

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**FEBRUARY 14, 2011**

*Immediately following Planning, Building & Zoning Committee*

**Members:** Gary Stanton, Chairperson  
Ray Kincaid, Vice-Chairperson  
Gary Pilafas, Trustee  
Karen Mills, Trustee  
Jacquelyn Green, Trustee  
Anna Newell, Trustee  
William McLeod, Mayor

**I. Roll Call**

**II. Approval of Minutes – January 17, 2011 & Special Meeting of January 24, 2011**

**NEW BUSINESS**

1. Request approval of amendment to the Boards & Commissions Administrative Procedures Manual.
2. Request approval of an ordinance extending participation in the Intergovernmental Personnel Benefit Cooperative (IPBC) for a period of three (3) years.
3. Request acceptance of Cable TV Monthly Report.
4. Request acceptance of Human Resources Management Monthly Report.

**III. President's Report**

**IV. Other**

**V. Adjournment**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

January 17, 2011

**I. Roll Call**

**Members in Attendance:**

Gary Stanton, Chairperson  
Ray Kincaid, Vice-Chairperson

**Other Corporate Authorities  
in Attendance:**

Trustee Karen Mills  
Trustee Jacquelyn Green  
Trustee Anna Newell  
Village President William McLeod

**Management Team Members  
in Attendance:**

Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Vlg. Mgr., Dev. Services  
Peter Gugliotta, Director of Planning  
Gary Skoog, Director of Economic Development  
Mike Hankey, Dir. of Trans. & Engineering  
Patrick Seger, Human Resource Mgmt. Dir.  
Mike Hish, Acting Police Chief  
Algean Garner, Director of H&HS  
Joe Nebel, Acting Director of Public Works  
Michael DuCharme, Finance Director  
Bruce Anderson, Cable TV Coordinator  
Doug Schultz, Community Relations Coor.  
Bev Romanoff, Village Clerk  
Sarah Kuechler, Administrative Intern  
Dave Christensen, Emergency Mgt. Coor.

**Others in Attendance**

Reporter from *Daily Herald*

The General Administration & Personnel Committee meeting was called to order at 7:30 p.m.

**II. Approval of Minutes**

Motion by Trustee Mills, seconded by Trustee Newell, to approve the General Administration & Personnel Committee meeting minutes of December 13, 2010. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Discussion regarding the legislative update.**

An item summary from Sarah Kuechler was presented to the Committee.

Jim Norris gave some highlights from the update and offered to entertain questions.

**2. Request approval to declare Village property surplus and permit the sale of personal property owned by the Village.**

An item summary from Sarah Kuechler was presented to the Committee.

Trustee Newell asked why Obenauf Auctions Online was not included in the ordinance and Mr. Norris explained that the ordinance would need to be updated. Trustee Stanton asked where the ordinance would be updated and Mr. Norris explained the locations in the ordinance that would be updated.

Motion by Mayor McLeod, seconded by Trustee Kincaid, to declare Village property surplus and permit the sale of personal property owned by the Village with the amended ordinance. Voice vote taken. All ayes. Motion carried.

**3. Request acceptance of Cable TV Monthly Report.**

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Newell, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

**4. Request acceptance of Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Green, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Mills, seconded by Trustee Green, to adjourn the meeting at 7:34 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Emily Kerous, Director of Operations  
Office of the Mayor & the Board

\_\_\_\_\_  
Date

**SPECIAL GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

January 24, 2011

**I. Roll Call**

**Members in Attendance:**

**Gary Stanton, Chairperson  
Ray Kincaid, Vice-Chairperson  
Trustee Gary Pilafas**

**Other Corporate Authorities  
in Attendance:**

**Trustee Karen Mills  
Trustee Jacquelyn Green  
Trustee Anna Newell  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Vlg. Mgr., Dev. Services  
Gary Salavitch, Director of Engineering  
Patrick Seger, Human Resource Mgmt. Dir.  
Robert Gorvett, Fire Chief  
Mike Hish, Acting Police Chief  
Algean Garner, Director of H&HS  
Joe Nebel, Acting Director of Public Works  
Michael DuCharme, Finance Director  
Bruce Anderson, Cable TV Coordinator  
Gordon Eaken, Director of IS  
Bev Romanoff, Village Clerk  
Josh Edwards, Assistant Planner  
Ben Gibbs, GM - Sears Centre Arena  
Ashley Monroe, Assistant Planner  
Dave Christensen, Emergency Mgt. Coor.**

**Others in Attendance**

**Reporters from the *Chicago Tribune* and *Daily Herald***

The General Administration & Personnel Committee meeting was called to order at 8:13 p.m.

