establish and maintain effective working relationships with superiors, co-workers, the public, elected officials, the business community, and other city departments.
- Ability to operate and utilize all personal protection equipment, tools and other equipment associated with the job expectations.
- Ability to conduct thorough site inspections while projects are under construction, climb ladders and stairs, negotiate uneven terrain, and work in a variety of atmospheric conditions that may be encountered.
- Ability to recognize situations that need action and then take appropriate action as necessary.
- Ability to resolve conflict at lowest levels.
- Ability to work with limited supervision.
- Wisconsin P.E. Registration or the ability to obtain it is preferred.
- Valid driver's license and good driving record.

COMPETENCIES

- Communication
- Self-directed/Autonomous/Accountable
- Problem Solving
- Technical/Professional/Strategic Skills
- Creative/Innovative

JOB TASK ANALYSIS:

JOB ANALYSIS REQUIREMENTS
JOB TITLE: Fire Protection Engineer Supervisor
REVISION DATE: July 2006
REVIEW DATE: December 2010

N = Never
 O - Occasionally: 1 to 33% of the time on job
 F - Frequently: 34 to 66% of the time on job
 C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>50 lbs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements		Near: <input checked="" type="checkbox"/>	Far: <input checked="" type="checkbox"/>	
35. Depth perception		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
39. Other:				

B. WORKING CONDITIONS

	N	O	F	C
1. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input checked="" type="checkbox"/> excessive <input type="checkbox"/> frequent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: 100ft)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input checked="" type="checkbox"/> Irritant <input checked="" type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types: smoke by-products at fire scenes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types: <u>hazardous material incidents</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input checked="" type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: <u>9</u> Days/week: <u>5</u> Days overtime/week: _____				



"...meeting community needs...enhancing quality of life."

**Human Resources Department
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6455
Fax: (920) 832-5845**

To: Human Resources/IT Committee and Common Council Members

From: Jay Ratchman, Human Resources Director

Date: August 2, 2021

Re: Recommendation for Health Reimbursement Account (PEHP) Administration

The City of Appleton currently has a health reimbursement account benefit in place where tax-free funds can be used to pay qualified medical expenses after employment ends (e.g. \$10/month contributed by the City and payout of unused sick leave at time of retirement). This benefit is commonly referred to as the Post Employment Health Plan (PEHP).

Our current PEHP administrator is TASC and we have been with TASC since 2019. Since converting to TASC, we have been experiencing a large variety of service issues. For this reason, we requested that AndCo Consulting complete a request for proposal process to find a new plan administrator.

Proposals from AviBen, ICMA-RC, and Mid America were received and reviewed by AndCo Consulting and by the City of Appleton. Based on this review, we are recommending that the City of Appleton switch our plan administration to Mid America. Mid America stood out with public sector experience, valued added services, and by having a straightforward fee structure. The fee charges by TASC and Mid America are both \$2.00/month for an active employee. If approved, the transition to Mid America would start immediately.

Please refer to the letter from AndCo Consulting regarding the request for proposal process and the recommendation to switch to Mid America.

If you have any questions regarding our recommendation, please let me know.

Clients first.



MEMORANDUM

To: Jay Ratchman, City of Appleton Human Resources
From: Paul Murray, AndCo Consulting
Date: July 30, 2021
Subject: HRA Plan Recordkeeper Recommendation

Following the City of Appleton's engagement of AndCo to provide independent investment consulting services to the City's 457(b) Plan, the City decided to move the Health Reimbursement Account Plans to Voya's HRA plan partner, TASC. TASC has failed to meet the basic needs of administering the plans, so the City asked AndCo to assist with issuing a formal Request for Proposal (RFP) to select a replacement for TASC.

Based on information AndCo gathered from discussions with Human Resources about the objectives and plan requirements, AndCo developed a comprehensive Request for Proposal and distributed it to three qualified vendors that are capable of providing the required services. All three vendors responded with comprehensive proposals, competitive pricing and capabilities - so none of the proposals were rejected.

Based on the review of the questions in the RFP and our previous experience in working with these providers, we think that any of the providers would do a fine job for the City.

