



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

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Wednesday, May 25, 2022

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[22-0725](#) Minutes 4-27-22  
**Attachments:** [HRIT Minutes 4-27-22.pdf](#)
4. **Public Hearings/Apearances**
5. **Action Items**  
[22-0726](#) Request to approve over-hire for City Assessor Position for Community and Economic Development Department.  
**Attachments:** [City Assessor Overhire Request May 2022.pdf](#)  
[22-0702](#) Request to approve over-hire for Payroll Coordinator for the Finance Department.  
**Attachments:** [Payroll Coordinator - Over-Hire Request.pdf](#)  
[22-0705](#) Request to approve over-hire for Purchasing Manager for the Finance Department.  
**Attachments:** [Purchasing Manager - Over-Hire Request.pdf](#)
6. **Information Items**  
[22-0706](#) 2022 Compensation Study Update.  
[22-0707](#) 2023 Bargain with the International Association of Fire Fighters Local 257.

[22-0704](#) Recruitment Status Report 5/20/22.

**Attachments:** [RSR 5.20.22.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 Jay Ratchman 920-832-6427.*



# City of Appleton

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

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, April 27, 2022

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

3. Approval of minutes from previous meeting

[22-0561](#)

Minutes 3/23/22

**Attachments:** [Minutes 3.23.22.pdf](#)

Hartzheim moved, seconded by Alfheim, that the meeting minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

4. **Public Hearings/Appearances**

5. **Action Items**

[22-0573](#)

Request to elect a Vice-Chair.

**Aldersperson Hartzhiem nominated as Vice-Chair**

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

[22-0562](#)

Request to approve to add a Safety and Compliance Specialist position to the table of Organization at Valley Transit.

**Attachments:** [VT Safety Officer Memo.pdf](#)

[VT Safety and Compliance Specialist JD.pdf](#)

[Valley Transit Draft TO 4-21-22.pdf](#)

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

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

[22-0564](#)

Request to approve the Fire department to change the Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector.

**Attachments:** [Fire Memo TO Change 4.27.22.pdf](#)  
[Public Education Specialist Civilian Fire Inspector.pdf](#)

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

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

[22-0570](#)

Request to approve the addition of .20 FTE HR/IT Administrative Support Assistant in the Information Technology Department.

**Attachments:** [2022 Request for IT Administrative Support Assistant.pdf](#)  
[2022 HR IT Admin JD.pdf](#)  
[2022 Information Technology TO Draft 4-27-22.pdf](#)

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

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

## 6. Information Items

[22-0577](#)

Update on IT Infrastructure, Systems, and Vulnerability Assessment.

**Attachments:** [2022 Assessment Update.pdf](#)

**This Presentation was received and filed**

**This Presentation was received and filed**

[22-0569](#)

Changes to General Safety Policy.

**Attachments:** [General Safety Policy \(with updates\).pdf](#)

**This Presentation was received and filed**

[22-0575](#)

Set meeting date and time and designate contact person.

**Meeting day and time remains Wed. at 6:30. Contact person Director Ratchman.**

[22-0567](#)

Recruitment Status Report 4/21/22.

**Attachments:** [RSR 4.21.22.pdf](#)

**This Presentation was received and filed**

7. Adjournment

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

**Aye:** 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt



# MEMORANDUM

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

TO: Human Resources/Information Technology Committee and Appleton Common Council

FROM: Karen Harkness, Community & Economic Development Director

DATE: May 20, 2022

RE: Request approval of over-hire for City Assessor position

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The City of Appleton City Assessor has provided notice of retirement effective the middle of August 2022.

This position is critical to the organization and works independently on many processes related to assessment and keeping property values current. Other priorities include Tax Increment Financing District data and reporting, project evaluation for new and redevelopment projects, and many other task and responsibilities including supervision of a professional assessment staff of five.

The incumbent has 18 years of experience in this position and holds a wealth of knowledge. For a successful transition to the position's successor, I believe the City of Appleton would benefit from having the incumbent provide valuable training over a three-week period with an over-hire.

The hiring process is currently open, and we hope to have someone hired by early June 2022.

The cost for this over-hire is expected to be approximately \$7,500. This additional cost can be absorbed within the current 2022 Community & Economic Development Department budget.

Thank you for your consideration of this request. If you should have any questions or would like to discuss this further, feel free to contact me at 920-832-6408 or email

[karen.harkness@appleton.org](mailto:karen.harkness@appleton.org).



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

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**TO:** Human Resources/Information Technology Committee, and Common Council  
**FROM:** Jeri Ohman, Finance Director  
**DATE:** May 25, 2022  
**RE:** Request Approval of Over Hire for Payroll Coordinator

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The City of Appleton Payroll Coordinator has provided notice of retirement effective September 2, 2022. This position has been performed by the incumbent for over 20 years.

This position is critical to the organization and works independently on bi-weekly payroll processing, payments related to payroll withholdings, and monthly/quarterly/annual reporting requirements. It is responsible for knowing and applying federal and state regulations pertaining to payroll. This position is also responsible for maintaining the payroll module of Tyler Munis.

