

**RESOLUTION**

**HUMAN RESOURCES ASSISTANT**

**WHEREAS**, the Director of Human Resources has requested the addition of a full-time Human Resources Assistant to alleviate the administrative tasks currently being handled by the Human Resources Director; and

**WHEREAS**, Human Resources facilitates and directs recruiting of City employees, which directly impacts the projects, services and programs that are offered to City of Manitowoc residents, and the addition of an HR Assistant will allow the HR Director to focus on overlooked areas such as safety, employee engagement, succession planning and employee orientations; and

**WHEREAS**, the Personnel Committee unanimously supported the budget recommendation made to the Mayor by the Human Resources Department, to add a full-time Human Resources Assistant at a meeting held on Thursday, September 9, 2021, and further unanimously approved said position and new job description at a meeting held on Monday, November 1, 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to approve the addition of a Human Resources Assistant and job description, as a full-time, non-exempt position, effective January 1, 2022, according to the Employee Policy Manual and subject to its new Compensation Plan placement and the Mayor’s adopted 2022 Executive Budget.

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

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

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

**Fiscal Impact:** Estimated \$65,000 with assumption of Non-Exempt Grade F salary, taxes, WRS and selection of benefits  
**Funding Source:** 2022 Budget - Human Resources Salaries  
**Finance Director Approval:** /SMA  
**Approved as to form:** /kmm