

PERSONNEL COMMITTEE AGENDA
Monday, October 14, 2019 – 6:00 p.m.
Police Department - 933 Michigan Avenue
[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Request for overlap for Administrative Assistant – Parks Department.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.



Memo

TO: Personnel Specialist Jakusz and Personnel Committee

FROM: Dan Kremer, Director of Parks, Recreation and Forestry

DATE: September 18, 2019

RE: Secretary II Position – Parks, Recreation and Forestry

Betty Mallek has submitted her retirement notice stating her last day will be December 2, 2019 or January 3, 2020. Betty will be selecting one of those two dates prior to October 15, 2019. The Mayor has authorized filling of the upcoming vacancy on September 17, 2019.

Because of the advance retirement notice that Betty provided I am seeking permission to fill the vacancy with one week (5 business days) of overlap between the new hire and Betty. This overlap will aid with training and the transition from Betty to the new hire. The additional cost will be absorbed within the Park, Recreation and Forestry Department's operational budget.