



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: April 6, 2015

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

Recruiting

- Hired: Police Officer
- Interviewing: Associate Planner/Economic Expeditor
- Interviewing: Seasonal positions
- Interviewing: Police Officers
- Advertised: Firefighter
- Advertised: School Crossing Guard
- Advertised: Police Lieutenant
- Advertised: Police Captain
- Advertised: Police Deputy Chief (after council approval)
- On Hold: Transit Driver (part time)
- Updating Seasonal Employment Policy
- Transitional Youth Job Fair @ Culvers
- NeoGov processes underway for hiring through the system with emailed offer packets

Employee Relations

- Fire bargaining mediation meeting preparation
- DPW bargaining for wage only, discussions with WERC
- WWTF new shift schedule determined

Organization Development & Training

- Continue to work on data entry of knowledge transfer forms into excel
- Regular meetings with department leaders to identify training needs, performance issues, and succession planning
- Succession Planning underway, 9 box activities with MLC completed
- Employee Succession Planning training coming

Compensation & Benefits

- Wellness Committee meeting and 2015 planning
- Strategic benefits review meeting with AFG
- WWTF payroll issue
- Springbrook call discussing issues with HR module and how to fix them

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals
- MSDS online program implementation, user training complete
- Inspections and drills almost complete for all City buildings

Administration

- BPI meeting and action items
- People Development Meeting & Action Items
- DOT random drug testing results submitted for 2014
- Police Volunteer Handbook – reviewed and edited policies for volunteers
- HR content on new intranet
- Attended CVMIC seminar on strategic planning in Menasha

Separations

- Firefighter (resignation)
- Seasonal positions
- Police Lieutenant (retirement)
- Crossing Guard
- Library Public Services Assistant (part-time)
- Accountant (resignation)