



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, January 13, 2020 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C) Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 12/09/2019 Minutes.
- 2) Human Resources Report for December.
- 3) Discussion and Possible Action Amending Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector
- 4) Discussion and Possible Action Amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave
- 5) Discussion and Possible Action Designating New Year's Eve as a Paid Holiday
- 6) Discussion and Possible Action Amending Salary Rates for Police Lieutenants
- 7) Discussion and Possible Action Amending Employee Handbook Language Section 5.02 – Compensation Plan Administration
- 8) Discussion and Possible Action Increasing Staffing Levels for Wastewater Plant Maintenance Mechanic and Sewer Maintainer
- 8) Discussion and Possible Action Reclassifying an Administrative Assistant II Position in the Police Department to Administrative Assistant III
- 9) Update and Possible Discussion on Diversity Initiatives in Hiring and Training
- 10) Future Agenda Items.

Becky McElhaney, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 01/09/2020 at 2:30 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderperson, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: December 9, 2019 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Michael Martens, Tom Neal
MEMBERS ABSENT: Dawn Herbst
Also Present: Mayor Mielke, T. Vanderboom

McElhaney called the Human Resources Committee meeting to order at 4:30 p.m.

Approval of 10/14/2019 Minutes.

Motion by Neal to approve the October 14, 2019 Human Resources Committee Meeting minutes. Second by Martens. All ayes. Motion passes 4-0.

Human Resources Reports for November.

Vanderboom said asked if the committee members had any questions about the report provided. No questions were brought forward. No motion on this item.

Discussion and Possible Action Approving Outsourcing of Crossing Guards.

Deputy Police Chief Matt Barnes provided background on this item, the struggle the department has had in past years filling Crossing Guard positions, and the high utilization of other Police staff last year to fill in when needed. Barnes said that the Police Department used All City Management Services in 2011 with no issues, however, because the contract was entered into without City Council approval, the contract was dissolved.

Neal questioned the fiscal impact amount on the outline page; Vanderboom said it should have read a surplus of \$931 for 2020 as the fiscal impact.

Gisselman said that he was on the Council in 2011 and remembered there being more issues than just how the contract was done without Council approval and would like the committee to have the past materials relating to this item for consideration. Gisselman asked that the item be tabled until all historical documentation on this item from 2011-2012 could be obtained and provided to the committee members.

Vanderboom said that she was able to obtain documentation from the Attorney's Office on this matter and upon a first review of the information found that how the contract was obtained and the fiscal impact of the contract seemed to be the areas of concern by the Council at that time. Other items included discussion of cold weather gear and an issue with paychecks. Vanderboom apologized for not including the information, indicating that she did not have it at the time the packet was created.

Barnes said he did talk with staff who were involved in 2011 and he was told that All City Management Services did a satisfactory job. Barnes shared that during the back to school meeting with Crossing Guards he told the staff the current issues with staffing and that the department was looking for alternative solutions, and he was thanked by the Crossing Guards for being open and honest with them. Barnes said that in 2011, Wausau was the only city in Wisconsin that used All City Management Services. At this time, there are about 8 other cities. The Wausau Police Department reached out to the cities currently utilizing All City Management Services for Crossing Guards and all were very satisfied with the service they are providing.

Neal asked if it would be a year-to-year or multi-year contract. Barnes said no contract has been entered into at this time but would expect that the company would want at least a 2-year contract. Vanderboom said that if this item is approved and a contract is provided, it would be reviewed by the City Attorney prior to Council approval.

Gisselman expressed concern over a California company being responsible for the Crossing Guards and safety, saying that if there is an issue now, anyone can express concerns with the Police Department or a committee. Gisselman said if getting Crossing Guards is an issue maybe they need to look at the pay rate and increase it. Barnes said that Gisselman had valid concerns and that the City and Police Department would still manage the contract and ensure quality control.

Martens asked what assurance the City would have that the company could fill the Crossing Guard positions if the City has not been successful. Barnes said the company would be contractually obligated to provide the services needed and would have to pay the City if the Police Department needed to supply anyone to cover positions. The company is in the market to provide this service and devotes all of its time and resources for it.