Based on our review and evaluation of the RFP responses and knowledge of the respondents' general administrative and service capabilities, we feel that the best route for the City is to move the HRA Plans to Mid America. The key points of our recommendation include:

AviBen (aka Educators Benefit Consultants) located in Minnesota

- Prefers use of general Account from The Standard, currently crediting 2.2%
- No other investment requirements – open architecture
- **Small firm / book of business - \$150 million / 80 plans**
- They offer Visa benefit card, replacement card cost \$10
- **Initial set up fee \$1,250**
- **Admin fees of 56 bps, plus 'System Fee' of \$12 once claims eligible**

ICMA-RC (rebranding as Mission Square) located in DC

- 1600 plans / 800 different employers
- They have 7,000 public Defined Contribution plan clients
- Good employee materials
- **Proprietary funds required. S3 share class expenses range from 0.59% to 1.25%. Fund performance is average.**
- **NO DEBIT CARD**

Mid America located in Lakeland, FL

- Very flexible fund offering – see modeling exhibit (all in expenses = 0.57%)
- HRA Plan Admin = 43% of their business
- Partners with AUL for the Fixed Interest Account and Fund platform, crediting 1.8% now
- 1800 Plans in 33 states / 300-500 clients in WI
- 581 HRA Plans / \$ 663 million
- They only serve public sector clients
- Partnered with Groom Law Firm in Washington DC (top notch firm)
- Debit Cards available
- \$2 per month admin fees for participants not yet claims eligible
- \$1 per month platform fees for participants that are claims eligible
- Can convert in 60 days or less
- Best employee materials

Based on our review, we feel that Mid America is the most consultative firm and they offer the most comprehensive services. We would take out ICMA for not offering debit cards, high fees and fund performance. While AviBen offers open investment architecture, they are a significantly smaller firm and just do not have all of the integration that Mid America offers.

AndCo appreciates the opportunity to assist the City with this search and evaluation. We are confident that moving the plans from TASC to Mid America will improve the plan experience for both the plan participants as well as the City's HR staff.

We look forward to continuing to serve the City of Appleton.



“...meeting community needs...enhancing quality of life.”

Human Resources Department
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6455
Fax: (920) 832-5845

To: Board of Health, Human Resources/IT Committee and Common Council Members

From: Jay Ratchman, Human Resources Director 

Date: August 9, 2021

Re: Health Officer Hiring Process

On August 4, 2021, resolution #12-R-21 Health Officer Hiring was submitted and referred to the Board of Health. To assist you as you consider this resolution, I would like to offer some background information to provide greater context for your upcoming discussion.

On February 4, 2020, then Health Officer Eggebrecht submitted his intent to retire on June 4, 2020. We immediately launched a national search to find a successor. On April 17, 2020, Health Officer Eggebrecht selflessly rescinded his resignation in an effort to assist the City through the looming pandemic. Consequently, the hiring process for the Health Officer position was paused.

We re-opened the hiring process in March 2021, in anticipation of Health Officer Eggebrecht's retirement in June 2021. Subsequent interviews were conducted prior to Health Officer Eggebrecht's retirement; however, we did not find a candidate who met the education, skills, and competencies we expect, particularly for our top-level leadership positions. As has always been our practice, we did not want to sacrifice our goal of finding quality candidates by making quick decisions which may not serve us well for the long-term.

Knowing the pandemic was waning but not departing, we wanted to ensure that we continued our legacy of strong leadership in this critical position. As a result, we proactively reached out to the State of Wisconsin Department of Health Services (DHS) to work through our interim plan to make sure we remained as a Level III health department. As we reviewed/created our interim plan, we discussed the qualifications of our Interim Health Officer and reviewed our ongoing recruitment efforts to find a successor. A memo dated May 24, 2021, from the Mayor which announced the appointment of an Interim Health Officer, was brought to the HR/IT committee and Common Council (see attachment).

Resolution #12-R-21 requests that members of the Common Council urge the Mayor to prioritize and expedite the hiring of a Health Officer as quickly and as practically as possible. I would like to reassure the City of Appleton Common Council that this hiring process has and will remain a priority. Particularly during this critical time in public health, we are committed to moving this process forward as quickly as possible, all while ensuring we are finding the best candidate to lead us through these challenging times and beyond. We won't hesitate to ask if we need additional resources.


