

SPECIAL PERSONNEL COMMITTEE

DECEMBER 11, 2018

The meeting was called to order at 6:46 p.m. by Ald. Olson with the following Roll Call:

Members Present: Ald. Olson, Ald. Toellner, Ald. Henkel

Members Absent: None.

Others Present: Mayor Boelk, Ald. Smith, Ald. Frings, Ald. Forster, Lois Krueger, Sara Decker

Discuss/Approve process for replacing Deputy Clerk position.

Sara discussed the status of the deputy clerk and the duties.

a. Job Description

Motion by Ald. Toellner, second by Ald. Henkel to approve the job description. Motion carried unanimously.

Lois noted that processing worker's comp claims should be removed.

Motion by Ald. Toellner, second by Ald. Henkel to make the change. Motion carried unanimously.

b. Wage Range

Christina started at \$13/hour a few years ago. There was discussion of a range. They want to keep it open to qualifications and experience. The Mayor disagreed.

Motion by Ald. Toellner, second by Ald. Olson to set the wage range at \$14-\$17/hour based on experience. Motion carried unanimously.

c. Timeline

They discussed where to post the position and how long to post it for.

Motion by Ald. Henkel, second by Ald. Olson to approve advertising internally for one week and then locally ending the advertisement on January 5, 2018. Motion carried unanimously.

Adjournment.

Motion by Ald. Toellner, second by Ald. Henkel to adjourn at 6:59 p.m. Motion carried unanimously.

Sara Decker, City Clerk