

Date: September 23, 2025

To: Finance Committee

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Personnel Update

As part of the budget development process, we conducted a thorough review of departmental staffing needs. Currently, there are six pending job reclassification requests (including one role consolidation), two requests for new positions, one previously unfilled position slated to be posted, and one position planned to transition to full-time. These adjustments are designed to align staffing with the City's evolving service demands. The proposed changes are as follows:

2025 Changes

- **Administrative Assistant – CDA** (2 Part-time positions): The Administrative Assistant – CDA positions are being combined and reclassified to Economic Development Coordinator to support business recruitment, retention, and community development projects on a higher level. This change shifts the salary range from Grade G to Grade J. This reclassification has been approved by the City Manager and is presently posted. There is no change in FTE count and additional funding for 2025 is not needed.
- **Junior IT Technician (.5)**: This position will not be filled for the remainder of 2025. The associated 0.5 FTE has been reallocated to an IT Technician, resulting in no net change to total FTE. While this adjustment creates a modest cost increase, the department expects to absorb it within the existing budget and does not anticipate needing additional funding.
- **Circulation Assistant**: The Circulation Assistant position is being reclassified to a lower grade as it is essentially a reinstated role that was previously eliminated, with responsibilities aligned to routine clerical and customer service duties rather than higher-level technical functions. This position will allow the Customer Service Specialists to spend more time helping customers as opposed to routine clerical tasks. This change would shift the salary range from E down to C. No overall change to the FTE count or to the budget.

2026 Proposed Changes

- **Administrative Assistant - Neighborhood Services**: The Administrative Assistant position is being reclassified to Zoning Specialist to better reflect the technical expertise and regulatory responsibilities required to support the City's zoning and development activities. This change would shift the salary range from Grade G to Grade I.
- **Paralegal/Legal Assistant**: The Paralegal or Legal Assistant positions are being created to assist the City Attorney's office in performing support for legal research, document preparation and case

management. Depending on the skillset of the applicants they will be placed in either Grade H for the Legal Assistant or Grade J for a Paralegal.

- **Aquatic Coordinator:** Due to the significant operational demands at the WAFC, the Aquatic Coordinator position—left unfilled for 2025—will now be posted.
- **IT Technician (.5):** The IT Technician hired in 2025 at less than full-time will transition to a full-time role upon meeting the required education and certification standards, resulting in a 0.5 FTE increase in 2026.

In addition, the following positions have recently entered the reclassification and review process:

- **Support Services Manager**
- **Youth Program Coordinator**
- **WAFC Manager**

The city manager has the authority to create minor administrative offices and positions under Wis. Stat. § 64.11(2). The city manager in creating positions would still need to remain compliant with the city budget and is subject to oversight by the Common Council. Should a position require additional funding it would be incorporated into a new budget or a budget amendment would need to be obtained.