

**RESOLUTION TO APPROVE THE HIRING OF JENNY TEGEN  
AS AN ADMINISTRATIVE SUPPORT SPECIALIST IN THE CITY CLERK  
DEPARTMENT**

**WHEREAS**, the City Clerk has submitted a request to fill an Administrative Support Specialist position, due to a promotion; and

**WHEREAS**, Human Resources advertised said position for 11 days and received 28 applications, and as a result 4 applicants were selected and 3 were interviewed by Debbie Charney, Mackenzie Reed and Jennifer Swokowski; and

**WHEREAS**, the Common Council of the City of Manitowoc has adopted ordinance § 20.030 which requires a roll call vote of the Council to approve the hiring or promotion of employees related to elected officials, department heads or supervisory personnel; and

**WHEREAS**, at a meeting held on March 6, 2023, the Personnel Committee unanimously recommended hiring Jenny Tegen as a City Clerk-Administrative Support Specialist, effective April 5, 2023; and

**WHEREAS**, Jenny Tegen, who is related to a City Department Head covered by Manitowoc Municipal Code § 20.030, was determined to be the most qualified candidate for the position, independent of her familial relationship with City Department Head personnel, and as a result her hiring requires a roll call vote to confirm; and

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Manitowoc to approve the hiring of Jenny Tegen as a City Clerk-Administrative Support Specialist, effective Wednesday, April 5, 2023 as a non-exempt employee, at Grade F, all according to the Compensation Plan, Employee Policy Manual and the Mayor's adopted 2023 Executive Budget.

INTRODUCED \_\_\_\_\_ ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels

APPROVED \_\_\_\_\_

This Resolution was drafted by Debbie Charney, HR Generalist

**Fiscal Impact:** Anticipated budget neutral for salaries and benefits due to cost offset with vacant position savings within department.  
**Funding Source:** 2023 City Clerk Salaries/Fringes Budget (1100-13100)  
**Finance Director Approval:** /SMA  
**Approved as to form:** /EGN