**II. Approval of Minutes – None**

**NEW BUSINESS**

- 1. Request Approval of a Resolution endorsing the U.S. Conference of Mayors Civility Accord.**

An item summary from Sarah Kuechler was presented to the Committee.

Mayor McLeod explained the background of Civility Accord. Trustee Kincaid asked what penalties there would be if they did not follow and Mayor McLeod explained that people would be personally responsible.

Motion by Trustee Pilafas, seconded by Trustee Newell, to approve a Resolution endorsing the U.S. Conference of Mayors Civility Accord. Voice vote taken. All ayes. Motion carried.

**II. President's Report**

**III. Other**

**IV. Items in Review**

**V. Adjournment**

Motion by Trustee Mills, seconded by Trustee Green, to adjourn the meeting at 8:16 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Emily Kerous, Director of Operations  
Office of the Mayor & the Board

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Date

# COMMITTEE AGENDA ITEM

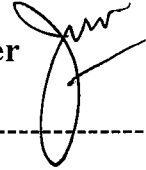
## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of an amendment to the Boards & Commissions Administrative Procedures Manual

**MEETING DATE:** February 14, 2011

**COMMITTEE:** General Administration & Personnel

**FROM:** James H. Norris, Village Manager



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**PURPOSE:** Approval of an amendment to the Boards & Commissions Administrative Procedures Manual.

**BACKGROUND:** At the January 3, 2011 Village Board meeting, Mayor McLeod requested that staff review the purchasing policy of the Boards & Commissions to support Village businesses. Currently, Article II, Section 17 of the Boards & Commissions Administrative Procedures Manual provides the process for budgeting and purchasing. This policy is attached for your review.

**DISCUSSION:** Staff has reviewed the current policy and has drafted a proposal revising the current policy to address the concerns raised. This draft is also attached and provides that all purchases less than \$500 shall be made from a business within the Village. If that is not possible, then the Boards & Commissions must receive approval from the Village Manager or Finance Director to make the purchase. Additionally, the revision includes a notification to all Boards & Commissions members and liaisons of the local business preference from the Village Code (Sec. 4-7-4).

**RECOMMENDATION:** Staff recommends approval of the amendment to the Boards & Commissions Administrative Procedures Manual as presented.

# Current

The following chart summarizes the information presented in the Municipal Code:

Purchase Amount	Instructions
Under \$2,500	Competitive quotes not required if single source pricing is deemed reasonable by Department Director or Financial Services Manager
\$2,500 - \$5,000	Two quote minimum, three quotes preferred
\$5,001 - \$19,999	Three quote minimum required; if three quotes unavailable, must present to Village Board for approval
Over \$20,000	Formal Sealed bids and Village Board approval required

a Only the Village Board or Village Manager may approve expenditures. Approval simply authorizes the Staff Liaison to be contacted in order to initiate the proper requisition and purchase procedures.

For budget preparation purposes, if there is the anticipation of project expenses in the upcoming fiscal year (January 1 to December 31), please work with the Staff Liaison to prepare Budget Worksheets which are due in August each year. The Staff Liaison will be available to assist with these steps.

## 18. Solicitations

The Village permits Boards and Commissions to conduct solicitations subject to Standing Committee approval. Solicitation shall mean petitioning of businesses/individuals requesting funds or in-kind services or commodities. All requests for solicitation require the approval of a Board's/Commission's Standing Committee. These requests shall be in written form, containing a description of the project, target audience, method of solicitation, benefits of project(s), anticipated target dates for initial and follow-up solicitation contacts and be presented to the respective liaison Standing Committee at least 60 days prior to the anticipated date of solicitation.

Solicitations are to be included in the Boards/Commission Budget. Solicitations needing target business addresses(s) from the Village Clerk's Office are to be delivered pre-stuffed to the Office of the Village Clerk 10 working days prior to target solicitation date mailing.

## 19. Ethics

There is a code of ethics established for officials, appointees, and employees of the Village of Hoffman Estates (see attached).

