

City of Ramsey
Agenda
Personnel Committee
Tuesday August 9, 2011
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consider a Resolution Ending the Probationary Period of the Senior Planner and Assigning a New Interim Supervisor to the Planning Division
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 08/09/2011

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution Ending the Probationary Period of the Senior Planner and Assigning a New Interim Supervisor to the Planning Division

Background:

On February 8, 2011, the Community Development Department was reorganized in an effort to reduce administrative overhead costs, to streamline the development review process and increase the focus on encouraging and supporting economic growth, and to improve technical effectiveness.

As a result of the reorganization, Mr. Tim Gladhill was promoted from Associate Planner to Senior Planner and was subject to a six-month probationary period. As of August 28, 2011, Mr. Gladhill will have successfully completed his probation as the Senior Planner.

Another aspect of the reorganization included assigning Mr. Aaron Backman, the Economic Development and Marketing Manager to supervise the Planning Division on an interim basis of six-months. It should be noted that this interim assignment did not include a pay adjustment. Staff has reviewed the effectiveness of the current interim supervision assignment and has determined that further areas of refinement are recommended to best utilize and manage the human resource talent within the division, maximize service delivery, and ensure goals for Economic Development and Marketing are being addressed.

To that end, staff is recommending that Mr. Gladhill, Senior Planner, be assigned the supervisory duties for the Planning Division for an interim period of six months. During the six-month interim period, Mr. Gladhill has committed to completing his Master's Degree and a leadership certification program. After successful completion of these expectations in the upcoming six-month period, Mr. Gladhill's position will be re-evaluated based on the City's service needs and Mr. Gladhill's skill set and performance. Additionally, Mr. Gladhill will work with the planning consultant during this period to continue to streamline operations in the planning division.

Recommendation:

Based on satisfactory completion of probation, staff recommends removing Mr. Gladhill from probation and retaining him as the city's regular full-time Senior Planner.

In addition, after a careful review of the interim supervision assignment, staff is recommending that Mr. Gladhill be assigned the supervision of the Planning Division on an interim basis of six-months, to be reviewed in late February 2012. This interim assignment will not include a pay adjustment.

Funding Source:

There is no additional funding required to remove Mr. Gladhill from probation or to assign interim supervision duties.

Council Action:

Motion to approve resolution 11-08-XXX which confirms the recommendation of the Personnel Committee to do the following:

- 1) Remove Mr. Tim Gladhill from probation and retain him as the city's regular full-time Senior Planner, and
- 2) Assign the Planning Division supervisory duties to Mr. Gladhill on an interim basis of six-months beginning

August 24, 2011 to be reviewed in February 2012.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Heidi Nelson	Heidi Nelson	08/03/2011 09:49 AM
Colleen Lasher (Originator)	Colleen Lasher	08/03/2011 10:40 AM
Kurt Ulrich	Amy Dietl	08/03/2011 10:42 AM
Heidi Nelson	Heidi Nelson	08/03/2011 12:00 PM
Colleen Lasher (Originator)	Colleen Lasher	08/03/2011 12:09 PM

Form Started By: Colleen Lasher
Started On: 08/01/2011 10:30 AM
Final Approval Date: 08/03/2011

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**RESOLUTION ENDING THE PROBATIONARY
PERIOD FOR THE SENIOR PLANNER AND ASSIGNING AN NEW INTERIM
SUPERVISOR TO THE PLANNING DIVISON**

WHEREAS, Mr. Tim Gladhill was promoted to the position Senior Planner on February 28, 2011 and was subject to a six-month probationary period; and

WHEREAS, Mr. Gladhill has successfully completed the required six-month probationary period; and

WHEREAS, staff recommends removing Mr. Gladhill from probation effective August 28, 2011, and retaining him as the regular full-time Senior Planner, and

WHEREAS, staff has reviewed the effectiveness of the interim supervision assignment within the Planning Division and has determined further areas of refinement in order to best utilize and manage the human resource talent within the division and to maximize service delivery, and

WHEREAS, staff is recommending that Mr. Gladhill take over the supervision of the Planning Division on an interim basis of six-months, without additional compensation, to be reviewed in late February 2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

Motion to approve resolution 11-08-XXX confirming the recommendation of the Personnel Committee to do the following:

- 1) Remove Mr. Gladhill from probation effective August 28, 2011 and retain him as the regular full-time Senior Planner, and
- 2) Assign Mr. Gladhill the supervision of the Planning Division on an interim basis of six-months, without additional compensation, to be reviewed in late February 2013.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 23rd day of August, 2011