

## Peggy Kadrich

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**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](mailto:jschmittgens@govhrusa.com)); [jearl@govhrusa.com](mailto: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](mailto: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*

Donna Hylarides Whalen

Assistant City Attorney/Human Resources Manager