Proposed

The following chart summarizes the information presented in the Municipal Code:

Purchase Amount	Instructions
Under \$2,500	Competitive quotes not required if single source pricing is deemed reasonable by Department Director or Financial Services Manager
\$2,500 - \$5,000	Two quote minimum, three quotes preferred
\$5,001 - \$19,999	Three quote minimum required; if three quotes unavailable, must present to Village Board for approval
Over \$20,000	Formal Sealed bids and Village Board approval required

Further restrictions related to purchasing have been added for all appointed Boards and Commissions. Only the Village Board or Village Manager may approve expenditures. Approval simply authorizes the Staff Liaison to be contacted in order to initiate the proper requisition and purchase procedures. All purchases less than \$500.00 shall be purchased from a business within the Village of Hoffman Estates. In the event an item cannot be purchased within Hoffman Estates, prior approval must be received from the Village Manager or Director of Finance prior to the purchase being made. This provision does not apply to payments or contracts related to performers or acts related to Board and Commission events.

All commission members and staff liaisons should be aware of a provision in the Village Code that provides a preference to businesses located in Hoffman Estates. This preference of 2% shall be applied to any purchase less than \$20,000.00.

For budget preparation purposes, if there is the anticipation of project expenses in the upcoming fiscal year (January 1 to December 31), please work with the Staff Liaison to prepare Budget Worksheets which are due in August each year. The Staff Liaison will be available to assist with these steps.

#### **18. Solicitations**

The Village permits Boards and Commissions to conduct solicitations subject to Standing Committee approval. Solicitation shall mean petitioning of businesses/individuals requesting funds or in-kind services or commodities. All requests for solicitation require the approval of a Board's/Commission's Standing Committee. These requests shall be in written form, containing a description of the project, target audience, method of solicitation, benefits of project(s), anticipated target dates for initial and follow-up solicitation contacts and be presented to the respective liaison Standing Committee at least 60 days prior to the anticipated date of solicitation.

Solicitations are to be included in the Boards/Commission Budget. Solicitations needing target business addresses(s) from the Village Clerk's Office are to be delivered pre-stuffed to the Office of the Village Clerk 10 working days prior to target solicitation date mailing.

#### **19. Ethics**

There is a code of ethics established for officials, appointees, and employees of the Village of Hoffman Estates (see attached).




## COMMITTEE AGENDA ITEM VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Request approval of insurance renewal with the IPBC for a period of three (3) years

**MEETING DATE:** February 14, 2011

**COMMITTEE:** General Administration and Personnel

**FROM:** Patrick J. Seger, Human Resources Mgmt. Director 

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**PURPOSE:** As the Village approaches the end of the three (3) year commitment with the Intergovernmental Personal Benefits Cooperative (IPBC) contract as of June 30, 2011, the Human Resources Management (HRM) Department requests approval of an ordinance recommending an extension of the period of participation in the IPBC for a period of three (3) additional years (draft ordinance attached).

**BACKGROUND:** Within the IPBC, the Village purchases medical, dental and life insurance. The current provider for our medical insurance is Blue Cross Blue Shield (BCBS) which provides the Village's three (3) PPO plans and one (1) HMO plan. The voluntary dental insurance is provided by Metlife, and the Life Insurance is purchased through Reliance Standard.

The Village decided to rejoin the IPBC effective January 1, 2005 due to experiencing dramatic rate increases in the prior years as a self-insured, stand-alone provider. The Village also was seeking plan design flexibility that was not being offered under the current carrier.

Since rejoining the IPBC in 2005, the Village has enjoyed insurance rate stability and annual renewal rates that have outperformed market trends. This stability continues for the 2011 July renewal, as the rate increase for the Village of Hoffman Estates is projected to be 9.5% for both the PPO products and the HMO product which is again below the market trend of 11%. Further, the Village has avoided dramatic rate increases that had occurred prior to entering into the IPBC.

Claims handling and customer service provided to our employees has been excellent along with a very smooth transition to new benefit providers such as Medco Pharmaceuticals, Metlife Dental, and Reliance Standard life insurance. Further, services provided

by the pool consultant Gallagher Benefit Services (GBS) have been particularly very good given the multiple changes in the insurance market.