As always, we will keep you abreast of the progress of the Health Officer hiring process. Should you have questions in the meanwhile, please let me know.



"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-6400
Email: Mayor@Appleton.org

TO: Human Resources & Information Technology Committee
FROM: Mayor Jacob A. Woodford 
DATE: May 24, 2021
RE: Interim Health Officer Appointment

Health Officer Eggebrecht has announced his retirement from the City of Appleton, effective June 4, 2021. Health Officer Eggebrecht has dedicated 21 years of his career to the City. Identifying a successor has received our full attention and we expect to name a successor shortly as this search nears its conclusion.

Public Health Nurse Supervisor Sonja Jensen joined the City of Appleton in 2013 and has demonstrated her capability in the health field and through her work in helping lead the City through the COVID-19 pandemic. Given the depth of experience and commitment to the City of Appleton, I am pleased to appoint Ms. Jensen as the Interim Health Officer. She will serve in this capacity to ensure there is no vacancy, however brief, in the Health Officer role.

Tony Evers
Governor

State of Wisconsin
Department of Health Services

Karen E. Timberlake
SecretaryFax: 920-448-5265
TTY: 711 or 800-947-3529

May 11, 2021

Mayor Woodford
City of Appleton
100 N Appleton Street
Appleton WI 54911-4799

Dear Mayor Woodford,

The Division of Public Health has learned that Kurt Eggebrecht will retire June 4 from the position of health officer for your health department. I write to offer the support and assistance of the Northeast Region as your agency works to fill this important position. Please send me the name, qualifications and contact information of the individual who will serve as your agency's interim health officer, so I can work with him or her during this transitional period.

Maintaining classification as a Level III local health department under Wis. Stat. § 251.05, requires hiring a candidate who satisfies the requirements for a Level III local health officer set out in Wis. Stat. § 251.06(1)(c) and (d):

(c) A local health officer of a Level III local health department shall have at least one of the following:

1. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 3 years of experience in a full-time administrative position in either a public health agency or public health work.
2. A bachelor's degree and 16 graduate semester credits towards a master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field and 5 years of experience in a full-time administrative position in either a public health agency or public health work.
3. A license to practice medicine and surgery under ch. 448 and at least one of the following:
 - a. Three years of experience in a full-time administrative position in either a public health agency or public health work.
 - b. Eligibility for certification by the American board of preventive medicine in public health or general preventive medicine.
 - c. A master's degree in public health, public administration, health administration or, as defined in rules promulgated by the department, a similar field.

(d) Notwithstanding pars. (a) to (c), relevant education, training, instruction, or other experience that an applicant obtained in connection with military service, as defined in s. [111.32 \(12g\)](#), counts toward satisfying the requirements for education, training, instruction, or other experience

Mayor Woodford
Page 2
May 11, 2021

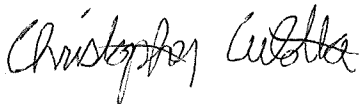
to qualify as a public health officer if the applicant demonstrates to the satisfaction of the department that the education, training, instruction, or other experience that the applicant obtained in connection with his or her military service is substantially equivalent to the education, training, instruction, or other experience that is required to qualify as a public health officer.

I strongly encourage you to hire a health officer who meets the educational requirements for a Level III local health department while considering the demographics of the jurisdiction and using recruitment that reaches qualified candidates from varied backgrounds. The Northeastern Regional Office is available to assist you during the hiring process. When you have narrowed your pool of candidates, you may wish to submit their qualifications to me for a preliminary review. Once you have selected someone for the position, you must submit the individual's qualifications to me for the Division of Public Health formal review prior to completing the hiring and appointment process.

There could be implications to the Level III designation, as well as the funding to your health department if an interim or new health officer is selected that does not meet qualifications as specified in statute.

If you have any questions during the application review or interview process, please feel free to contact me at (920) 448-5220 or ChristopherD.Culotta@dhs.wisconsin.gov. As the regional director for the Division of Public Health Northeastern Region, one of my responsibilities is to support your efforts and advise you on the public health issues you may encounter or questions you may have while filling this vacancy.

