

Personnel  
6-15-15

15-658

**RESOLUTION**

**WWTF ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Wastewater Treatment Facility Superintendent has submitted a request to hire a replacement Administrative Assistant due to a retirement; and

**WHEREAS**, the Wastewater Treatment Facility Board approved the filling of this position at Grade G of the Compensation Plan at its \_\_\_\_\_, 2015 meeting; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to approve the hiring of a replacement Administrative Assistant at Grade G, all according to the Compensation Plan and Employee Policy Manual.

Introduced                     **JUN 15 2015**                     \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

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

Drafted by Rochelle Blindauer, Human Resources Director

**Fiscal Impact:** Budget Neutral

**Funding Source:** n/a

**Finance Director Approval:** /sc

**Approved as to form:** /kmm