

PI  
12-18-17

**RESOLUTION**

**PART-TIME CLERICAL STAFF IN  
SENIOR CENTER / RECREATION DIVISION & TRANSIT DIVISION**

**WHEREAS**, the Director of Public Infrastructure has submitted a request to hire replacement part-time Administrative Support Specialist in the Senior Center/Recreation Division and Customer Service Clerk in the Transit Division, due to an upcoming vacancy from an employee transferring to the Rahr-West Art Museum; and

**WHEREAS**, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy; and

**WHEREAS**, the Public Infrastructure Committee has approved backfilling these part-time positions at a meeting held on December 6, 2017.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to approve the hiring of a replacement part-time Administrative Support Specialist in the Department of Public Infrastructure – Senior Center/Recreation Division (20 hours/week) at Grade F and Customer Service Clerk in the Transit Division (8 hours/week), at Grade E, all according to the Compensation Plan, Employee Policy Manual and the adopted Mayor’s 2017 and 2018 Executive Budgets.

**BE IT FURTHER RESOLVED** that if a current employee is hired to fill either position, they shall be compensated at their current rate of pay, so long as that rate of pay does not exceed Grade F.

**DEC 18 2017**

Introduced \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

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

Fiscal Impact: Budget neutral  
Funding Source: n/a  
Finance Director Approval: /sc  
Approved as to form: /kmm