

SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA

June 07, 2022 at 5:00 PM

Council Chambers, 828 Center Avenue, Sheboygan, WI

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553,494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Finance Department at 920-459-3311. Persons other than council members who wish to participate remotely shall provide notice to the Finance Department at 920-459-3311 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

- Call to Order
- 2. Roll Call (Alderpersons Mitchell, Filicky-Peneski, Perrella, Ackley, and Felde may attend remotely)
- 3. Pledge of Allegiance
- 4. Introduction of Committee Members and Staff

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Res. No. 24-22-23 / June 6, 2022: A RESOLUTION adopting updated wage classifications and steps as part of the 2022 City of Sheboygan Compensation Program for Non-Represented Employees.

DATE OF NEXT REGULAR MEETING

6. June 13, 2022

ADJOURN

7. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall • Mead Public Library Sheboygan County Administration Building • City's website

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. No. 24-22-23 by Alderpersons Mitchell and Filicky-Peneski adopting updated wage classifications and steps as part of the 2022 City of Sheboygan Compensation Program for Non-Represented Employees

REPORT PREPARED BY: Kaitlyn Krueger, Finance Director

REPORT DATE: June 3, 2022 **MEETING DATE:** June 7, 2022

FISCAL SUMMARY: STATUTORY REFERENCE:

Budget Line Item: N/A Wisconsin N/A

Budget Summary: N/A Statutes:

Budgeted Expenditure: N/A Municipal Code: N/A

Budgeted Revenue: N/A

BACKGROUND / ANALYSIS:

In April 2021, the City contracted with the consulting firm, Carlson-Dettmann, to conduct a full classification and compensation study for all non-represented positions. This study's purpose was to determine the comparability of the City's wage rates with that of other municipalities and, to the extent possible, the private sector for the purposes of developing a new pay plan for the City.

To kick off the process, employees were asked to fill out a Job Description Questionnaire (JDQ) to detail their day-to-day job duties and responsibilities including assigning percentages to the tasks required of them. In addition, staff was to provide information related to interactions with individuals inside and outside the organization, work environment, physical requirements and the management role they hold. Once turned in, supervisors reviewed the JDQ to make sure that they agreed with the information provided by the employees. Supervisors also filled in additional details related to minimum education, experience and licensing required of the position. The JDQs were turned into Human Resources, who was then in charge of final review and forwarding the information to the consultant. In August and September, Department Heads met with Carlson-Dettmann and Human Resources to review the JDQs and talk through the positions. These meetings occurred in August and September.

Carlson-Dettmann took the information provided by City staff and rated the positions based on the following criteria: thinking challenges, decision-making, interactions/communications, work environment and formal preparation/experience. With these ratings, benchmark jobs were determined to develop how positions fell onto the pay structure within the City. The positions were then compared to market data to develop the pay bands on each step of the scale. Tests for reasonableness and accuracy were performed to be sure that the study fell in line

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statistically with the data collected. Several iterations of draft documents were vetted by City Administrator, Finance Director and Human Resources staff to make sure all employees were included and any questions to help understanding were asked.

In May, Administrator Wolf and Finance Director Krueger met with each Department Head to review the draft pay scale and provide feedback with concerns that were to be looked at prior to publication. An email was sent to all staff affected by this study Wednesday, June 1st to make them aware that the Finance & Personnel Committee and ultimately Council would be considering the proposed pay scale. Staff is planning additional communication to non-represented staff to educate about the process and to explain next steps.

STAFF COMMENTS:

Staff is requesting adoption of the pay scale as provided by Carlson-Dettmann. The pay scale places the control point at the average of the 50th and 75th percentile, which allows the City to remain competitive in an environment where almost all employers are looking to adjust compensation. The City is looking to implement a market-driven and fair scale that will allow for the retention and hiring of talent.

