

Peggy Kadrich

From: Donna Whalen
Sent: Tuesday, January 26, 2016 12:20 PM
To: Ald Vance Skinner; Ald Steve Johnson; Ald Joan Francoeur; Ald Terry Thieme; Ald Kathleen Cummings
Cc: Kevin Lahner; Peggy Kadrich
Subject: FW: Question

Here is the GovHR response to the question asked by Alderman Skinner at the last HR Committee meeting.

From: Alice Bieszczat [<mailto:abieszczat@govhrusa.com>]
Sent: Tuesday, January 26, 2016 12:04 PM
To: Donna Whalen
Cc: Judy Schmittgens (jschmittgens@govhrusa.com); jearl@govhrusa.com
Subject: Re: Question

Donna,

That is great news! We are glad to hear the of the HR Committee's approval.

We would generally recommend the title of "Director" for a position that oversees a department; is the primary decision-maker, strategic planner, and spokesperson (both internally and externally) for that department; and is at the table when the City Administrator calls a department head meeting.

A Manager would oversee a unit or division within a department; is a key decision-maker and planner (with director oversight) for the unit/division, including management of budget and personnel.

A Supervisor would provide scheduling, training and day-to-day guidance for departmental staff.

Does that provide the information the Committee is looking for? If not, please let us know.

Alice

On Thu, Jan 21, 2016 at 8:51 AM, Donna Whalen <DWhalen@ci.waukesha.wi.us> wrote:

Good news: the HR Committee approved the final report on a vote of 5-0. Now it will go to the Common Council in early February. One question was asked that requires your response: How did GovHR distinguish Directors from Managers from Supervisors? This is a job title question and I did not feel I should try to answer on behalf of GovHR when the question was asked. Thanks for all your work!

Donna Hylarides Whalen

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Assistant City Attorney/Human Resources Manager