

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, August 05, 2024 at 6:10 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - a. Regrade Human Resources Director.
 - b. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee - Human Resources Director.
 - c. Return to Open Session for possible action.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, August 5, 2024 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

Office of the Mayor

To: Finance and Personnel Committee
From: Anthony J. Penterman, Mayor
Date: August 5, 2024
Re: Regrade Human Resources Director

Background information:

We are grading the position to the market study that was done. The grade was changed from 23 to 24 for a specific person and this request is putting it back to the market.

Strategic Plan: NA

Budget:

Reduces the amount budgeted for 2024 for the HR Director position

Staff Recommended Action:

Regrade the position back down to Grade 23



**City of Kaukauna
Pay Grade Classification
As of January 1, 2023**

<u>Pay Grade</u>	<u>Position</u>
1	
2	Library Associate
3	
4	
5	Office Assistant, Administrative Coordinator (Library)
6	
7	Records Assistant, Clerk of Courts
8	Administrative Coordinator (Mayor), Planning & Community Development Coordinator, Assistant Naturalist, Environmental Center Administrative Assistant, Environmental Center Site Manager.
9 A	Accounting Specialist – AR, Accounting Specialist – AP, - Paralegal, Library Technology Coordinator, IT Service Desk Technician
9 B	Grignon Mansion Executive Director
10	Youth Services Librarian I, Adult Services Librarian I
11	Administrative Services Supervisor (Police Dept), Youth Services Librarian II, Adult Services Librarian II Human Resources Payroll Generalist, Code Enforcement Officer
12	Associate Planner
13	Planning/Engineering Technician
14	City Clerk, Naturalist
15	Principal Planner, Accountant
16	Street Foreman
17	Project Engineer, Recreation Program Manager
18	Street Superintendent, Senior Project Engineer, Building Inspector, Assistant Library Director, IT Manager
19	Lieutenant Investigator, Assistant Fire Chiefs - Shifts
20	
21	Assistant Fire Chief - Day , Assistant Police Chief , Recreation & Community Enrichment Director
22	Director of Planning & Community Development, Library Director
23	Human Resources Director
24	Fire Chief, Police Chief
25	Director of Public Works
26	
27	Finance Director / Treasurer

City of Kaukauna 2023 Pay Schedule

Grade	FLSA Status	Entry Pay	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Min of 6 mo.	Min of 6 mo.	Min of 6 mo.	Min of 9 mo.	Min of 9 mo.	Min of 12 mo.	Min of 12 mo.	
1	non-exempt	15.41	15.76	16.11	16.48	16.85	17.23	17.61	18.01
2	non-exempt	17.36	17.75	18.15	18.56	18.98	19.41	19.84	20.29
3	non-exempt	17.60	18.00	18.40	18.82	19.24	19.67	20.12	20.57
4	non-exempt	18.10	18.50	18.92	19.35	19.78	20.23	20.68	21.15
5	non-exempt	20.01	20.46	20.92	21.39	21.87	22.36	22.87	23.38
6	non-exempt	20.14	20.60	21.06	21.53	22.02	22.51	23.02	23.54
7	non-exempt	21.31	21.79	22.28	22.78	23.30	23.82	24.36	24.90
8	non-exempt	23.75	24.28	24.83	25.39	25.96	26.54	27.14	27.75
9A	non-exempt	24.71	25.26	25.83	26.41	27.01	27.62	28.24	28.87
9B	exempt	48,185	49,257	50,369	51,500	52,670	53,859	55,068	56,297
10	exempt	53,618	54,825	56,058	57,320	58,609	59,928	61,276	62,655
11	exempt	56,140	57,403	58,694	60,015	61,365	62,746	64,158	65,601
12	exempt	57,700	58,998	60,326	61,683	63,071	64,490	65,941	67,425
13	exempt	58,029	59,335	60,670	62,035	63,431	64,858	66,317	67,809
14	exempt	62,466	63,871	65,308	66,778	68,280	69,816	71,387	72,994
15	exempt	66,028	67,513	69,033	70,586	72,174	73,798	75,458	77,156
16	exempt	66,557	68,054	69,586	71,151	72,752	74,389	76,063	77,774
17	exempt	67,448	68,966	70,518	72,104	73,727	75,385	77,082	78,816
18	exempt	75,649	77,351	79,091	80,871	82,690	84,551	86,453	88,399
19	exempt	79,483	81,271	83,100	84,970	86,882	88,836	90,835	92,879
20	exempt	83,342	85,217	87,135	89,095	91,100	93,150	95,245	97,388
21	exempt	89,280	91,289	93,343	95,443	97,590	99,786	102,031	104,327
22	exempt	93,296	95,395	97,542	99,736	101,980	104,275	106,621	109,020
23	exempt	97,679	99,877	102,124	104,422	106,771	109,173	111,630	114,141
24	exempt	102,074	104,371	106,719	109,120	111,576	114,086	116,653	119,278
25	exempt	106,668	109,068	111,522	114,031	116,597	119,220	121,902	124,645
26	exempt	111,468	113,976	116,540	119,162	121,843	124,585	127,388	130,254
27	exempt	116,484	119,105	121,784	124,525	127,326	130,191	133,121	136,116