Staff is also proposing an implementation where all employees would be moved up to the next closest step on their grade and employees who have a minimum of five years of employment at the City would be moved to Step 5 at a minimum. The implementation date being proposed would be July 10th with the change being reflected on employee's August 5th paycheck. The following chart shows some of the statistics related to this implementation:

Movement to Step 1	40
Movement to Step 5 based on Service Years	47
Currently over Max Step on Pay Scale	11

The **estimated** financial impact of the proposed implementation described is shown below:

Total Base Wages	\$14,320,173									
Annual Cost of Implementation*	\$674,132									
*Includes estimated FICA, Retirement and Worker's Compensation costs										

Upon Common Council approval, additional information will be communicated to the non-represented staff detailing how the new scale and implementation will affect them individually.

A budget amendment resolution will also be coming forward once direction and approval has been given to the Finance Department over implementation. There is currently \$400,000 set aside to fund the 2022 wage adjustments that will be reallocated to the various department budgets.

ACTION REQUESTED:

Motion to recommend the Common Council approve Res. No. 24-22-23 by Alderpersons Mitchell and Filicky-Peneski adopting updated wage classifications and steps as part of the 2022 City of Sheboygan Compensation Program for Non-Represented Employees.

ATTACHMENTS:

- I. Res. No. 24-22-23
- II. Proposed 2022 City of Sheboygan Non-Represented Wage Scale

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Res. No. 74 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski. June 6, 2022.

A RESOLUTION adopting updated wage classifications and steps as part of the 2022 City of Sheboygan Compensation Program for Non-Represented Employees.

WHEREAS, on April 7, 2021, the Common Council adopted Res. No. 190-20-21 authorizing entering into a Professional Services Agreement with Carlson-Dettman Consulting for an assessment of the City's classification and compensation of its employees; and

WHEREAS, Carlson-Dettman engaged in a lengthy analysis of job descriptions within the city, including the use of individual Job Description Questionnaires filled out by each employee and reviewed by the supervisors, which was designed to document, analyze, and validate job information for the various jobs and then quantitatively evaluate the job content of those jobs using a "Point Factor Job Evaluation System," an overview of which system was provided to the Finance and Personnel committee at its May 23, 2022 meeting; and

WHEREAS, the results of the job evaluation system were used as part of a base salary market study that determined an appropriate set of benchmark positions for each job category, considering both public and private sector data for like job categories; and

WHEREAS, the benchmark positions were reviewed against actual current numbers with an eye toward remaining competitive in a changing labor market and retaining employees and setting a control point for average pay; and

WHEREAS, that review resulted in the creation of an annual step process whereby new employees would be paid at 90% of the control point, employees would be expected to reach the control point by their fifth year, and steps after the fifth year would increase 1.25% per year up to a maximum of 115% of the control point; and

WHEREAS, a separate budget transfer resolution will be needed to effectuate the classifications and steps, meaning that actual implementation of the changes provided will be effective only after passage of said budget transfer.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby adopts the updated wage classifications and steps, a copy of which is attached hereto and incorporated herein, as part of the 2022 City of Sheboygan Compensation Program for Non-Represented Employees.

BE IT FURTHER RESOLVED: That the Common Council directs the Finance Director to work with the appropriate City staff to create a budget transfer

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resolution to be presented to dimplementation of the classification			so as to	effectuate	the
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I HEREBY CERTIFY that the	foregoing R	esolution	was duly	passed by	the
Common Council of the City of S		sconsin,	on the _	day	of
, 20					
Dated	20			, City Cl	.erk
Approved	20			, Ma	yor