Sincerely,



Christopher Culotta
Regional Director
Northeastern Region
Office of Policy and Practice Alignment
Division of Public Health
Department of Health Services

C: Julie Willems Van Dijk, State Health Officer, Deputy Secretary
Chuck Warzecha, Deputy Division Administrator
Jen Rombalski, Office of Policy and Practice Alignment Director

Melody Rank

From: Jay Ratchman
Sent: Tuesday, August 10, 2021 12:16 PM
To: Melody Rank
Subject: Fw: [NCI] Health Officer Vacancy
Attachments: Interim Health Officer for HR.pdf; Appleton Health Officer Letter May 11 2021.pdf

From: Culotta, Christopher D - DHS <ChristopherD.Culotta@dhs.wisconsin.gov>
Sent: Tuesday, August 10, 2021 10:26 AM
To: Jay Ratchman <Jay.Ratchman@Appleton.org>; Jake Woodford <Jake.Woodford@Appleton.org>
Cc: Rombalski, Jennifer J - DHS <jennifer.rombalski@dhs.wisconsin.gov>
Subject: [NCI] Health Officer Vacancy

Mayor Woodford and Mr. Ratchman,

My understanding is there are questions regarding the process to identify an interim health officer at the City of Appleton and the coordination with the Wisconsin Department of Health Services, Division of Public Health. The City of Appleton Leadership has been in communication with the Division of Public Health Northeast Region and has provided updates on the hiring progress.

A little about me and the Division of Public Health Northeast Region – we work with local health departments and tribes in a 17 county area that includes 19 local health departments and 3 tribes.

The pandemic has been difficult for staff and public health leaders and currently of the 85 local health departments in Wisconsin we have 30+ newer or interim health officers statewide.

To put in perspective for the NE Region – there have been 7 new health officers of the 19 local health departments since November 2020.

A review of documentation relating to this situation identifies the following key facts.

Mr. Eggebrecht the former city health officer retired June 4, 2021.

May 11, 2021 I sent the attached letter to the City of Appleton Mayor that discussed the interim appointment and the health officer qualifications under Wisconsin Statute 251.05. Copied on the letter include the State Health Officer and Division of Public Health Administrator and the Office of Policy and Practice Alignment Director.

May 18, 2021, Mr. Ratchman, Mr. Eggebrecht and Mayor Woodford and I had a phone call to discuss health officer qualifications and the hiring process.

Mr. Ratchman on June 4, 2021 provided me the resume and interim health officer appointment letter for the City of Appleton. Ms. Jensen has served as the Appleton Health Department Nursing Supervisor since March 2013 and also leads other regional public health groups.

I have served as the Division of Public Health Northeast Region Director since December 2013 and I have supported/assisted many jurisdictions hiring new health officers and my assessment is the City of Appleton has provided updates on the hiring progress for a full-time health officer and is making a good faith effort to identify and hire the next health officer.

Please contact me with any questions.

Chris



Christopher Culotta, MPA

Northeast Region Director & 140 Review Program Supervisor

Office of Policy and Practice Alignment

Division of Public Health, Green Bay/Northeast Region

Wisconsin Department of Health Services

Christopherd.culotta@wisconsin.gov | (920) 448-5220

Cell (920) 450-4578



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CITY OF APPLETON POLICY	TITLE: Ergonomics Policy/Program	
ISSUE DATE: July 2001	LAST UPDATE: December 18, 2002 April 5, 2007 February 2011 April 2017 May 2021	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY APPLICATION: All City Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: June 2001 June 2011 May 2017	Committee Approval Date: June 26, 2001 August 22, 2011 July 26, 2017	Council Approval Date: July 18, 2001 September 17, 2011 August 2, 2017

I. PURPOSE

The purpose of this policy is to increase employee awareness of ergonomic issues and to proactively address the musculoskeletal disorders that employees may experience as a result of workplace conditions and job demands.

II. POLICY

The City is committed to providing a safe and healthy workplace free from recognized hazards or harmful conditions and to incorporate employee involvement in the prevention relating to safety and ergonomics in the workplace.

III. DISCUSSION

The City shall make every effort to increase ergonomic awareness and lessen the risk of injury due to design of equipment, tools or work motions.

