

Jessie Lillibridge - HR

From: Rochelle Blindauer
Sent: Monday, March 14, 2016 2:32 PM
To: Jessie Lillibridge - HR
Subject: FW: Justification for Increase Wage - Seasonal Administrative Position

Please attach to the agenda for tonight.

Thanks,

Rochelle Blindauer | Human Resources Director
City of Manitowoc
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From: Karen Dorow
Sent: Monday, March 14, 2016 2:27 PM
To: Rochelle Blindauer
Cc: Dan Koski
Subject: Justification for Increase Wage - Seasonal Administrative Position

Hi Rochelle,

Following is the justification for requesting a higher seasonal wage for our administrative position.

- We are looking for higher level seasonal administrative individual. This person has multiple departments that he/she needs to get familiar with – Streets and Sanitation, Parks, Cemetery, Bridges, Fleet and Transit.
- Training for this position is extensive. Each division has its own set of information, rules and regulations. We would like to create an environment that brings a seasonal back for several years to minimize training.
- There are several software packages above and beyond Microsoft that this person will be using – ActiveNet – Parks, Stratapoint – Parks, CIMMS – Cemetery, CIVICPLUS – Website, Springbrook.

Thanks for addressing this.

Karen Dorow
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