**DISCUSSION:**

With insurance rate increases stabilized over the last six (6) years within the pool, and the dynamic growth of membership over the last six (6) years from 3,000 participating members to nearly 10,000 participating members, the IPBC is proving to be an attractive option, not only for the Village of Hoffman Estates, but other local government agencies. With larger numbers of lives within the pool, the IPBC is able to negotiate terms for insurance rates and services that only a very large employer would enjoy. With expert opinion projecting significant rate increases given the uncertainty of the health care market due to the recent Health Care Reform Act, the IPBC will continue to provide a menu of alternatives designed to share those costs within the pool and provide cost-effective strategies to minimize those increases.

**FISCAL IMPACT:**

The rate increases for the benefit year 2011, beginning July 1, 2011 through June 30, 2012 will be 9.5% for the PPO plan products, and 9.5% for the HMO plan product which results in an annual cost increase of approximately \$300,000. No increase on the dental product is projected. The 2011 budget contains funds to implement this renewal.

**RECOMMENDATION:**

Staff recommends extending participation within the IPBC for three (3) years, beginning July 1, 2011.

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE EXTENDING THE PERIOD  
OF PARTICIPATION IN THE INTERGOVERNMENTAL  
PERSONNEL BENEFIT COOPERATIVE (IPBC)**

WHEREAS, the Village of Hoffman Estates is a Member of the Intergovernmental Personnel Benefit Cooperative, ("IPBC"), which is an intergovernmental entity providing employee benefits to the officers and employees of this municipality; and

WHEREAS, through its membership in the IPBC, the Village of Hoffman Estates gains the ability to achieve economies of scale in the administration of the benefit claims of its requisite Members and the other benefits of membership provided for in the Contract and By-Laws of that Cooperative; and

WHEREAS, the Contract and By-Laws of the IPBC provide that the IPBC shall operate in three (3) year cycles with the governing board of each Member, including the governing board of the Village of Hoffman Estates, being required to pass an ordinance or resolution agreeing to continue as a Member for the new three-year cycle; and

WHEREAS, failure to pass a timely ordinance or resolution agreeing to continue as a Member, at least sixty (60) days before the commencement date of a new three-year cycle shall constitute a withdrawal from the Cooperative; and

WHEREAS, the next three-year cycle of the Cooperative commences on July 1, 2011; and

WHEREAS, the Village of Hoffman Estates desires to express, through the passage of this Ordinance, its desire to continue as a Member of the Cooperative for the three-year cycle commencing on July 1, 2011, provided that an adequate number of other Members of the Cooperative, as is set forth within the Contract and By-Laws document, also agree to continue as Members for the next three-year cycle; and

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: The Village of Hoffman Estates shall continue as a member of the Intergovernmental Personnel Benefit Cooperative for a three-year term commencing on July 1, 2011, in accordance with the Contract and By-Laws of that entity as it currently exists or as it may be validly amended in the future.

Section 2: The obligation of the Village of Hoffman Estates to be a Member of the Intergovernmental Personnel Benefit Cooperative shall obligate the Village of Hoffman Estates to make financial contributions to the Intergovernmental Personnel Benefit Cooperative only to the extent required from time-to-time by the Contract and By-Laws of the IPBC and authorized therewith by the Board of Directors or the Executive Committee.

Section 3: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2011

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: February 10, 2011

### **Citizen Segments**

HE Wrestlers Service, CRC Holiday Party, Metropolis Ribbon Cutting, Hari and CPA Receptions and Dept of HHS activities.

Citizen Segments and Programs in development:  
Year-In-Review Video

### **Concerts**

The HEHS / Dist. 54 Orchestra Festival is now running. It will be replaced by the HEHS/ Dist. 54 Choral concert in mid February, and that will be followed by Symphony Festival in early March. These concerts are being well received.

### **Martin Luther King Celebration**

This hour and twenty minute program will run until mid February.

### **Environmental Programs**

The lectures at the Environmental and Recycling Day were taped and will air over the next four months. This month we are showing "Bio Fuels."

### **Sports**

The winter sports season is coming to an end. We will continue taping basketball through the end of February and then have a break until Lacrosse begins the end of March. We will also explore baseball this spring.

### **Complaints/Inquiries**

There were no inquiries this month and no unresolved issues remaining.



# HOFFMAN ESTATES

NB4

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

January 2011

#### Staffing Activity

New Starts:	2 – PT Staff Assistant – PD PT Temporary Prosecutor		
Separations:	0		
Transfers:	0		
Retirees:	9 – Assistant Chief of Police Fire Captain (2) Fire Lieutenant Firefighter/Paramedic (4) Engineering Technician		
Promotions:	3 – Admin Staff Assistant to Admin Assistant PT Staff Assistant to Admin Staff Assistant Traffic Engineer to Senior Traffic Engineer		
Reclassifications:	0		
Change in Status:	0		
Staffing:	Full Time Employees	335 budgeted	331 current
	Part Time Employees	52 budgeted	46 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	10 budgeted	0 current
	Paid Interns	3 budgeted	3 current

#### Month & Year-to-Date Activity:

0 Seasonals with	0 for year
3 Promotions with	3 for year
0 Separations with	0 for year
9 Retirements with	9 for year
0 Transfer with	0 for year

## Recruitment Activity

Recruitment:

### **Administrative Assistant - PD (Internal Only)**

Position posted on 12/01/10.

Position was internally and nine candidates applied. Applicants were skill tested and six candidates were interviewed on 12/16/2010 and 12/17/2010. An offer was made to one of the applicants. Applicant started 1/7/2011.

### **PT Staff Assistant - PD**

Position posted on 12/02/2011. (Internal & External posting)

Position was posted on the Village website, cable access channel and Village social media. 33 applications were received and six applicants were selected. Five applicants interviewed on January 5, 2011. An offer was made to one of the applicants. Applicant started 1/17/2011.

### **PT Administrative Staff Assistant – PW**

Position posted on 01/13/11.

Position was posted on the Village website, cable access channel and Village social media. 74 applications were received. Applications being reviewed by Acting Department Director.

### **Transportation and Engineering Intern (Unpaid)**

Position posted on 01/13/11.

Internship posted on Village website, Village social media and at six universities. Applications are being reviewed by Transportation and Engineering.

## Labor/Management Relations

Contract Status:

**Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012).

**Fire** (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 2011).

**Public Works** (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2010 – Dec. 31, 2012).

**Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013).

Grievances: Two (2) IAFF Local 2061 Grievances  
One (1) Grievance – Arbitration date set for 2/07/2011  
One (1) Grievance – Arbitration date set for 4/06/2011.

### Personnel/Benefits/Employee Services

- With the retirement of 9 Village employees in January, the HRM Department held meetings with each employee to answer benefits and retirement related questions and organize retirement celebrations.
- HRM staff met weekly to discuss the status of current projects and pending matters.
- Director of HRM participated in several SWANCC personnel policy planning meetings.
- As staff liaison to the Cultural Awareness Committee, the Director of HRM coordinated and attended the Dr. Martin Luther King, Jr. breakfast at Village Hall.
- Director of HRM participated in the Management Team meetings.
- Director of HRM met with Acting Chief of Police, Village Manager and Deputy Village Manager to discuss personnel issues.
- Director of HRM and Risk Manager met with the Deputy Village Manager and Fire Chief to prepare for arbitration hearing.
- Director of HRM attended the IPBC finance and operations meeting.
- As President of IPELRA, Director of HRM attended the IPELRA board meeting.

### Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continue to provide consultation related to risk management issues related to the Sears Centre.



- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Researched and prepared OSHA 300 injury and accident log for occurrences in 2010.
- Participated in arbitration preparation with the Deputy Village Manager and Director of HRM.



**Patrick J. Seger**  
Director of Human Resources Management

# HUMAN RESOURCES MANAGEMENT

## MONTHLY STAFFING REPORT

### January 2011

#### RECRUITMENTS

**POSITION TITLE:** Transportation and Engineering Intern (Unpaid)  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 1/13/11  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 7 applications received to date.  
**STATUS:** Internship posted on Village website, Village social media and at six universities. Applications are being reviewed by Transportation and Engineering.

**POSITION TITLE:** PT Administrative Staff Assistant (Internal & External)  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 1/13/11  
**AD DEADLINE:** 1/21/11  
**APPLICATIONS REC'D:** 74 applications received.  
**STATUS:** Job posted on Village website, cable access channel, and Village social media. Applications being reviewed by supervisor.