Attorney Anne Jacobson spoke to remind the committee that there was a motion to table by Gisselman that was not addressed. Gisselman said that he would withdraw his motion to table but he will not vote to pass this.

Motion by Neal to approve the outsourcing of the Crossing Guards. Second by Martens. Motion passes 3-1 (Gisselman was the dissenting vote).

CLOSED SESSION pursuant to Section 19.85(1)e of the Wisconsin State Statutes deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing the tentative bargaining agreement with the Amalgamated Transit Union.

The committee did not feel it was necessary to go into Closed Session and remained in Open Session.

RECONVENE into Open Session, for Discussion and Possible Action on the approval of a collective bargaining agreement with the Amalgamated Transit Union.

Motion by Neal to approve the agreement as presented. Second by Martens. Vanderboom went over the summary of changes with the new contract (as listed in the packet). All ayes. Motion passes 4-0.

Future Agenda Items.

Neal would like diversity recruitment/hiring practices as an item.

Gisselman would like update on diversity awareness training for staff.

Adjournment.

Motion by Neal to adjourn. Second by Martens. All ayes. Meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

**HR PERFORMANCE REPORT****Core Services*****Classification & Compensation***

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
93	74	1	18

Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
10	1	6	1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
33	8	25

**HR PERFORMANCE REPORT***Employee and Labor Relations*

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
3	1	2	2	0	1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Robert Kurkowski et al.	Metro	Three employees were released from work to attend insurance open enrollment meetings.	11/18/19	Denied at Step 1.

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	The City and Union signed MOU's governing the assignment of acting Battalion Chief and Acting Lieutenant.
Justin Fisher	Metro	Vacation Denial	6/17/19	Employee received time and half pay for the day his vacation was denied.

**HR PERFORMANCE REPORT***Recruitment & Selection***New Hires**

Employee Name	Department	Job Title	Hire Date
Scott Peterson	Police	Police Officer	01/09/19
Josiah Kaetterhenry	Police	Police Officer	01/09/19
Andrew Bloch	Police	Police Officer	01/09/19
Mason Hagenbucher	Police	Police Officer	01/09/19
Henry King	Assessment	Property Appraiser	02/04/19
Thomas Ponik, Jr.	Assessment	Property Appraiser	02/18/19
Ashley Schroeder	Fire	Firefighter/Paramedic	02/25/19
Jared Thompson	Fire	EMS Division Chief	04/08/19
Robert Barteck	Fire	Deputy Fire Chief	04/08/19
John Langren	Water	Water Distribution Maintainer	05/06/19
Charlotte Baneck	Police	School Crossing Guard	05/09/19
Jonathon Lindloff	Water	Water Distribution Maintainer	05/13/19
Mitchell Harris	Public Works	Street Maintainer	05/13/19
Robert Pfaff	Police	Police Officer	05/29/19
Ivy Tiry	Police	Police Officer	05/29/19
Brady Olson	Police	Police Officer	05/29/19
Brandon Maszk	DPW	Equipment Services Mechanic	07/08/19
CeeJay Fitzke	DPW	Equipment Services Mechanic	07/22/19
April Opper	Finance	Accountant	07/24/19
Patrick Lind	DPW	Street Maintainer	08/12/19
Tabitha Lorbecke	Municipal Court	Administrative Assistant II	08/19/19
Matthew Borchardt	DPW	Street Maintainer	08/19/19
Roger Yauch	Metro Ride	Bus Operator I	08/21/19
Veronica Green	DPW	Street Maintainer	08/26/19
Nathan Miller	Attorney's Office	Assistant City Attorney	09/03/19
Dennis Ray	Metro Ride	Bus Operator I	09/10/19

HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date
Andrew Eberhardy	Metro Ride	Bus Operator I	10/03/19
John Shear	Police	Police Officer	10/08/19
Dang Vang	Wastewater	Sewer Maintainer	10/14/19
Kristy Stoerzer	Public Works	Administrative Assistant I	10/14/19
Jennifer Merriam	Police	Parking Control Specialist	10/21/19
Nicole Holzem	Metro Ride	Bus Operator I	10/22/19
Kyle Lawton	Fire	Firefighter/Paramedic	11/08/19
Austin Waldvogel	Water	Water Distribution Maintainer	11/25/19
Raymond Rogers	Public Works	Street Maintainer	12/16/19
Paulcheun Wyoungkohlson	Public Works	Equipment Services Mechanic	12/30/19

Seasonal Hires: (1) Youth Apprentice (DPW Motor Pool), (2) Yard Waste Site Attendants, (3) Engineering Technicians, (2) Wastewater Technicians, (10) Seasonal Aide - DPW, (2) Seasonal Aide – Water, (5) Community Resource Officers

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
30	13	14	3

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Cody Wiesman	Firefighter/Paramedic	Fire Lieutenant	Steven Robers	01/08/19
Justin Fisher	Bus Operator I	Bus Operator II	Gregory Hayes	01/28/19
Nicholas Olson	Bus Operator I	Bus Operator II	(n/a –Council Approved)	02/18/19
Adam Malzahn	Street Maintainer	Property Inspector	Richard Grefe	03/25/19
Dustin Kraege	Equip. Services Mechanic	Fleet Supervisor	(n/a – New Position)	05/28/19
Solomon King	Equip. Services Mechanic	Senior Equip. Services Mechanic	Todd Mendlik	05/28/19
Jennifer Norton	Accountant	Accounting Assistant	Kaye Schroedel	06/03/19

**HR PERFORMANCE REPORT**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Michelle Van Krey	Administrative Asst. I	Community Dev. Specialist	Tara Plaisance	07/01/19
Kraig Kruzan	Lieutenant	Battalion Chief	Paul Czarapata	07/23/19
Scott Carman	Sewer Maintainer	Plant Maintenance Mechanic	Thomas Blashka	07/29/19
Chad Abbiehl	Equipment Operator	Public Works Supervisor	Dan Raczkowski	08/08/19
Luis Lopes-Serrao	Police Officer	Patrol Lieutenant	Andrew Hartwig	08/23/19
Josh Borelli	Equipment Operator	Senior Equipment Operator	Charlie Hoerter	10/28/19
Mike Zondlo	Street Maintainer	Equipment Operator	Josh Borelli	11/17/19

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
School Crossing Guard	substitutes	11/21/18	Collecting Applications - Ongoing
Firefighter/Paramedic	1	01/03	Interviews Scheduled
Police Officer	1	08/22/19	In Process
City Clerk	1	11/20/19	In Process
Admin. Asst. I – CDA	1	12/13/19	In Process
Street Maintainer	1	12/11	Application Deadline 1/19
Community Com. Specialist	1	12/31	Application Deadline 1/5
Fire Training Division Chief	1	New	Application Deadline 1/5

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status
Bus Operator I	1		On hold

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Amending Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector
Background
In 2019, the Common Council took action approving the Part-Time, Temporary, and Seasonal Wage rates. A copy of this document is included in the packet for your convenience. Among the adjustments, each position's pay was adjusted using according to the guidelines established in the 2019 Wage Study. No other comparable data was solicited as that time. In December, Finance Director MaryAnne Groat submitted a request to increase the rate of pay for our election employees, specifically the positions of Election Chief Inspector and Election Inspector (included in the packet). Finance Director Groat has requested that the hourly pay rate for Election Worker be raised from \$8.75 to \$10.30 and the hourly pay rate for Chief Election Worker be raised from \$9.75 to \$12.19 for Human Resources staff also contacted comparable cities to solicit their current pay rates for these positions (included in the packet).
Fiscal Impact
Estimated \$12,000 for 2020 due to significant elections
Staff Recommendation
The requested changes would place Wausau at the second highest pay for Election Workers from the surveyed municipalities, behind Steven's Point. Increasing the Chief Election Worker pay as requested would place Wausau behind four other municipalities in pay for that position. If Wausau wished to be at the forefront in pay for these positions, the requested increase would do so.
Staff contact: MaryAnne Groat (715-261-6645) and Toni Vanderboom (715-261-6634)

Good Morning,

I am requesting that the City increase the hourly rate of election poll workers.