IV. DEFINITIONS

- A. Ergonomics: The science of fitting workplace conditions and job demands to the capabilities of the work force.
- B. WMSD: Work Related Musculoskeletal Disorder.
- C. Ergonomics Program: Systematic process for anticipating, identifying, analyzing, and controlling WMSD hazards.
- D. Process: Activities, procedures and practices set up to control WMSD hazards.
- E. MSD: Musculoskeletal Disorders. These are disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs that are not typically the result of any instantaneous or acute event (such as a slip, trip, or fall) but reflect a more gradual or chronic development. ~~Musculoskeletal disorders include those with several distinct features, such as carpal tunnel syndrome, as well as those defined primarily by the location of the pain, as with low back pain.~~

- F. WMSD Management – The process of ensuring that employees with work related musculoskeletal disorders receive effective evaluation.
- G. Symptoms Survey Form – the form used to initiate perform an ergonomic assessment (Exhibit I Attachment A).

V. PROCEDURES

A. Policy Responsibilities

1. Human Resources (H.R.) shall:

- a. Develop, evaluate and periodically review the policy and program.
- b. Coordinate training.
- c. Respond promptly to reported MSD problems.
- d. Perform and/or coordinate ergonomic evaluations as needed.
- e. Research new products in the field of ergonomics.
- f. Maintain records relating to the ergonomics program.
- g. Review all injury reports.
- h. Solicit employee input for possible solutions to ergonomic problems.
- i. Provide input for solutions to ergonomic problems.
- j. Check with the Parks, Recreation and Facilities Management Department Facilities department to explore workstation structural changes when necessary.

2. Department Directors/Supervisors shall:

- a. Solicit employee input for possible solutions to ergonomic problems.
- b. Prohibit practices that discourage employees from participating in the policy/program and making reports or recommendations.
- c. Report any problem areas to the H.R. Generalist Provide input for possible solutions to ergonomic problems.
- d. Address any potential ergonomic problems. Consult with H.R., as necessary.
- e. Review the Symptoms Survey form completed by their department employees.
- f. Implement and follow recommendations made by H.R. or outside consultant.

~~e.g.~~ Attend ergonomics training and ensure employees attend scheduled training.

3. Department Safety Coordinator or Central Safety Committee Member shall:

- a. Review the Symptoms Survey form completed by their department employees.
- b. Report any problems to the H.R. Generalist.
- c. Address any potential ergonomic problems.
- d. Provide input for possible solutions to ergonomic problems.
- e. Implement and follow recommendations made by the H.R. Generalist or outside consultant.
- f. Attend applicable training involved with the ergonomics policy/program.

~~4.3~~ Employees shall:

- a. Complete a Symptoms Survey Form if requested.

- b. Attend all applicable training involved with the ergonomics policy/program. Attend applicable ergonomics training and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities.
- c. Provide input for possible solutions to ergonomic problems.
- d. Assist with ergonomic evaluations as needed.
- e. Notify the Supervisor or H.R. Generalist, as early as possible, of any problems related to ergonomics.
- f. Implement and follow the recommendations provided through the ergonomic assessment.

B. Program Responsibilities Sections

- 1. Records Retention:
 - a. Completed Symptoms Survey Forms shall be sent to the H.R. Generalist who will keep them on file.
 - b. Accident/Injury records will be reviewed by the H.R. Generalist and/or the Risk Manager to note any trends in incidents or any possible cumulative trauma or musculoskeletal related injuries.
- 2. Ergonomic Evaluations: Various methods may be used to evaluate workstations or tasks posing ergonomic issues including, but not limited to, the following:
 - a. Observational assessments
 - b. Ergonomic checklists
 - c. Employee interviews
 - d. Detailed worksite evaluations, including a formal job hazard analysis
 - e. Surveys and questionnaires (e.g., symptoms survey analysis)
- 3. Ergonomic Control Methods: Once the workstation has been evaluated and the potential ergonomic issues identified, the following control methods may be recommended:
 - a. Engineering controls – focuses on the physical modifications of jobs, workstations, tools, equipment, or processes.
 - b. Administrative controls – worker education, job rotation, etc.
 - c. Personal protective equipment – ex: knee pads, anti-vibration gloves, etc.

After implementing any of these control methods, the appropriate H.R. Generalist will follow up to determine if the changes have improved the condition. This follow-up might include a verbal interview with the employee(s) performing the work task, performing a re-evaluation of the workstation, work area or tool and/or observing the work task being performed. If it is determined that the changes have not improved the work situation, then further internal ergonomic evaluations will be performed and/or obtaining outside ergonomic professional assistance.