In order for us to have a successful transition, I believe the City would benefit from having the incumbent provide training over a six week period. This would allow for three pay periods and one monthly reporting period during the over hire timeframe.

The hiring process has started and our hope is to have a successor start on July 25, 2022. The financial impact is expected to be approximately \$9,000. This cost can be absorbed within the current 2022 Finance Department budget.

Thank you for your consideration of this request. Please feel free to contact me if you have questions.



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

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**TO:** Human Resources/Information Technology Committee, and Common Council  
**FROM:** Jeri Ohman, Finance Director  
**DATE:** May 25, 2022  
**RE:** Request Approval of Over Hire for Purchasing Manager

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The City of Appleton Purchasing Manager has provided notice of retirement effective August 5, 2022. This position has been performed by the incumbent for 20 years.

This position is responsible for managing centralized purchasing and the procurement card program for the City, including monitoring compliance with established policies and procedures. This position also assists departments with contract and procurement-related questions.

In order for us to have a successful transition, I believe the City would benefit from having the incumbent provide training over a three week period. This would allow time to train on the different aspects of the position, as well as transfer knowledge of current issues.

The hiring process has started and our hope is to have a successor start on July 18, 2022. The financial impact is expected to be approximately \$5,000. This cost can be absorbed within the current 2022 Finance Department budget.

Thank you for your consideration of this request. Please feel free to contact me if you have questions.



## Recruitment Status Report

Updates thru 5/20/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Public Works Director	DPW	06/04/22	12/10/21	1	Candidate Start Date: 7/5/22. Approved by Council 5/18/22.
	Operator II	DPW	05/02/22	04/15/22	2	2 Job offers accepted, start date: 5/23/22.
	Arborist	DPW	04/04/22	03/17/22	2	Background pending on 1 candidate. Medical pending on 1 candidate.
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Application deadline: 6/5/22. Panel interview: 5/24/22.
	HVAC/Building Inspector	DPW	03/26/22	04/07/22	1	Background pending on top candidate.
	Liquids Operator	Utilities		05/09/22	1	Application deadline: 5/29/22.
	Inventory Control Clerk	DPW	04/26/22	04/26/22	1	Job offer accepted, start date: 5/23/22.
	Transit Operations Supervisor	VT	09/30/21	10/05/21	1	Application deadline: 5/29/22.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	1	Application deadline: 6/30/22.
	Utility Worker	Utilities	04/19/21	04/19/21	1	Job offer accepted, start date pending.
	Bus Driver	VT	Multiple	N/A	8	Application deadline: 6/30/22. Job offer accepted, tentative start date 6/6/22 for 1 candidate. Job offer accepted, start date pending due to CDL requirements for 1 candidate. Background pending on 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 6/30/22. Job offer accepted, start date pending due to CDL requirements for 1 candidate.
	Safety and Compliance Specialist	VT	N/A	05/06/22	1	Application deadline: 6/05/22.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline open. Conditional offer extended to 1 candidate. PFC interviews: 5/24/22. Written test deadline: 5/22/22.
	Administrative Support Specialist – Police .5 FTE	Police	03/14/22	03/11/22	1	Background pending on top candidate.
	Community Service Officer (CSO)	Police	01/19/21	01/26/22	N/A	Background pending on 1 candidate. Conditional offer extended to 1 candidate. Job offer accepted, start date: 5/25/22.
	Police Chief	Police	01/04/23	04/15/22	1	Application deadline: 5/29/22.
	Environmentalist	Health	04/14/22	04/20/22	1	Reviewing applications.
	Budget and Accounting Manager	Finance	04/11/22	04/18/22	1	Background and references pending on top candidate.

	Payroll Coordinator	Finance	09/03/22	05/16/22	1	Application deadline: 6/5/22.
	Purchasing Manager	Finance	08/06/22	05/09/22	1	Application deadline: 5/29/22.
	PC/LAN Specialist	IT	05/28/22	05/11/22	1	Internal application deadline 5/22/22.
	City Assessor	CED	08/12/22	04/11/22	1	Panel interviews: 5/23/22.
	Public Education Specialist/Civilian Fire Inspector	Fire	01/04/22	05/06/22	1	Application deadline open.
	Clerical Assistant	Fire	06/01/22	05/02/22	1	Panel interviews: 5/24/22.

**Total Positions Open: 33**

**Total Eligibility Lists: 1**

**Positions on Hold**

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
<b>Allison</b>	Systems Analyst	IT	09/06/19	1	Using part-time temporary staffing to fill current need.
	Library Clerk - Regular Part-Time	Library	12/21/21	1	Internal transfer. Position on hold.
	Communication Specialist	Police	04/03/22	1	Department Restructuring .
	Network Administrator	IT	05/14/22	1	Department evaluating position.
<b>Jessie</b>	HVAC Technician	PRFM	11/25/20	1	Department evaluating position.

**Total Positions On Hold: 5**

*Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.*