

Personnel  
9-15-14

14-1866

## RESOLUTION

### Re-Organization of the Mayor, City Attorney and Human Resources Offices

**WHEREAS**, following the restructuring of the City Attorney and Human Resources department with two department heads, a need for additional support staff is imminent to ensure regulatory compliance and smooth operations within said departments; and

**WHEREAS**, the Mayor's office has taken on additional responsibilities with the City's website administration; the City Attorney's office staffing has decreased as the Assistant City Attorney position remains vacant, and is in need of one full-time dedicated support staff for the City Attorney, and the Human Resources office is in need of additional support staff dedicated for human resource administration to maintain standards of service and compliance; and

**WHEREAS**, the Personnel Committee will be discussing the reorganization at a meeting held on Monday, September 15, 2014; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc that effective January 1, 2015, the Mayor, City Attorney and Human Resources offices be reorganized to more efficiently serve the needs of the departments; and,

**BE IT FURTHER RESOLVED** that the 0.5 position of Secretary to the Mayor be redefined as a full time Administrative Assistant position at a Grade H, with Heather Sohlden to be placed in the position, as detailed in the attached job description.

**BE IT FURTHER RESOLVED** that the 0.5 position of Secretary to the Assistant City Attorney and the 0.5 Paralegal in the City Attorney and Human Resources offices be eliminated, and a Paralegal position be created in the City Attorney's office at a Grade I, with Jane Rhode placed in the position, as detailed in the attached job description.

**BE IT FURTHER RESOLVED** that the position of Human Resources Generalist be filled as a non-represented, exempt non-benefited 29 hour per week position in the Human Resources department at Grade I, as detailed in the attached job description.

**BE IT FURTHER RESOLVED** that Mayor Nickels, the City Attorney and Human Resource Director are given the authority to implement these changes, including hiring individuals to fill these positions in a timely manner to accommodate a smooth transition to the

reorganization of the departments, all in accordance with the 2014 Compensation Plan for the  
City of Manitowoc.

**SEP 15 2014**

Introduced \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

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

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