

1. Agenda

Documents: [PER\\_20150624\\_AG.PDF](#)

2. Complete Packet

Documents: [PER\\_20150624\\_PK.PDF](#)



Administrative Offices  
5520 Lacy Road  
Fitchburg, WI 53711-5318  
Phone: (608) 270-4200 Fax: (608) 270-4212  
[www.fitchburgwi.gov](http://www.fitchburgwi.gov)

**AGENDA  
PERSONNEL COMMITTEE  
Wednesday, June 24, 2015  
8:00 A.M.  
CITY HALL**

**NOTICE IS HEREBY GIVEN** that the Fitchburg Personnel Committee will meet at 8:00 A.M. on Wednesday, June 24, 2015 in the Meeting Room at City Hall, 5520 Lacy Road to consider and act on the following:

1. Call to order
2. Approval of Minutes of the April 10, 2015 meeting.
3. Discussion, Consideration, and possible Approval of Assessing Department re-organization and position reclassifications
  - a. Approval of Assessing Department re-organization
  - b. Approval of City Assessor reclassification
4. Update on Performance Evaluation process
5. Announcements
  - a. Schedule time for next meeting
6. Adjournment

City of Fitchburg  
Personnel Committee  
DRAFT Minutes  
Friday, April 10, 2015

Members Present: Becky Baumbach, Carol Poole, Dan Carpenter  
Absent With Excuse: None  
Also Present: Lisa Sigurslid, Human Resources Manager

1. Call to Order – The Personnel Committee Meeting was called to order by Becky Baumbach at 8:09 a.m.

2. Approval of Minutes of the March 19, 2015 Meeting

*Motion by Poole to approve the personnel committee minutes. Motion carried.*

3. Closed Session: Pursuant to Section 19.85(1)(c), Wisc. Stats., the committee will move into CLOSED SESSION for the purpose of considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically, to discuss Review of City Administrator Application and Selection of Candidates for Interviews.

*Motion by Carpenter to move into Closed Session at 8:10 a.m. Motion carried by roll call, 3-0*

*Motion by Poole to return to Open Session at 9:34 a.m. Motion carried by roll call, 3-0*

4. Announcements

a. Schedule time for next meeting - TBD

5. Adjournment

*Carpenter moved adjournment at 9:35 a.m.*



**Date:** June 11, 2015

**To:** Lisa Sigurslid, Human Resource Manager

**From:** Katie McCloskey, Senior Human Resource Consultant

**Re:** Classification Recommendation

It is CDC's understanding, the City of Fitchburg will be moving the City's Assessing Department under the Direction of the Finance Director. Due to this change, the City asked Carlson Dettmann Consulting (CDC) to review the classification of the City Assessor and Director of Finance positions and make a recommendation for grade placement on the non-represented pay schedule.

Currently the City Assessor position is in a Grade N. Once the department is moved under the direction of the Finance Director, the responsibilities and accountability the City Assessor had as a Director level position will decrease. CDC reviewed the job evaluation points for this position and recommends the City Assessor, as a non-department head, should be moved down from a **Grade O** to a **Grade N**. CDC recommends the Director of Finance position remain in a **Grade Q**.

Carlson Dettmann Consulting, LLC  
6733 Frank Lloyd Wright Avenue  
Middleton, WI 53562  
(608) 827-2800  
[www.carlsondettmann.com](http://www.carlsondettmann.com)