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Res. No. 107 - 22 - 23. By Alderpersons Mitchell and Filicky-Peneski.
December 5, 2022.

A RESOLUTION adopting updated wage classifications in the 2022 City of Sheboygan Compensation Program for Non-Represented Employees to reflect the recommended changes determined through the appeals process.

WHEREAS, on April 7, 2021, the Common Council adopted Res. No. 190-20-21 authorizing entering into a Professional Services Agreement with Carlson-Dettmann Consulting for an assessment of the City's classification and compensation of its employees; and

WHEREAS, Carlson-Dettmann engaged in a lengthy analysis of job descriptions within the city, including the use of individual Job Description Questionnaires filled out by each employee and reviewed by the supervisors, which was designed to document, analyze, and validate job information for the various jobs and then quantitatively evaluate the job content of those jobs using a "Point Factor Job Evaluation System," an overview of which system was provided to the council at its May 16, 2022 meeting; and

WHEREAS, the results of the job evaluation system were used as part of a base salary market study that determined an appropriate set of benchmark positions for each job category, considering both public and private sector data for like job categories; and

WHEREAS, the benchmark positions were reviewed against actual current numbers with an eye toward remaining competitive in a changing labor market and retaining employees and setting a control point for average pay; and

WHEREAS, that review resulted in the creation of an annual step process whereby new employees would be paid at 90% of the control point, employees would be expected to reach the control point by their fifth year, and steps after the fifth year would increase 1.25% per year up to a maximum of 115% of the control point; and

WHEREAS, on September 6, 2022, the Common Council adopted Res. No. 33-22-23 to implement the recommended wage scale as prepared by Carlson-Dettmann; and

WHEREAS, non-represented employees had the opportunity to provide reasoning and additional documentation to human resources and Carlson-Dettmann through an appeal process if they felt their position was inaccurately rated through the initial reviews; and

WHEREAS, Carlson-Dettmann has reviewed the information provided related to appeals and held meetings with Department Heads to determine if any changes to the wage scale were necessary; and

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WHEREAS, Carlson-Dettmann has provided the City with the attached listing of the recommended changes to five (5) positions as a result of the appeals process.

NOW, THEREFORE, BE IT RESOLVED: That the Common Council hereby adopts the recommended changes to the five (5) positions as attached hereto.

BE IT FURTHER RESOLVED: That the Finance Director is authorized to process back pay for the individuals affected by the recommended changes to the initial date of implementation of July 24, 2022.

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

Job Code	Job Title (Current)	Department	Division (If Applicable)	Originally Proposed Grade	Recommended Grade
SHEB-17060	Dept. Secretary-Admin	POLICE DEPARTMENT	POLICE DEPARTMENT	7	9
SHEB-17110	Time Agency Coordinator	POLICE DEPARTMENT	POLICE DEPARTMENT	7	9
SHEB-10010	Admin Coordinator	FIRE DEPARTMENT	FIRE DEPARTMENT	9	11
SHEB-07125	Maintenance Worker IV – Lead Sign Shop	DPW – MSB	FACILITIES & TRAFFIC	10	11
SHEB-07110	City Forester	DPW - MSB	PARK DEPARTMENT	13	15

The appeals documentation provided to departments and employees clearly requests revised job documentation in situations where it was alleged that the duties, responsibilities, or requirements of the position were not adequately taken into account. In the absence of any revised job documentation, we relied on the original job documentation provided.