

**RESOLUTION TO
RECLASSIFY MUNICIPAL COURT CLERK POSITION**

WHEREAS, in an effort to maintain a consistent and fair pay structure for employees, the City of Manitowoc implemented the Performance Management and Compensation plan in September 2019; and

WHEREAS, the Municipal Court Clerk position has assumed more responsibilities since the adoption of the original Pay Plan in 2014, and the job description has been revised and has been evaluated by Carlson Dettmann and the Human Resources Director; and,

WHEREAS, Carlson Dettmann has recommended reclassifying this position from Grade F to Grade G on the Compensation Plan, along with its revised job description; and,

WHEREAS, the Personnel Committee unanimously approved revising the position classification from Grade F to Grade G on the Compensation Plan and revising the job description at a meeting held on Monday, February 7th, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the attached revised job description and the reclassification of the Municipal Court Clerk from Grade F to Grade G effective upon passage of this Resolution.

BE IT FURTHER RESOLVED that the employee in this position has her compensation moved from Grade F to Grade G, effective February 22nd, 2022, in accordance with the Employee Policy Manual.

INTRODUCED _____

ADOPTED _____

Justin M. Nickels, Mayor

APPROVED _____

This resolution was drafted by Elizabeth Majerus, Assistant City Attorney

Fiscal Impact:	Anticipated \$0 due to lateral move and current wage not changing
Funding Source:	N/A
Finance Director Approval:	/SMA
Approved as to form:	/kmm