	CITY OF SHEBOYGAN	July 2022							Control Point												Item 5.
GRADE	CURRENT JOB TITLE	DEPARTMENT	DIVISION	RECOMMENDED JOB TITLE	90.00% Min	92.50% Step 2	95.00% Step 3	97.50% Step 4	100.00% C/P	101.25% Step 6	102.50% Step 7	103.75% Step 8	105.00% Step 9	106.25% Step 10	107.50% Step 11	108.75% Step 12	110.00% Step 13	111.25% Step 14	112.50% Step 15	113.75% Step 16	115.00% Max.
24	City Administrator	CITY ADMINISTRATOR			\$68.29	\$70.19	\$72.09	\$73.98	\$75.88	\$76.83	\$77.78	\$78.73	\$79.67	\$80.62	\$81.57	\$82.52	\$83.47	\$84.42	\$85.37	\$86.31	\$87.26
23					\$63.51	\$65.28	\$67.04	\$68.81	\$70.57	\$71.45	\$72.33	\$73.22	\$74.10	\$74.98	\$75.86	\$76.74	\$77.63	\$78.51	\$79.39	\$80.27	\$81.16
22	Fire Chief Chief Of Police	FIRE DEPARTMENT POLICE DEPARTMENT			\$59.06	\$60.70	\$62.34	\$63.98	\$65.62	\$66.44	\$67.26	\$68.08	\$68.90	\$69.72	\$70.54	\$71.36	\$72.18	\$73.00	\$73.82	\$74.64	\$75.46
21	Dir Of Planning and Development Dir Public Works Finance Director Treasurer Director of Human Resources & Labor Relations Director of Information Technology	CITY DEVELOPMENT DPW - MSB FINANCE HUMAN RESOURCES INFORMATION TECHNOLOGY	MSB ADMIN		\$54.93	\$56.45	\$57.98	\$59.50	\$61.03	\$61.79	\$62.56	\$63.32	\$64.08	\$64.84	\$65.61	\$66.37	\$67.13	\$67.90	\$68.66	\$69.42	\$70.18
20	City Engineer Assistant Fire Chief Library Director	ENGINEERING FIRE DEPARTMENT MEAD LIBRARY			\$51.09	\$52.51	\$53.93	\$55.35	\$56.77	\$57.48	\$58.19	\$58.90	\$59.61	\$60.32	\$61.03	\$61.74	\$62.45	\$63.16	\$63.87	\$64.58	\$65.29
19	Director of Parking and Transit	SHEBOYGAN TRANSIT	TRANSIT		\$47.52	\$48.84	\$50.16	\$51.48	\$52.80	\$53.46	\$54.12	\$54.78	\$55.44	\$56.10	\$56.76	\$57.42	\$58.08	\$58.74	\$59.40	\$60.06	\$60.72
18	Assistant City Attorney Facilities/Traf Support Parks/Forest Superintendent Superintendent Streets & Sanitation Battalion Chief Battalion Chief Inspection WW Treatment Plant Superintendent	ATTORNEY DPW - MSB DPW - MSB DPW - MSB FIRE DEPARTMENT FIRE DEPARTMENT WASTEWATER	CITY ATTORNEY FACILITIES & TRAFFIC PARK DEPARTMENT STREETS & SANITATION	Facilities Superintendent	\$44.19	\$45.42	\$46.65	\$47.87	\$49.10	\$49.71	\$50.33	\$50.94	\$51.56	\$52.17	\$52.78	\$53.40	\$54.01	\$54.62	\$55.24	\$55.85	\$56.47