2020 will be a huge election year. We rely on the poll workers to manage the election sites and process the ballots efficiently and accurately. We have seen in the news over the years the political fallout that happens when election problems occur.

I have been an advocate of paying our election workers fairly because the long hours and busy elections are exhausting and concentration during the transaction processing is extremely important.

I reached out to some of our neighboring communities and you can see that we are the lowest paying community. We are in direct competition for pollworkers since we are now able to recruit workers that reside anywhere in the county. Our multiple polling sites results in less supervision so we rely on our pollworkers to work more independently. Our size also makes the work more challenging.

I would recommend we implement the same rates as Rib Mountain. I would be happy to meet to discuss further. Thank you!

		Chief	Deputy Chief	Others
Kronenwetter		10.51		9.91
Rib Mountain		12.19		10.30
Weston	Daily Rate \$160		Daily Rate \$140	
Rothschild		11.00		10.00
City of Wausau		9.75		8.75

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective April 21, 2019

Adopted by Council May 14, 2019

City of Wausau Handbook Section 4.01 – Employment Categories

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal or Temporary: Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12 month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

PART-TIME RATES

DEPARTMENT	POSITION	HOURLY WAGE
DPW – PARKING 9012 (221)	Parking Cashier – 1 st Year	\$8.99
	Parking Cashier – 2 nd Year	\$9.52
	Parking Cashier – 3 rd Year	\$10.05
	Parking Cashier – 4 th Year	\$10.58
PUBLIC ACCESS 9005 (730)	Production Assistant – 1 st Year	\$12.85
	Production Assistant – 2 nd Year	\$13.60
	Production Assistant – 3 rd Year	\$14.36
	Production Assistant – 4 th Year	\$15.12
PUBLIC ACCESS 9007 (740)	Production Specialist – 1 st Year	\$14.91
	Production Specialist – 2 nd Year	\$15.78
	Production Specialist – 3 rd Year	\$16.66
	Production Specialist – 4 th Year	\$17.53

TEMPORARY RATES

DEPARTMENT	POSITION	HOURLY WAGE
ASSESSMENT 9010	Board of Review Member	\$85.00/day
FINANCE 9002	Election Chief Inspector	\$9.75
	Election Inspector	\$8.75
POLICE 9008	Substitute Crossing Guard	\$12.80
PUBLIC ACCESS 9005	Production Assistant	\$12.85

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective April 21, 2019

Adopted by Council May 14, 2019

SEASONAL RATES

DEPARTMENT	POSITION	HOURLY WAGE
POLICE 9100 (710)	Community Services Officer – 1 st Year	\$11.63
	Community Services Officer – 2 nd Year	\$12.21
	Community Services Officer – 3 rd Year	\$12.82
	Community Services Officer – 4 th Year	\$13.45
POLICE 9120 (710)	Community Communications Specialist – 1 st Year	\$11.63
	Community Communications Specialist – 2 nd Year	\$12.21
	Community Communications Specialist – 3 rd Year	\$12.82
	Community Communications Specialist – 4 th Year	\$13.45
POLICE 9008 (700)	Crossing Guard – 1 st Year	\$12.80
	Crossing Guard – 2 nd Year	\$13.56
	Crossing Guard – 3 rd Year	\$14.30
	Crossing Guard – 4 th Year	\$15.06
POLICE 9045 (700)	Crossing Guard Manager	\$16.08
CITY WIDE 9060 (200)	Seasonal Aide – 1 st Year	\$12.80
	Seasonal Aide – 2 nd Year	\$13.56
	Seasonal Aide – 3 rd Year	\$14.30
	Seasonal Aide – 4 th Year	\$15.06
CITY WIDE 9070 (210)	Seasonal Technician – 1st Year	\$14.07
	Seasonal Technician – 2nd Year	\$15.48
	Seasonal Technician – 3rd Year	\$16.88
	Seasonal Technician – 4th Year	\$18.29
DPW – GIS 9018 (240)	GIS Intern – 1 st Year	\$15.47
	GIS Intern – 2 nd Year	\$17.00
	GIS Intern – 3 rd Year	\$18.55
	GIS Intern – 4 th Year	\$20.10

