



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: May 11, 2015

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

Recruiting

- Hired: Police Officer
- Hired: Administrative Support Specialist, Clerk's Office
- Hired: Associate Planner/Economic Expeditor
- Hired: Seasonal positions (122 to date)
- Interviewing: Police Officers
- Interviewing: Police Lieutenant
- Interviewing: Police Captain
- Interviewing: Police Deputy Chief
- Interviewing: Accountant
- Advertised: School Crossing Guard
- Advertising: Transit Driver (part time)

Employee Relations

- Fire bargaining meeting
- Fire arbitration preparation and discussions
- Police Grievance Arbitration Hearing

Organization Development & Training

- Continue to work on data entry of knowledge transfer forms into excel
- Regular meetings with department leaders to identify training needs, performance issues, and succession planning
- Employee Succession Planning training complete
- Succession Planning positions posted internally

Compensation & Benefits

- Strategic benefits review meeting with AFG
- AFG meeting to discuss Play or Pay guidelines for ACA compliance
- Wellness Committee meeting and 2015 planning

Safety & Risk Management

- Safety committee meeting and discussion for 2015 goals

- MSDS online program implementation, 500 sheets in City ebinder to date
- Inspections and drills almost complete for all City buildings
- MSDS online employee training complete

Administration

- Employee Handbook revision training complete
- BPI meeting and action items
- People Development Meeting – I am the new Chair, meeting every other month now
- Attended Springbrook Annual User Conference in Portland, OR

Separations

- NA