



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Agenda - Final

### Human Resources Committee

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Wednesday, July 19, 2023

6:00 PM

Council Chambers, City Hall

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1. Call To Order

2. Public Comment

3. Approval of Minutes

A. [ID#23-7233](#) Approval of the minutes of the April 6, 2023 meeting.

**Attachments:** [HR Meeting Minutes - April 6, 2023 DRAFT.pdf](#)

4. Closed Session

A. [ID#23-7227](#) A motion may be made to convene in closed session pursuant to Wis. Stats. Sec. 19.85(1)(f), to discuss an employee's request to utilize Human Resources Policy C3 Leaves of Absence - Extended Sick Leave.

Notice: Upon conclusion of the closed session, a motion will be made to reconvene in open session. Possible action on the matters discussed in closed session

5. Business Items

A. [ID#23-7229](#) Review, consider, and approve the proposal from Segal to conduct a market analysis and compensation study for the City of Waukesha.

**Attachments:** [Cover Letter - Comp Study July 19 2023.docx](#)  
[Compensation Study - Segal proposal](#)

B. [ID#23-7230](#) Consider creation of a part time Clerical Assistant position in the Building Inspection Division.

**Attachments:** [Cover Letter - Com Dev PT Clerical Position](#)  
[Clerical Assistant - Building Inspection Part Time 2023 Final .docx](#)

C. [ID#23-7231](#) Consider the transfer of 0.5 full-time equivalents (FTE's) from the Finance Department to the IT Department for a part-time Administrative Assistant position.

**Attachments:** [Cover Letter FTE Transfer from Finance to IT](#)

- D. [ID#23-7232](#) Review suggested language adjustment to the B10 policy regarding Employment of Relatives (Nepotism).

**Attachments:** [Cover Letter - Nepotism Policy PD Updated](#)  
[B-10 Nepotism Policy June 2 2023 Redline from Original Draft.pdf](#)

## 6. Adjournment

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.