

Personnel
1-29-18

RESOLUTION TO APPROVE THE HIRING OF LYNN MUENZENMEYER AS A PART-TIME ADMINISTRATIVE SUPPORT SPECIALIST IN THE SENIOR CENTER/RECREATION DIVISION OF THE DEPARTMENT OF PUBLIC INFRASTRUCTURE

WHEREAS, the Director of Public Infrastructure has submitted a request and was previously authorized to fill a vacant, part-time Administrative Support Specialist in the Senior Center/Recreation Division (20 hours per week), due to an employee having transferred to the Rahr-West Art Museum; and

WHEREAS, Human Resources advertised said position for 13 days and received 49 applications, and as a result 5 applicants were selected and 4 were interviewed by the Director of Public Infrastructure, Recreation Division Manager, part-time Administrative Support Specialist in the Senior Center/Recreation Division and the Human Resources Generalist; and

WHEREAS, Lynn Muenzenmeyer, who is related to a City supervisor covered by Manitowoc Municipal Code § 20.030, was determined to be the most qualified candidate for the position, independent of her familial relationship with City supervisory personnel, and as a result her hiring requires a roll call vote to confirm.

WHEREAS, the Common Council of the City of Manitowoc has adopted Manitowoc Municipal Code § 20.030, which requires a roll call vote of the Council to give approval for the hiring or promotion of employees related to elected officials, department heads or supervisory personnel.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Manitowoc to approve the hiring of Lynn Muenzenmeyer as a part-time Administrative Support Specialist in the Senior Center/Recreation Division (20 hours per week), non-exempt employee, at Grade F, all according to the Compensation Plan, Employee Policy Manual and the Mayor's adopted 2018 Executive Budget.

Introduced JAN 29 2018
Adopted _____
Approved _____

Justin M. Nickels, Mayor

This Resolution was drafted by Liz Majerus, Staff Attorney

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