17					\$41.08	\$42.22	\$43.36	\$44.50	\$45.64	\$46.21	\$46.78	\$47.35	\$47.92	\$48.49	\$49.06	\$49.63	\$50.20	\$50.77	\$51.35	\$51.92	\$52.49
16	Asst City Attorney PT Civil Engineer& Project Manager Environmental Engineer Deputy Finance Director Network Administrator Public Services Manager	ATTORNEY ENGINEERING ENGINEERING FINANCE INFORMATION TECHNOLOGY MEAD LIBRARY	CITY ATTORNEY		\$38.18	\$39.24	\$40.30	\$41.36	\$42.42	\$42.95	\$43.48	\$44.01	\$44.54	\$45.07	\$45.60	\$46.13	\$46.66	\$47.19	\$47.72	\$48.25	\$48.78
15	Planning and Zoning Manager Equip Serv Supr Business Manager Streets & Sanitation Supervisor Systems Analyst Technical Services Manager Communications & Electronics Technician Dir Of Senior Services Industrial WW Supervisor	CITY DEVELOPMENT DPW - MSB DPW - MSB DPW - MSB INFORMATION TECHNOLOGY MEAD LIBRARY POLICE DEPARTMENT SENIOR CENTER WASTEWATER	MOTOR VEHICLE MSB ADMIN STREETS & SANITATION SENIOR ACTIVITY CENTER	Pre-Treatment Supervisor	\$35.50	\$36.48	\$37.47	\$38.45	\$39.44	\$39.93	\$40.43	\$40.92	\$41.41	\$41.91	\$42.40	\$42.89	\$43.38	\$43.88	\$44.37	\$44.86	\$45.36
14	Building Inspector Electrical Inspector Plumbing Inspection TV Program Director Assist To City Admin Community Development Planner Maintenance Worker V - Elec Lighting Maintenance Worker V - Elect Signals City Forester Asst Eng/Surveyor Senior Eng Technician Admin Services Manager	BUILDING INSPECTION BUILDING INSPECTION BUILDING INSPECTION CABLE TV - WSCS CITY ADMINISTRATOR CITY DEVELOPMENT DPW - MSB DPW - MSB DPW - MSB ENGINEERING ENGINEERING MEAD LIBRARY	CABLE TV-LOCAL PROGRAMM FACILITIES & TRAFFIC FACILITIES & TRAFFIC PARK DEPARTMENT	III Management Analyst Journeyman Electrican Journeyman Electrican	\$33.00	\$33.92	\$34.84	\$35.75	\$36.67	\$37.13	\$37.59	\$38.05	\$38.50	\$38.96	\$39.42	\$39.88	\$40.34	\$40.80	\$41.25	\$41.71	\$42.17
14	Administrative Assistant Crime Analyst Operations Supervisor	POLICE DEPARTMENT POLICE DEPARTMENT SHEBOYGAN TRANSIT	TRANSIT	Office Manager	\$33.00	\$33.92	\$34.84	\$35.75	\$36.67	\$37.13	\$37.59	\$38.05	\$38.50	\$38.96	\$39.42	\$39.88	\$40.34	\$40.80	\$41.25	\$41.71	\$42.17