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11	Administrative Services Supervisor (Police Dept), Youth Services Librarian II, Adult Services Librarian II Human Resources Payroll Generalist, Code Enforcement Officer
12	Associate Planner
13	Planning/Engineering Technician
14	City Clerk, Naturalist, Recreation Program Manager, Community Enrichment Program Manager
15	Principal Planner, Accountant
16	Street Foreman, Marketing & Communications Manager
17	Project Engineer
18	Street Superintendent, Senior Project Engineer, Building Inspector, Assistant Library Director, IT Manager, Assistant Fire Chief - Training
19	Lieutenant Investigator, Assistant Fire Chiefs - Shifts
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21	Assistant Fire Chief - Day, Assistant Police Chief, Recreation & Community Enrichment Director
22	Director of Planning & Community Development, Library Director
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24	Fire Chief, Police Chief, Human Resources Director
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		Min of 6 mo.	Min of 6 mo.	Min of 6 mo.	Min of 9 mo.	Min of 9 mo.	Min of 12 mo.	Min of 12 mo.	
1	non-exempt	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.97	\$ 17.36	\$ 17.75	\$ 18.14	\$ 18.55
2	non-exempt	\$ 17.88	\$ 18.28	\$ 18.69	\$ 19.12	\$ 19.55	\$ 19.99	\$ 20.44	\$ 20.90
3	non-exempt	\$ 18.13	\$ 18.54	\$ 18.95	\$ 19.38	\$ 19.82	\$ 20.26	\$ 20.72	\$ 21.19
4	non-exempt	\$ 18.64	\$ 19.06	\$ 19.49	\$ 19.93	\$ 20.37	\$ 20.84	\$ 21.30	\$ 21.78
5	non-exempt	\$ 20.61	\$ 21.07	\$ 21.55	\$ 22.03	\$ 22.53	\$ 23.03	\$ 23.56	\$ 24.08
6	non-exempt	\$ 20.74	\$ 21.22	\$ 21.69	\$ 22.18	\$ 22.68	\$ 23.19	\$ 23.71	\$ 24.25
7	non-exempt	\$ 21.95	\$ 22.44	\$ 22.95	\$ 23.46	\$ 24.00	\$ 24.53	\$ 25.09	\$ 25.65
8	non-exempt	\$ 24.46	\$ 25.01	\$ 25.57	\$ 26.15	\$ 26.74	\$ 27.34	\$ 27.95	\$ 28.58
9A	non-exempt	\$ 25.45	\$ 26.02	\$ 26.60	\$ 27.20	\$ 27.82	\$ 28.45	\$ 29.09	\$ 29.74
9B	exempt	\$ 49,631	\$ 50,735	\$ 51,880	\$ 53,045	\$ 54,250	\$ 55,475	\$ 56,720	\$ 57,986
10	exempt	\$ 55,227	\$ 56,470	\$ 57,740	\$ 59,040	\$ 60,367	\$ 61,726	\$ 63,114	\$ 64,535
11	exempt	\$ 57,824	\$ 59,125	\$ 60,455	\$ 61,815	\$ 63,206	\$ 64,628	\$ 66,083	\$ 67,569
12	exempt	\$ 59,431	\$ 60,768	\$ 62,136	\$ 63,533	\$ 64,963	\$ 66,425	\$ 67,919	\$ 69,448
13	exempt	\$ 59,770	\$ 61,115	\$ 62,490	\$ 63,896	\$ 65,334	\$ 66,804	\$ 68,307	\$ 69,843
14	exempt	\$ 64,340	\$ 65,787	\$ 67,267	\$ 68,781	\$ 70,328	\$ 71,910	\$ 73,529	\$ 75,184
15	exempt	\$ 68,009	\$ 69,538	\$ 71,104	\$ 72,704	\$ 74,339	\$ 76,012	\$ 77,722	\$ 79,471
16	exempt	\$ 68,554	\$ 70,096	\$ 71,674	\$ 73,286	\$ 74,935	\$ 76,621	\$ 78,345	\$ 80,107
17	exempt	\$ 69,471	\$ 71,035	\$ 72,634	\$ 74,267	\$ 75,939	\$ 77,647	\$ 79,394	\$ 81,180
18	exempt	\$ 77,918	\$ 79,672	\$ 81,464	\$ 83,297	\$ 85,171	\$ 87,088	\$ 89,047	\$ 91,051
19	exempt	\$ 81,867	\$ 83,709	\$ 85,593	\$ 87,519	\$ 89,488	\$ 91,501	\$ 93,560	\$ 95,665
20	exempt	\$ 85,842	\$ 87,774	\$ 89,749	\$ 91,768	\$ 93,833	\$ 95,945	\$ 98,102	\$ 100,310
21	exempt	\$ 91,958	\$ 94,028	\$ 96,143	\$ 98,306	\$ 100,518	\$ 102,780	\$ 105,092	\$ 107,457
22	exempt	\$ 96,095	\$ 98,257	\$ 100,468	\$ 102,728	\$ 105,039	\$ 107,403	\$ 109,820	\$ 112,291
23	exempt	\$ 100,609	\$ 102,873	\$ 105,188	\$ 107,555	\$ 109,974	\$ 112,448	\$ 114,979	\$ 117,565
24	exempt	\$ 105,136	\$ 107,502	\$ 109,921	\$ 112,394	\$ 114,923	\$ 117,509	\$ 120,153	\$ 122,856
25	exempt	\$ 109,868	\$ 112,340	\$ 114,868	\$ 117,452	\$ 120,095	\$ 122,797	\$ 125,559	\$ 128,384
26	exempt	\$ 114,812	\$ 117,395	\$ 120,036	\$ 122,737	\$ 125,498	\$ 128,323	\$ 131,210	\$ 134,162
27	exempt	\$ 119,979	\$ 122,678	\$ 125,438	\$ 128,261	\$ 131,146	\$ 134,097	\$ 137,115	\$ 140,199