



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: July 6, 2015

The Human Resource Office has worked on the following projects and initiatives since our last meeting:

Recruiting

- Hired: Police Officer
- Interviewing: Police Officers
- Advertising: School Crossing Guard
- Advertising: Transit Driver (part time)
- Advertising: Administrative Assistant – Waste Water
- Advertising: Administrative Assistant – Police
- Advertising: Library Clerk
- Advertising: Streets Laborer
- NeoGov user group training and best practice sharing with CVMIC users

Employee Relations

- Fire bargaining & discussions with next steps for arbitration
- Investigation into disparate treatment
- Fire grievance
- Transit grievance

Organization Development & Training

- Regular meetings with department leaders to identify training needs, performance issues, and succession planning
- Succession Planning – candidates have been selected and working on development plans
- Performance improvement plan for individuals
- Mid-Year review with the Mayor

Compensation & Benefits

- Strategic benefits review and planning for 2016
- Onsite clinic discussions and interviews with candidates from RFP process
- Wellness Committee meeting and 2015 planning
- EPM overview with newly promoted Police Lieutenants
- HPS and Auxiant on site for employee questions monthly

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals
- MSDS online program implementation, ebinder is growing
- Workers Compensation review and addressing concerns
- Needle awareness training for employees

Administration

- People Development Meeting and action items
- New security system and employee badges for City Hall and Police Department
- Continue to review Springbrook HR module, working with Payroll to identify efficiencies and cross training between departments
- Planning employee appreciation picnic with committee members
- Planning department head retreat and team building with the Mayor

Separations

- Police Officer (resignation)
- Motor Pump Operator – Fire (retirement)
- Administrative Assistant – Waste Water (retirement)
- Exit Interviews with voluntary separations