13	Maintenance Worker IV - Maintenance Accountant II Human Resources Generalist	DPW - MSB FINANCE HUMAN RESOURCES	FACILITIES & TRAFFIC	Maintenance Technician Financial Reporting Analyst	\$30.66	\$31.51	\$32.37	\$33.22	\$34.07	\$34.50	\$34.92	\$35.35	\$35.77	\$36.20	\$36.63	\$37.05	\$37.48	\$37.90	\$38.33	\$38.75	Item 5.
	IT Specialist Process Systems/OPCO WW Elctro-Mechanic Technician	MEAD LIBRARY WASTEWATER WASTEWATER		Lab Technician II WW Electrician																	
12	Master Cert Truck Mechanic Maintenance Worker IV - Lead Park Engineering Technician Accountant III Payroll Administrator Librarian Public Safety Specialist	DPW - MSB DPW - MSB DPW - MSB FINANCE FINANCE MEAD LIBRARY MEAD LIBRARY	MOTOR VEHICLE PARK DEPARTMENT STREETS & SANITATION	Master Mechanic Foreman - Parks Grant Coordinator Senior Payroll Specialist	\$28.49	\$29.29	\$30.08	\$30.87	\$31.66	\$32.06	\$32.45	\$32.85	\$33.24	\$33.64	\$34.03	\$34.43	\$34.83	\$35.22	\$35.62	\$36.01	\$36.41
11	Lab Technician Legal Assistant Grant Coordinator Certified Truck Mechanic Maintenance Worker IV - Lead Sanitation Maintenance Worker IV - Streets GIS Project Specialist Accountant I Accountant I Accounting Administrative Assistant PC Technician Communications Specialist & Admin Asst Communications Specialist Maintenance Supervisor Fleet Mechanic Safety, Education And Training Supervisor Plant Maintenance Mechanic	WASTEWATER ATTORNEY CITY DEVELOPMENT DPW - MSB DPW - MSB DPW - MSB ENGINEERING FINANCE FINANCE INFORMATION TECHNOLOGY MAYOR MEAD LIBRARY MEAD LIBRARY POLICE DEPARTMENT SHEBOYGAN TRANSIT WASTEWATER	CITY ATTORNEY MOTOR VEHICLE STREETS & SANITATION STREETS & SANITATION	Mechanic Foreman - Streets Foreman Sewer Accounts Payable Associate Accounting Associate Accounting Associate Technical Support Analyst Maintenance Coordinator Mechanic Safety & Training Coordinator	\$26.48	\$27.21	\$27.95	\$28.68	\$29.42	\$29.79	\$30.16	\$30.52	\$30.89	\$31.26	\$31.63	\$31.99	\$32.36	\$32.73	\$33.10	\$33.47	\$33.83
10	Bldg Inspection Specialist Deputy City Clerk Maintenance Worker IV - Lead Sign Shop Maintenance Worker III - Arborist Maintenance Worker III - Parks Maintenance Worker III-Tree Trimmer Maintenance Worker IV - Craftsman Maintenance Worker IV - Lead Trees Maintenance Worker III - Recycling Maintenance Worker III - Sanitation Maintenance Worker III - Streets Maint	WASTEWATER BUILDING INSPECTION CLERK DPW - MSB DPW - MS	CITY CLERK FACILITIES & TRAFFIC PARK DEPARTMENT PARK DEPARTMENT PARK DEPARTMENT PARK DEPARTMENT STREETS & SANITATION	Arborist Equipment Operator Equipment Operator Heavy Equipment Operator Heavy Equipment Operator Equipment Operator Equipment Operator Equipment Operator Equipment Operator Equipment Operator Heavy Equipment Operator	\$24.62	\$25.31	\$25.99	\$26.68	\$27.36	\$27.70	\$28.04	\$28.39	\$28.73	\$29.07	\$29.41	\$29.75	\$30.10	\$30.44	\$30.78	\$31.12	\$31.46
9	Program Assistant Maintenance Worker III - Cemetery Maintenance Worker III - Sign Shop Maintenance Worker III - Sign Shop Maintenance Worker III - Maint Cftmn Service Mechanic II Truck Mechanic Maintenance Worker II - Parks Maintenance Worker I - Streets	BUILDING INSPECTION DPW - MSB	CEMETERY FACILITIES & TRAFFIC FACILITIES & TRAFFIC FACILITIES & TRAFFIC MOTOR VEHICLE MOTOR VEHICLE PARK DEPARTMENT STREETS & SANITATION	Cemetery Worker Maintenance Worker Maintenance Worker Maintenance Worker Service Mechanic Service Mechanic Parks Maintenance Worker Maintenance Worker	\$22.91 \$22.91	\$23.54 \$23.54	\$24.18 \$24.18	\$24.81 \$24.81	\$25.45 \$25.45	\$25.77 \$25.77	\$26.09 \$26.09	\$26.40 \$26.40	\$26.72 \$26.72	\$27.04 \$27.04	\$27.36 \$27.36	\$27.68 \$27.68	\$28.00 \$28.00	\$28.31 \$28.31	\$28.63 \$28.63	\$28.95 \$28.95	\$29.27 \$29.27
-	Maintenance Worker II - Sewer Maint Maintenance Worker II - Street Sweep Maintenance Worker II - Streets Admin Coordinator	DPW - MSB DPW - MSB DPW - MSB FIRE DEPARTMENT	STREETS & SANITATION STREETS & SANITATION STREETS & SANITATION	Maintenance Worker Maintenance Worker Maintenance Worker		,	20	<u>+</u> 2	,	+	÷		+·· c		,	,	, .	,_3. 3.	+=3.00	÷-3.33	7

