



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: October 5, 2015

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

Recruiting

- Hired: Police Officer
- Hired: Streets Laborer (2)
- Hired: Account Clerk
- Hired: Library Teen Associate
- Interviewing: Police Officers (3)
- Interviewing: Fall Seasonal (Officials, Instructors, Scorekeepers, Snow Plow Operators)
- Finalized new hire checklist for Managers
- Bid testing through NeoGov is set up and ready to use

Employee Relations

- Employee concerns – discussions with individuals
- Review organization structure and discuss possible re-org with Inspection and Fire departments

Organization Development & Training

- Regular meetings with department heads to identify training needs, performance issues, and succession planning
- Succession Planning –development plans completed and discussed with individuals
- Performance improvement plan follow up with individuals

Compensation & Benefits

- Strategic benefits review and planning for 2016
- TPA RFP discussions with committee and council
- Near-site clinic discussions with committee and council
- Employee Health Fair, a great success!
- ACA reporting preparation and discussions with Springbrook

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals – started monthly themes
- MSDS online program implementation, ebinder is growing, goal to be 100% by 12/31/15
- Workers Compensation review and addressing concerns
- Working on emergency response plans for all City buildings

Administration

- BPI meeting and action items
- Rolling out new log in to intranet (through web for employees on Springbrook)
- Finalized budget recommendations for HR and Health Insurance after discussions with the Mayor and Finance

Separations

- Police Officer (resignation)
- WWFT Operator (resignation)
- Firefighter (resignation)
- Fire Captain (retirement)
- Library Associate (retirement)
- Seasonal employees