Mission, Goals and Objectives

The Human Resources Department supports the City’s goals by recruiting, developing and sustaining a diverse, talented, and engaged workforce.

The Human Resources Department’s internal goals are:

1. **Quality** – Provide an innovative and responsive employment system for recruitment, selection, support, and development of a diverse, talented and engaged workforce.
2. **Continuous Improvement** – Continually review and enhance human resources organization, systems, processes, procedures, and work environment.
3. **Compliance** – Protect the City’s resources by minimizing exposure to legal liabilities and associated risks.
4. **Outreach** – Proactively build the trust and capacity to increase visibility and enhance relationships with all City departments.

Administration
Room 501, City-County Building
266-4615

Bradley Wirtz, Human Resources Director 266-4001
Formulates, directs and coordinates human resources policies, programs and services.

David Pilsner, Administrative Assistant 267-2616
Coordinates City budget position control, department systems and procedures, department projects, and City personnel records.

Human Resources Services
Room 501, City-County Building
266-4615

Michael Lipski, Human Resources Services Manager 266-9137
Manages the City’s Civil Service System, including the recruitment/employment process and issues, classification and compensation plans, and provides general human resources consultation to departments.

Julie Trimbell, Human Resources Analyst 2 267-2617
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, and provides strategic assistance to departments/divisions on a wide range of human resources questions.

June, 2014
Harper Donahue, Human Resources Analyst 2  267-2618
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, and provides strategic assistance to departments/divisions on a wide range of human resources questions.

Sarah Olson, Human Resources Analyst 1  266-4618
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, and provides strategic assistance to departments/divisions on a wide range of human resources questions.

Emaan Abdel-Halim, Human Resources Analyst 1  267-8707
Develops recruitment strategies, provides assistance to agencies and applicants, conducts position studies, and provides strategic assistance to departments/divisions on a wide range of human resources questions.

Denise Nettum, Administrative Clerk 1  266-4616
Provides backup to reception desk, and administrative and clerical support to the Administration, HR Services, and Labor and Employee Relations Units. Primary person for entry to Legistar for Personnel Board and Deferred Compensation Committee information.

William Wick, Administrative Clerk 1  266-4615
Provide front desk reception and clerical support to the Administrative, HR Services, and Labor and Employee Relations Units. Back up to entry to Legistar for Personnel Board and Deferred Compensation Committee information.

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**Employee Assistance Program**
**Room 310, Madison Municipal Building**
**266-6561**

Tresa Martinez, Employee Assistance Program Coordinator  266-6561
Provides confidential assistance to all City sponsored employees and their significant others with work or personal related problems. Services include problem-solving, support, and information & referral to appropriate resources.

Patrick Nottingham, Employee Assistance Specialist 1  266-4961
Provides confidential assistance to all City sponsored employees and their significant others with work or personal related problems. Services include problem-solving, support, and information & referral to appropriate resources.

William Wick, Administrative Clerk 1  266-6561
Provides administrative support to the Employee Assistance Program.

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**Labor Relations Unit**
**Room 501, City-County Building**
**266-4615**

Greg Leifer, Employee and Labor Relations Manager  266-6530
Responsible for administering the labor relations program, and negotiating and administering labor contracts for the City.

June, 2014
Erin Stenson, Labor Relations Specialist 267-1170
Provides assistance to managers, supervisors, and other staff related to the labor relation’s function. Provides training and assistance on such topics as discipline, contract compliance, and performance management.

Gail Glasser, Human Resources Analyst 2 267-1137
Coordinates City benefits, including health, wage and life insurance, provides retirement benefits consultation, and coordinates employee leave, including FMLA and AWOP.

Sherry Severson, Occupational Accommodations Specialist, Room 302, MMB 267-1156
Provides consultation and support for disability rights efforts, including reasonable accommodation, return-to-work and special worker programs. Plans and conducts recruitment, selection and classification processes.

Organizational Development and Training Unit
Room 302, Madison Municipal Building
266-4281

Karl van Lith, Organizational Development and Training Officer 266-9037
Provides and is responsible for HR/organizational development initiatives, strategic planning, process improvement and training programs.

P.J. White, Program Assistant 1 266-4281
Coordinates and organizes City-wide training programs and provides basic computer training provided by the Organizational Development and Training Unit.