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	Lead Maintenance Worker Communications Coordinator Program And Wellness Coordinator	PARKING SENIOR CENTER SENIOR CENTER	PARKING UTILITY SENIOR ACTIVITY CENTER SENIOR ACTIVITY CENTER																		Item 5.
	Admin Coordinator	SHEBOYGAN TRANSIT	TRANSIT																		
8	Permit Clerk Council and License Clerk Elections Clerk PT Human Resources Administrative Assistant Admin Assistant Community Service Officer Court Services Secretary Court Services Specialist Dept. Secretary-Admin Dept. Secretary-CID Time Agency Coordinator Disability/ADA Coordinator	BUILDING INSPECTION CLERK CLERK HUMAN RESOURCES MEAD LIBRARY POLICE DEPARTMENT POLICE DEPARTMENT POLICE DEPARTMENT POLICE DEPARTMENT POLICE DEPARTMENT POLICE DEPARTMENT SHEBOYGAN TRANSIT	CITY CLERK CITY CLERK		\$21.30	\$21.89	\$22.49	\$23.08	\$23.67	\$23.97	\$24.26	\$24.56	\$24.85	\$25.15	\$25.45	\$25.74	\$26.04	\$26.33	\$26.63	\$26.92	\$27.22
	Transit Coordinator II	SHEBOYGAN TRANSIT	TRANSIT	Transit Coordinator																	
7	Building Inspection Licensing Clerk TV Production Technician Maintenance Worker II - Custodian II Admin Coordinator Clerk II Admin Assistant PT Library Assistant Maintenance Technician PT Library Assistant Assistant Municipal Court Clerk Maintenance and Grounds Worker Records Clerk PT Records Specialist Clerk	BUILDING INSPECTION CABLE TV - WSCS DPW - MSB DPW - MSB DPW - MSB FIRE DEPARTMENT MEAD LIBRARY MEAD LIBRARY MEAD LIBRARY MUNICIPAL COURT PARKING POLICE DEPARTMENT POLICE DEPARTMENT	CABLE TV-LOCAL PROGRAMM FACILITIES & TRAFFIC MSB ADMIN MSB ADMIN PARKING UTILITY	II Custodian II	\$19.80	\$20.35	\$20.90	\$21.45	\$22.00	\$22.28	\$22.55	\$22.83	\$23.10	\$23.38	\$23.65	\$23.93	\$24.20	\$24.48	\$24.75	\$25.03	\$25.30
6	Code Enforcement Officer Maintenance Worker I - Custodian I Cataloger Transit Coordinator III	BUILDING INSPECTION DPW - MSB MEAD LIBRARY SHEBOYGAN TRANSIT	FACILITIES & TRAFFIC TRANSIT	Custodian I	\$18.40	\$18.91	\$19.42	\$19.93	\$20.44	\$20.70	\$20.95	\$21.21	\$21.46	\$21.72	\$21.97	\$22.23	\$22.48	\$22.74	\$23.00	\$23.25	\$23.51
5					\$17.11	\$17.58	\$18.06	\$18.53	\$19.01	\$19.25	\$19.49	\$19.72	\$19.96	\$20.20	\$20.44	\$20.67	\$20.91	\$21.15	\$21.39	\$21.62	\$21.86
4					\$15.90	\$16.34	\$16.79	\$17.23	\$17.67	\$17.89	\$18.11	\$18.33	\$18.55	\$18.77	\$19.00	\$19.22	\$19.44	\$19.66	\$19.88	\$20.10	\$20.32
3	Seasonal DPW	DPW - MSB			\$14.78	\$15.19	\$15.60	\$16.01	\$16.42	\$16.63	\$16.83	\$17.04	\$17.24	\$17.45	\$17.65	\$17.86	\$18.06	\$18.27	\$18.47	\$18.68	\$18.88
2	Cleaner	MEAD LIBRARY			\$13.73	\$14.12	\$14.50	\$14.88	\$15.26	\$15.45	\$15.64	\$15.83	\$16.02	\$16.21	\$16.40	\$16.60	\$16.79	\$16.98	\$17.17	\$17.36	\$17.55
1	Crossing Guard Page	POLICE DEPARTMENT MEAD LIBRARY			\$12.71	\$13.06	\$13.41	\$13.77	\$14.12	\$14.30	\$14.47	\$14.65	\$14.83	\$15.00	\$15.18	\$15.36	\$15.53	\$15.71	\$15.89	\$16.06	\$16.24