

# Village Of Brooklyn

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## Personnel Committee Minutes February 9<sup>th</sup> 2011

The Personnel Committee meeting was called to order at 7:10pm by Chair Van Den Eng. Committee members in attendance were Dean Van Den Eng, President Nadine Walsten and Todd Klahn.

**Motion:** Van Den Eng/Walsten to approve minutes of 01/20/2011. Motion carried.

The committee analyzed the number of hours needed to properly staff for the water and wastewater needs of the Public Works department. A detailed list of tasks and the number of hours needed to perform each task was prepared in advance for the committee's review by Asst. Public Works Director Leif Spilde. The proper operation of the water and wastewater utilities is of the outmost importance and the hours spent on both utilities combined equates to a full time position. The committee plans to discuss the possibility of designating a Public Works employee as a water/wastewater supervisor at the next Board meeting. Such a position would fall under the supervision of the Public Works Director, but the committee feels that having someone designated as a water/wastewater supervisor is needed to insure proper operation of both utilities.

The committee reviewed the current Public Works Director job description and discussed possible revisions. The committee compared the current job description to other municipalities including Belleville, Cottage Grove, DeForest, Evansville and McFarland. A revised Public Works Director job description will be presented at the next Board meeting for approval.

The next steps in hiring a prospective Public Works Director was discussed. After the Board approves a final job description, the committee would like to adopt a hiring notice and advertise the position. Potential sources to advertise the position include the League of Municipalities, American Public Works Association, National Rural Water Association, Wisconsin Rural Water Association and online job search companies. The committee feels an application period of one month will be needed after posting the position to allow potential applicants enough time to respond. President Walsten spoke about the potential of having a panel of local Public Works Directors review applications and interview candidates to narrow the field before the Board would interview final candidates.

**Motion:** Van Den Eng/Klahn to adjourn at 9:37pm. Motion carried.