



Human Resources

W240N3065 Pewaukee Road
Pewaukee, WI 53072
(262) 691-6035 Fax (262) 691-6009

HUMAN RESOURCES COMMITTEE MEETING NOTICE AND AGENDA

Tuesday, May 7, 2019

10:00 AM

Pewaukee City Hall ~ Common Council Chambers
W240 N3065 Pewaukee Road, Pewaukee, WI, 53072

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1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
 3. Approval of the March 1, 2019 meeting minutes.
 4. Discussion and possible action regarding request to compensate Utility staff for additional required certifications.
 5. Discussion and possible action regarding the current Performance Evaluation process for City employees.
 6. Adjournment

Lisa Bergersen
Human Resources Director

5/3/2019

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
HUMAN RESOURCES COMMITTEE AGENDA ITEM 3.**

DATE: May 7, 2019

DEPARTMENT: Human Resources

PROVIDED BY:

SUBJECT:

Approval of the March 1, 2019 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

March Minutes

MEETING MINUTES

Friday, March 1, 2019

10:30 AM

Bonnie Blair Conference Room

In attendance: Alderpersons Jeff Kara and Ray Grosch and Human Resources Director Lisa Bergersen. Also present were Mayor Steve Bierce, City Administrator Scott Klein, and Kelley Woldanski.

1. Call to Order and Pledge of Allegiance.

Ald. Kara called the meeting to order at 10:30 AM.

2. Approval of Human Resources Committee Meeting Minutes dated February 14, 2018.

A motion was made and seconded (R. Grosch, J. Kara) to approve the Human Resources Committee meeting minutes dated February 14, 2018. Motion Passed: 2-For, 0-Against

3. Discussion and Possible Recommendation Regarding Role of the Common Council in Hiring Process for Department Heads.

Mayor Bierce explained his desire to have a consistent practice around the hiring of department heads and some involvement by the Council in making a final decision to hire. Currently there is no policy or procedure and the practice has been inconsistent. Mayor Bierce expressed his belief that the Council should have some involvement. Ald. Kara indicated his belief that there would be value in involving the Human Resources Committee in the final interview, and then sending the candidate to Council for final approval.

A motion was made and seconded (R. Grosch, J. Kara) to recommend to the Common Council that the Human Resources Committee be involved in the final interview of any department head hiring and the Common Council would grant final approval for the hiring of a department head. Motion Passed: 2-For, 0-Against

4. Discussion and Possible Recommendation on level of Village of Pewaukee input into the hiring of City of Pewaukee employees.

Those present determined that this item should go to the Common Council. No motion was presented.

5. Adjournment

A motion was made and seconded, (R. Grosch, J. Kara) to adjourn the meeting at 11:22 AM. Motion passed: 2-For, 0-Against

Respectfully Submitted,

Lisa Bergersen
Human Resources Director

April 22, 2019

**CITY OF PEWAUKEE
HUMAN RESOURCES COMMITTEE AGENDA ITEM 4.**

DATE: May 7, 2019

DEPARTMENT: PW - Water/Sewer

PROVIDED BY: Jane Mueller

SUBJECT:

Discussion and possible action regarding request to compensate Utility staff for additional required certifications.

BACKGROUND:

Please see the attached document prepared by Jane Mueller, Utility Manager.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Memorandum from Jane Mueller



Department of Public Works

W240N3065 Pewaukee Road

Pewaukee, WI 53072

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MEMORANDUM

TO: Human Resources Committee

FROM: Jane E. Mueller, Utility Manager

DATE: May 2, 2019

RE: Compensation for additional Utility staff certifications

As you may be aware, the Department of Natural Resources requires that water and sewer systems that serve the public provide a level of knowledge and expertise in operating these services. The DNR requires that Operations staff prove their knowledge base with testing and certifications for a variety of skill sets for the operations and maintenance of public water systems and wastewater treatment plants. The certification now extends to sanitary sewer collection systems. These certifications also require continuing education credits to maintain the licensure.

Currently, all 5 of our Operations staff (6 including myself) are required to have a minimum of Ground Water and Distribution System certification. Several of them carry additional levels of water and wastewater treatment certifications. Several staff members currently hold a “training” level of certification for the Iron removal that is required for operating the radium treatment plant. To obtain a full certification for Iron removal, the operator is required to have one year of hands on experience which is documented, summarized and submitted to the DNR for approval.

Last year the DNR completed the preparation of a study guide and exam for the sanitary sewer collection system certification. (One of our operators obtained certification in December 2018.) Additionally, the Utility is now operating the new HMO radium removal treatment system. The operation of this filtration system includes certification for the new treatment plant operations. Exams are offered in May and December annually. I anticipate Utility staff will be preparing to take these exams when they are offered in December of this year.

As our Utility operators are increasing their levels of expertise and certifications in the operations and maintenance of the utility infrastructure, I feel strongly that their compensation should rise to reflect the additional responsibilities to the public. I would propose that each certification carry a \$.50 hourly increase in pay. A review of the 2019 Position Grade Assignments shows even if the operations staff achieve both certifications, an hourly increase

of \$1.00, which would still maintain them at a level slightly above midrange of the scale that was previously adopted by the Common Council. *This would be separate from the annual merit increase/review but reflect the increasing knowledge and responsibilities that are directly related to the certification.*

Fiscal Impact: We anticipate that Utility staff would be testing in December of 2019, with the exception of the staff member that has already obtained the Collection System certification. The remaining staff members potential wage increase would be reflected in the 2020 budget and an increase of approximately \$1,040 would be made in the 2019 budget.

Recommendation: Recommend compensating the Water & Sewer Operations staff \$.50 per hour increase upon obtaining each additional certification of Iron Removal and/or Collection Systems. Additionally recommend retroactively compensating the staff member that obtained the sanitary sewer collection system certification in December of 2018 with increase starting at the beginning of 2019.

**CITY OF PEWAUKEE
HUMAN RESOURCES COMMITTEE AGENDA ITEM 5.**

DATE: May 7, 2019

DEPARTMENT: Human Resources

PROVIDED BY: Kelley Woldanski

SUBJECT:

Discussion and possible action regarding the current Performance Evaluation process for City employees.

BACKGROUND:

This item was requested by Alderman Kara and will be discussed at the meeting.

FINANCIAL IMPACT:

RECOMMENDED MOTION: