

## **PUBLIC NOTICE**

**CITY OF MILFORD  
PERSONNEL COMMISSION MEETING  
Kyle Mitchell, Jennifer Hemminger, Andrew Burkett  
Monday, May 22 at 4:00pm  
745 Center Street, Council Chambers**

### **AGENDA**

Call to Order

Proceedings: Approval of the August 4, 2022 minutes

Agenda Items:

- To Discuss Anticipated Opening in the Police Department
- And all additional matters that may properly come before the Commission.

Adjourn

Personnel Commission Meeting  
August 4, 2022

The meeting was called to Order at 5:00pm

Present: Kyle Mitchell, Jennifer Hemminger and Andrew Burkett  
Staff: City Manager, Michael Doss and Jackie Bain, Executive Assistant

Proceedings: The members approved the May 27, 2022, Personnel Commission meeting minutes

DISCUSSION: SERVICE WORKER II POSITIONS

City Manager Michael Doss discussed an advertisement that he would like to post internally for our city employees. It is an ad for a Service Worker II. These employees are in the AFSCME Union. This would elevate our Service Worker I's. We have five Service Worker I's some of whom have been with us for a while. But based off our union contract there are some restrictions. There are five employees and no matter how long they have been with the city or not been with the city, all are making the same wage. Part of this discussion is to promote those individuals up from a retention standpoint. It is a very competitive market right now. Our employees are getting solicited daily. They see other opportunities out there. We have a good group of employees. Mr. Doss wanted to take this opportunity to work within the Union contract and take those employees and elevate them from a Service Worker I to a Service Worker II. Which will enable them to go up an extra grade and step so that we can increase their compensation from a retention standpoint. Also, if we were ever able to lose an employee, or we had one that came in that had certain skills that are defined in this job description (see attached), it gives us an opportunity to elevate those per the advertisement for Service Worker II and get some employees in. There is a recruitment component to this as well. In order to get this process started, if the commission approves these five vacancies for Service Worker II, it is our intent to advertise this tomorrow, internally. And give those employees an opportunity to apply, show interest. The deadline is next Friday. Part of the process would include to submit a Letter of Interest which would outline their qualifications for the position and how it relates to the job description. The testing component would consist of interviews by City Manager, Service Department Supervisor, and a member of the Personnel Commission. Once completed the employees would be elevated to the next level of Service Worker II.

***Ms. Hemminger Made A Motion to Approve the Service Worker II Positions Mr. Mitchell seconded the motion. All yes***

The meeting adjourned at 5:05pm

Respectfully submitted, Jackie Bain

These minutes have been approved and adopted by Mr. Mitchell, Ms. Hemminger and Mr. Burkett August 5, 2022