

RESOLUTION

**NEW AND REVISED JOB DESCRIPTIONS:
DEPARTMENT OF PUBLIC INFRASTRUCTURE
ZOO REORGANIZATION**

WHEREAS, in an effort to hire the best candidates for open positions while remaining competitive with today’s job market, the City of Manitowoc strives to ensure all job descriptions are current and up-to-date; and

WHEREAS, the Human Resources Department has received the attached new and revised job descriptions from the Department of Public Infrastructure - Zoo to be reviewed and considered for approval; and

WHEREAS, the Personnel Committee on July 7, 2025, recommended approval of the attached revised job descriptions in the Department of Public Infrastructure - Zoo, and approved the new and revised job descriptions and to fill the newly created position of Zoo Team Leader at Grade I, Education Zookeeper at Grade H and Animal Zookeeper at Grade H; and

WHEREAS, these changes will result in the elimination of the Zookeeper position in Grade G; and

WHEREAS, to approve filling the newly created position in the Department of Public Infrastructure - Zoo, organized as shown on the attached organization chart, all according to the Compensation Plan and Employee Policy Manual.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc, to approve the attached new and revised job descriptions in the Department of Public Infrastructure - Zoo Team Leader at Grade I, Education Zookeeper at Grade H and Animal Zookeeper at Grade H, effective immediately.

INTRODUCED _____ ADOPTED _____

JUSTIN M. NICKELS, Mayor

Fiscal Impact:	At the time of this resolution, fiscal impact is anticipated to be a \$500 increase in total compensation expense [salaries/benefits (FICA, Workers Comp and WRS)] for the Zoo Department for fiscal year 2025 as a result of the reorganization. 2025 adopted budgeted for these three positions’ total compensation expense is \$209,300. Actual total compensation expense incurred through most recent payroll is \$111,678. Remaining compensation expense, factoring the adjustment to pay grades recommended, is calculated to be \$98,113; an anticipated actual total compensation expense of \$209,800. Actual compensation expense may increase if overtime or premium pay is incurred for the remainder of the year. It is anticipated that other expenses in the Department’s 2025 adopted budget will be less than budgeted to offset the \$500 increase. No tax levy or 2025 budget amendments needed at this time.
Funding Source:	General Fund – Zoo Department (1100-51500)
Finance Director Approval:	/SMA
Approved as to form:	/EGN

This resolution was drafted by Eric G. Nycz, City Attorney