



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Posted: Thursday, February 2, 2012

Special Meeting

of the:

Personnel Committee

Date/Time:

Wednesday, February 8, 2012 @ 7:00 p.m.

Location:

Stoughton City Hall (381 E. Main Street) - Hall of Fame Room

Members:

Greg Jenson(ch), Sonny Swangstu, Paul Lawrence(vc), Larry Peterson, Donna Olson (ex-officio)

AGENDA ITEMS FOR CONSIDERATION

(All items listed may be acted upon unless noted specifically for communication only.)

- 1) Call to order.
- 2) Approval of the Administrative Assitant/Clerk's Office & Finance Administrative Clerk position descriptions.
- 3) Approval of the Administrative Assitant/Clerk's Office & Finance Administrative Clerk wage scale.
- 4) Approval to post the Finance Administrative Clerk position
- 5) Confirm approval of the Deputy Clerk position description
- 6) Confirm approval of the Deputy Treasurer position description
- 7) Confirm approval of the Accounting Specialist position description
- 8) Confirm approval of the Finance Director position description
- 9) Approve the Senior Center Assistant Director Position Offer
- 10) Review & discuss proposals for WPPA Law Enforcement Unit
- 11) Future agenda items

Donna Olson, Mayor
Nick Probst, City Clerk/Personnel Director
mph

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify the City Clerk by calling (608)873-6677 or via email mhougan@ci.stoughton.wi.us

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any such groups at the above-mentioned meeting other than the committee specifically referred to in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk's office at (608) 873-6677.

Distribution List: Media, Council, Mayor, Leadership Team, Clerk/Personnel Director & staff, Attorney Matthew Dregne