

**City of Portage
Human Resources Committee Meeting
Thursday, February 28, 2013, 6:00 p.m.
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd, Kenneth Ebnetter,
Doug Klapper, Michael G. Oszman

Excused: Jeff Garetson

Also present: City Clerk Moe, City Administrator Murphy

1. Roll call

The meeting was called to order at 6:00 p.m. by Mayor Jahn.

2. Approval of minutes from previous meetings

Motion by Dodd, second by Oszman to approve the minutes of the February 9, 2013 and February 12, 2013 committee meetings. Motion carried unanimously on call of roll.

3. Discussion and possible recommendation for Police Secretary - Confidential

The committee reviewed a memo from City Administrator Murphy regarding the conditional offer of employment for Denise Alwin, dated February 22, 2013. Motion by Dodd, second by Oszman to recommend Denise Alwin for Police Secretary – Confidential with the salary as outlined in the memo. Motion carried unanimously on call of roll.

4. Discussion and possible recommendation for revisions to non-represented position descriptions

The committee reviewed the position descriptions for Utility Account Clerk and Customer Account Clerk. The committee did not think it was appropriate for a position to have two direct managers, so the descriptions were changed to report to the Utility Manager. There was discussion regarding being proficient in Word and Excel. The Utility Account Clerk will change to a pay grade 5.

The committee reviewed the position description for Parks & Recreation Secretary. The pay grade will change to a pay grade 5.

Ald. Dodd requested that at some point the clerical staff at pay grade 5 be analyzed as to how each position compares to each other in the same pay grade.

Motion by Dodd, second by Klapper to recommend to the council the position descriptions as revised.

5. Adjournment

Motion by Oszman, second by Klapper to adjourn. Motion carried unanimously on call of roll at 6:42 p.m.

Marie A. Moe, WCPC, MMC
City Clerk