~~2.4. Symptoms Survey Analysis Form follow up:~~

- ~~a. Supervisors, department Safety Coordinators or H.R. Generalist should ask employees having WMSD concerns the following:~~

- ~~• Are they experiencing signs or symptoms of MSDs?~~

- ~~Are they having difficulty performing the physical work activities of the job?~~
- ~~Can they describe which physical work activities they associate with the problem?~~
- ~~Have they observed employees performing the jobs in order to identify factors that need to be evaluated?~~
- ~~Have they evaluated those job factors to determine which ones are reasonably likely to be causing or contributing to the problem?~~
- ~~Have they controlled the cause of the problem?~~

C. Training

1. Training will be provided upon hire and periodically either by in-person training by Human Resources or by on-line training. This training will include information on what ergonomics is, what to watch for, reporting ergonomic issues and methods to minimize or eliminate problem areas if they are found. Initially upon hire, and periodically thereafter the H. R. Generalist will provide training to include what ergonomics is, what to watch for and steps to eliminate problem areas if they are found.

~~D. Program Evaluation~~

- ~~1. After implementing changes in tools, work areas or workstations, the H.R. Generalist will follow up on any changes to determine if the changes have improved the condition.

 - ~~a. Follow up shall include a verbal interview with person(s) performing the work task.~~
 - ~~b. Re-evaluation of the workstation, work area or tool.~~
 - ~~c. Observing the work being performed.~~~~
- ~~2. If it is determined that the changes have not improved the work situation then further evaluations shall be performed following the same process and/or obtaining outside ergonomic professional assistance.~~

D. Attachments

1. Attachment A - Symptoms Survey Form
2. Attachment B – Suggested Ergonomics for Telecommuters

Attachment A

Symptoms Survey: Ergonomics Program

Employee Name _____ Department _____

Supervisor _____ Date ____/____/____

Job Title _____

Hours worked/week _____ Time on THIS job: _____ years _____ months

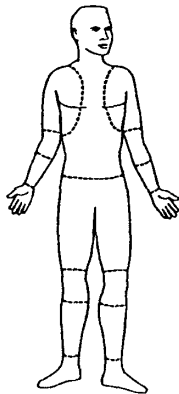
Other jobs you have done in the last year (for more than 2 weeks):

Job Title _____ Time on this job: _____ months _____ weeks

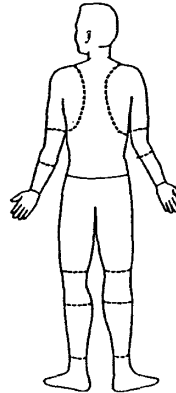
Job Title _____ Time on this job: _____ months _____ weeks
(If more than 2 jobs, include those you worked on the MOST)

Have you had any pain or discomfort during the last year?
_____ YES _____ NO (If NO, stop here)

If YES, carefully shade in the area of the drawing which bothers you the MOST.



Front



Back

Check area: ___ Neck ___ Shoulder ___ Elbow/Forearm ___ Hand/Wrist ___ Fingers ___ Eyes
___ Upper back ___ Low back ___ Thigh/Knee ___ Low leg ___ Ankle/Foot

*Fill out a separate page for each area that bothers you

1. Put a check by the word(s) that best describe your problem:

___ Aching ___ Burning ___ Cramping ___ Dry ___ Loss of Color ___ Numbness(asleep)

___ Pain ___ Stiffness ___ Swelling ___ Tingling ___ Weakness ___ Other –

F:\PERSON\WPWIN\Policies\Ergonomics Symptoms Survey.doc

Attachment B

Suggested Ergonomics for Telecommuters

Keep computer items in front of you.



How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere



Raise the top of your monitor to eye level or below



Screen distance should be an arm's length away (18-30")



Keep elbows at your sides and rest gently on armrests



Maintain neutral wrists and forearms parallel to ground



Rest feet flat on the floor with knees at or below hip level

Leave 1" to 2" space between calves and the seat's edge



Using A Laptop?