#### NEW STARTS

**POSITION TITLE:** Administrative Assistant (Internal Only)  
**DEPARTMENT:** Police  
**DATE POSTED:** 12/01/10  
**AD DEADLINE:** 12/07/2010  
**APPLICATIONS REC'D:** 9 internal applications received.  
**STATUS:** 6 applicants were interviewed on 12/16/10 and 12/17/10. An offer was made to one of the applicants. Applicant started on 01/07/2011.

**POSITION TITLE:** PT Staff Assistant (Internal & External)  
**DEPARTMENT:** Police  
**DATE POSTED:** 12/02/10  
**AD DEADLINE:** 12/09/2010  
**APPLICATIONS REC'D:** 33 applications received.  
**STATUS:** After skill testing was completed, 5 applicant interviewed on 01/05/2011. An offer was made to one of the applicants. Applicant started on 1/17/2011.

## SUMMARY OF EMPLOYMENT ACTIVITY January 2011

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Staff Assistant Temporary PT Prosecutor
Separations	0	
Promotions	3	Admin Staff Asst to Admin Asst PT Staff Asst to Admin Staff Asst Traffic Engineer to Sr. Traffic Engineer
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	9	Assistant Chief of Police Engineering Technician Firefighter/Paramedic (4) Fire Captain (2) Fire Lieutenant
Reclassifications	0	

### SUMMARY OF UNPAID INTERNS/ADDITIONAL ACTIVITY

#### Additional Activity

1 Fire Service Internship (Unpaid) began on 1/19/11.

1 EDA Internship (Unpaid) began on 1/7/11 and ended on 1/14/11.

### ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	2	PT Staff Asst – PD PT Admin Staff Asst - PW
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	1	FT Assoc. Planner to PT Assoc Planner
Retirements	0	
New Positions	0	
Eliminated Positions	0	

## 2011 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	335	331
PART TIME EMPLOYEES	52	46
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	10	0
INTERNS (PAID)	3	3
<b>TOTAL</b>	<b>400</b>	<b>381</b>

### Total Vacancies:

#### Full Time

Budgeted – Posted      0

Budgeted - Not Posted    8

Asst. Corporation Counsel  
ASO I  
Chief of Police  
Assistant Chief of Police  
Fire Captain (2)  
Fire Lieutenant  
MII – HEO

TOTAL FULL TIME      8

#### Part Time

Budgeted – Posted      1

PT Admin Staff Assistant (PW)

Budgeted-Not Posted    3

PT Admin Assistant (GG)  
PT Staff Assistant (PD) - 2

TOTAL PART TIME      4

## RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	0
Part Time – Response to Recruitments	74	74
Seasonal Applicants	2	2
Unsolicited Applications/Walk-Ins	19	19
<b>TOTAL</b>	<b>95</b>	<b>95</b>

## HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY January 2011

### NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Anne Gessert	01/17/2011	PT Staff Assistant	Sherry Lane
Richard Kavitt	01/31/2011	PT Temporary Prosecutor	Dominick DiMaggio

### SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Steve Casstevens	01/14/2011	Assistant Chief of Police	Resigned
Phil Noriega	01/31/2011	Engineering Technician	Retired
Steve Hehn	01/03/2011	Firefighter/Paramedic	Retired
John Gerc	01/31/2011	Fire Lieutenant	Retired
David Savone	01/23/2011	Fire Captain	Retired
Matthew Collins	01/31/2011	Firefighter/Paramedic	Retired
Tim Suerth	01/26/2011	Firefighter/Paramedic	Retired
Keith Tompkins	01/19/2011	Firefighter/Paramedic	Retired
Scott Sutcheck	01/31/2011	Fire Captain	Retired

### PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Karen Cardoza	01/07/2011	Admin Staff Assistant	Admin Assistant
Candace Nykiel	01/14/2011	PT Staff Assistant	Admin Staff Assistant
Nate Roseberry	01/01/2011	Traffic Engineer	Senior Traffic Engineer

### TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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**RECLASSIFICATIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**CHANGE IN CLASS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**CANCELLATIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

**SEASONAL/UNPAID INTERNSHIPS**

<u>Name</u>	<u>Position</u>
Eric Rasmussen	Fire Service unpaid internship began 01/19/2011.
Danielle Smith	EDA unpaid internship began 01/07/2011 and ended 01/14/2011.

**ADDITIONAL MONTHLY REPORT INFORMATION  
January 2011**

# Anniversaries	<u>7</u>
# Interviews conducted during month	<u>5</u>