



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

TO: Personnel Committee
FROM: Jessie Lillibridge, Human Resources Director
RE: Human Resources Office Update
DATE: February 6, 2023

The Human Resources Office has worked on the following projects and initiatives since our last meeting:

Recruiting

- Hired: Police Officer (2)
- Hired: Transit Driver (2)
- Hired: City Clerk Admin Support Specialist
- Hired: Librarian – Youth Services
- Hired: Finance Director/Treasurer
- Advertising: Police Officer (continuous)
- Advertising: Transit Driver (continuous)
- Advertising: Seasonal positions
- Advertising: City Attorney
- Advertising: DPI Laborer
- Advertising: Bridgetender
- Advertising: DPI Admin Support Specialist
- Advertising: Firefighter/Paramedic
- Advertising: Paralegal
- Promotion: Accountant
- Promotion: Comptroller
- Promotion: Metro Drug Detective
- Promotion: CSW Supervisor/Fleet Maintenance
- Promotion: Senior DPI Laborer (7)
- Promotion: Library Associate

Separations

- WWTF employees (15)
- Transit Driver
- Librarian
- DPI Laborer
- Firefighter
- Police Officer
- DPI Admin Support Specialist (retirement)
- Library Associate (retirement)
- Interim Finance Director/Comptroller (retirement)
- Bridgetender (retirement)

Upcoming separations/retirements:

- Engineering Technician (March 2023)
- Paralegal (May 2023)
- Police Detective Sergeant (May 2023)
- Fire Motor Pump Operator (June 2023)

Completed exit interviews with voluntary separations/retirements.

Employee Relations

- Investigation and discipline for employees continues as requested by Department Heads and Supervisors. Working with managers on coaching and providing support to employees.
- The years of service and retiree recognition program continues to receive positive feedback.
- Working with department heads to focus on recruitment and retention of employees.
- Working through some ADA/EEOC accommodation requests.
- Working with the fire union on determining whether educational credits were paid out correctly in the early 2000s.

Organizational Development & Training

- The Tuition Reimbursement program continues to be used by employees. Supervisors have been encouraging employees interested in furthering their education to consider the program.
- Meeting quarterly with each department head to identify training needs, performance issues, succession planning, and feedback for HR.
- Recommending CVMIC's new Employee Enrichment series to employees. The series will serve as a refresher on soft skills.
- Working with Department Heads and Mayor on prioritizing job knowledge transfer prior to upcoming key retirements.

Compensation, Benefits & Wellness

- Manty Health & Wellness Center is available to employees on the City's health plan.
- Wellness Committee – monthly health topics and lunch and learn programs.
- Based on the results of last year's health risk assessment events, we are working on initiatives that will address some of the top health related issues of City employees and their spouses.
- Working with USI on finalization of the wellness initiatives for 2023 and 2024.
- Working on rolling out a primary care provider engagement program to
- Rolled out Edvest (529 plan) payroll deduction option for employees.

Safety & Risk Management

- Continuing the lost time injury program, employees continue to report safety concerns.
- Working to meet the deadlines of the new federal requirements for the drug and alcohol clearinghouse for DOT drivers.
- Working on revision of the current PPE policy.
- Working with Aurora and USI on the occupational health services and streamlining the processes and billing of these services.
- Scheduling active killer and OC training for all employees in April
- Working with Building & Grounds to address some security and door access issues.
- Working with IT on best practices for ensuring IT security.

Administration

- Working with several departments on revisions to job descriptions.
- With the departure of several key employees, the HR Department is taking on quite a few additional tasks until the positions have been filled. Additionally, much time is being spent on recruitment tasks (posting jobs, interviewing, onboarding, offboarding).
- Working with Finance and Payroll to keep things running through the many transitions and turnover.
- Working with IT to ensure our cyber systems, and the many different platforms and programs used at the City, are set up to be as secure as possible.
- Working on end of year reporting: ACA, state workers compensation, drug and alcohol, etc.