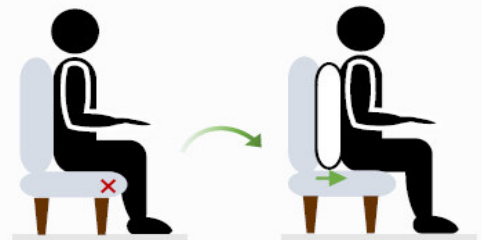
Raise your laptop to eye level
Try a stand, box, or step stool



And use a separate keyboard
and mouse



Or use a monitor and type on
your laptop
If you have a keyboard,
mouse, and monitor, raise
your laptop off to the side for
dual monitors



Sinking In Your Deep Couch?



Use a pillow to shorten the seat
A pillow or towel roll can also
be used for lumbar support



Work Surface Too High?



Use a taller chair or raise your seat with a cushion



Use a footrest or box to support your legs from dangling



Type on a lower surface like a keyboard tray, lap desk, or
side table



Prefer To Stand?



Find a counter or tall surface



Wear comfortable shoes



Try standing on a kitchen mat

3🕒 Take A (micro) Break

Every 30 minutes
For at least 10 Seconds



Get Moving

Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



Change Positions

The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



Check Your Posture

Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



Be Well

Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

Take Care of Yourself

You can work more effectively and comfortable when take care of all aspects of your health and wellness.



Protect Your Eyes

Reduce Eye Strain and Fatigue

20 Every 20 minutes of screen time

20 Look away for ≥ 20 seconds

20 At something ≥ 20 feet away



Hydrate Your Eyes
Remember to blink



Minimize glare

Avoid facing or having your back to a window

Questions?

If you have any questions or are experiencing discomfort related to your remote workstation or are interested in a virtual ergonomics consult, please contact Human Resources.

RECRUITMENT STATUS REPORT

UPDATES THRU 8/5/2021

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Operator II - Street	DPW	4/3/21	1	Panel Interviews: 8/9/21.
	Part Time Service Person	DPW	6/7/21	1	Panel Interviews: 8/23/21.
	Operator II – Water Construction (PM Shift)	DPW	5/27/21	1	Panel Interviews: 8/23/21.
	Arborist	DPW	7/9/21	1	Panel Interviews: 8/5/21.
	Inspector - HVAC	DPW	9/1/21	1	Panel Interviews: 8/12/21.
	Administrative Support Specialist (DPW)	DPW	7/29/21	1	Application Deadline: 8/8/21.
	HVAC Technician	PRFM	1/5/21	1	Panel Interviews: 8/20/21.
	Recreation Programmer	PRFM	7/29/21	1	Resignation. Determining next steps.
	ALLISON	Bus Driver	VT	Multiple	8
Part-Time Bus Driver		VT	N/A	N/A	Application Deadline: 9/26/21. Medical pending on 1 candidate. *Working with DPW/PRFM employees who may be interested in PT opportunity.
Transit Operations Supervisor		VT	8/23/21	1	Internal Transfer. Application Deadline: 8/22/21.
Police Officer		Police	N/A	2 +Elig.	Backgrounds pending on 3 candidates. New Process Application Deadline: Open/Continuous.
Community Service Officer (CSO)		Police	1/19/21	N/A	Application Deadline: Open/Continuous.
Library Clerk – Regular Part Time		Library	8/9/21	1	Job offer accepted, start date 8/9/21.
Library Page		Library	N/A	N/A	Application Deadline: 8/15/21.
Health Officer		Health	6/5/21	1	Application Deadline: Open/Continuous. Second Panel Interview: 8/26/21.
Account Clerk I		Finance	7/5/21	1	Panel Interviews: 8/6/21.
Help Desk Analyst	IT	7/31/21	1	Application Deadline: 8/15/21.	
HR Generalist	HR	7/22/21	1	Application deadline 8/8/21.	
Administrative Support Specialist - HR	HR	8/13/21	1	Resignation. Application Deadline: 8/15/21.	

TOTAL POSITIONS OPEN = 28 TOTAL ELIGIBILITY LISTS = 1

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
	Information Technology Director	IT	5/5/21	1	Determining next steps.
	Fire Protection Engineer	Fire	1/4/22	1	Pending RTF and over hire approval.

TOTAL POSITIONS ON HOLD = 3

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.