



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, July 13, 2022

6:30 PM

Council Chambers, 6th Floor

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

[22-0862](#) Minutes 5-25-22.

Attachments: [Meeting Minutes 5.25.22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

6. Information Items

[22-0863](#) Police Officer Hiring Bonus Program.

[22-0864](#) Community Service Officer Bonus Program.

Attachments: [2022 CSO Bonus Program.pdf](#)

[22-0865](#) Recruitment Status Report 7/7/22.

Attachments: [RSR 7.7.22.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.



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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, May 25, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

3. Approval of minutes from previous meeting

[22-0725](#)

Minutes 4-27-22

Attachments: [HRIT Minutes 4-27-22.pdf](#)

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

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

4. **Public Hearings/Appearances**

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](#)

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

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

[22-0702](#)

Request to approve over-hire for Payroll Coordinator for the Finance Department.

Attachments: [Payroll Coordinator - Over-Hire Request.pdf](#)

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

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

[22-0705](#)

Request to approve over-hire for Purchasing Manager for the Finance Department.

Attachments: [Purchasing Manager - Over-Hire Request.pdf](#)

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

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

6. Information Items

[22-0706](#)

2022 Compensation Study Update.

This Presentation was received and filed

[22-0707](#)

2023 Bargain with the International Association of Fire Fighters Local 257.

This Presentation was received and filed

[22-0704](#)

Recruitment Status Report 5/20/22.

Attachments: [RSR 5.20.22.pdf](#)

This Presentation was received and filed

7. Adjournment

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

Aye: 4 - Thao, Fenton, Hartzheim and Croatt

Excused: 1 - Alfheim

SERVICE OFFICER BONUS PROGRAM



BECOME AN APD CSO!

1 \$200 HIRING BONUS

2 \$100 REFERRED & HIRED BONUS**

Apply now at www.appleton.org.

Recruitment Status Report

Updates thru 7/07/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Operator I - Sanitation	DPW	05/23/22	05/20/22	1	Panel interviews: 7/19/22.
	Operator I - Forestry	DPW	06/13/22	06/13/22	1	Application deadline: 7/03/22. Panel interviews: 7/19/22.
	Arborist	DPW	06/16/22	06/16/22	1	Application deadline: 7/10/22. Panel interviews: 7/19/22.
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Application deadline: 7/31/22.
	Master Mechanic	DPW	07/02/22	06/02/22	1	Panel interviews: 7/07/22.
	Wastewater Plant Operator	Utilities	N/A	05/09/22	1	Application deadline: 7/10/22. Panel interviews: 7/6/22.
	Utility Worker	Utilities	04/19/21	04/19/21	1	Job offer accepted, start date pending.
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 7/10/22. Panel interviews: 7/14/22.
	Transit Operations Supervisor	VT	09/30/21	10/05/21	1	Application deadline: 7/31/22.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	1	Application deadline: 10/02/22.
	Safety and Compliance Specialist	VT	N/A	05/06/22	1	Application deadline: 7/31/22.
	Bus Driver	VT	Multiple	N/A	7	Application deadline: 10/02/22. Panel interviews: 7/14/22. Medical pending on one candidate - moving from NM.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 10/02/22. Panel interviews: 7/14/22.
Allison	Police Officer	Police	N/A	N/A	5+Elig.	Application deadline: open. Chief interviews: 7/11 & 7/13/22. Background pending on one candidate.
	Community Service Officer (CSO)	Police	01/19/21	01/26/22	N/A	Application deadline: 7/17/22.
	Police Chief	Police	01/04/23	04/15/22	1	PFC interviews: 7/19 & 7/21/22.
	Budget and Accounting Manager	Finance	04/11/22	04/18/22	1	Job offer accepted, start date: 7/25/22.
	Help Desk Analyst	IT	05/31/22 06/18/22	06/01/22	1	Job offer accepted, start date: 7/6/22.
	Property Assessor III	CED	07/29/22	06/02/22	1	Job offer pending.
	Library Clerk - Regular Part-Time	Library	12/21/21	06/14/22	1	Panel interviews: 7/12/22.
	Administrative Assistant - Health	Health	07/18/22	07/05/22	1	Application deadline: 7/24/22.

Total Positions Open: 29

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Systems Analyst	IT	09/06/19	1	Using part-time temporary staffing to fill current need.
	Library Clerk - Regular Part-Time	Library	07/01/22	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.
	Training & Resource Development Specialist	Fire	01/04/23	1	Retirement. Waiting for RTF.
	Library Page Clerk - Materials Management (Sub)	Library	N/A	N/A	RTF approved. Determining process.
	Library Page	Library	N/A	N/A	RTF approved. Determining process.
Jessie	HVAC Technician	PRFM	11/25/20	1	Department evaluating position.

Total Positions On Hold: 8

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