Part-time and Seasonal rates are adjusted annually as employee salary mid-points are adjusted.
Temporary rates remain fixed until adjustments are proposed and adopted by Council.

CITY OF WAUSAU - HUMAN RESOURCES DEPARTMENT SURVEY - ELECTION WORKER PAY RATES

CITY OR VILLAGE	ELECTION WORKER	CHIEF ELECTION WORKER	NOTES:
Appleton	\$8.58/\$8.86/\$9.19/\$9.47	\$9.47/\$10.04/\$10.67/\$11.34	4-step system, anticipate 2% increase of rates for 2020
Beloit			
Brookfield			
De Pere			
Eau Claire	\$8.25	\$10.00	
Fitchburg	\$8.00	\$10.00	
Fond du Lac	\$104.50 per day	\$150 per day	\$125/day co-chair; \$8/hr for greeters/registration people
Franklin	\$8.00	\$8.25	
Green Bay	\$140 per day	\$175 per day	
Greenfield	\$10.00		\$7.25/hr. for training time
Janesville			
Kenosha			
Kronenwetter	\$9.91	\$10.51	
La Crosse			
Marshfield	\$9.50	\$18.19	
Muskego	\$9.00	\$10.00	
Neenah	\$120 per day non-federal elections \$150 per day federal elections	\$180 per day non-federal \$215 per day federal	
New Berlin	\$8.25	\$10.00	\$9.00 for Back-up Chief Inspector
Oak Creek	\$7.25 to \$10.00	\$7.25 to \$10.00	
Oshkosh	\$8.25/\$9.75/\$11.50		rate determined on duties as election worker
Rib Mountain	\$10.30	\$12.19	
Rothschild	\$10.00	\$11.00	
Sheboygan			
Stevens Point	\$11.00	\$13.50	
Sun Prairie	\$10.75	\$13.75	\$11.75/hr for certified election workers
Waukesha	\$8.50	\$9.50	
Wausau	\$8.75	\$9.75	
Wauwatosa			
West Allis	\$110 per day	\$140 per day	includes 2% incentive for West Allis citizens
West Bend	\$9.00	\$10.50	2020 rates are listed
Weston	\$140 per day	\$160 per day	
Wisconsin Rapids	\$9.25	\$15.00	

4 municipalities at a lower rate

2 municipalities at a lower rate

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave
Background
The City of Wausau currently offers a perfect attendance leave incentive for employees who do not use sick leave (with the exception of leave certified under the Family Medical Leave Act) during a twelve month period from January 1 to December 31. The City of Wausau has been looking for wellness initiatives to encourage and support healthy behavior. With this in mind, I would request that we amend the Perfect Attendance Leave to allow employees to utilize sick leave for three medical/dental appointments and still qualify for Perfect Attendance leave. Three appointments would allow employees to attend an annual medical visit and two annual dental visits, according to the standard preventative schedule or any combination of medical/dental appointments. To remain eligible for Perfect Attendance, the each appointment cannot exceed three hours in length. Employees would continue to require advance supervisory approval before being granted leave for the appointments.
Fiscal Impact
None.
Staff Recommendation
Approve the amendment as recommended.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Designating New Year's Eve as a Paid Holiday.
Background
The City of Wausau currently recognizes nine paid holidays (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day). Recently, several individuals approached the Human Resources Department about the possibility of adding New Year's Eve to the list of holidays. Marathon County and CCIT recognize New Year's Eve as a holiday, so City staff lose IT support for that day. The Human Resources Department conducted a survey of comparable municipalities to see which close for New Year's Eve, and also surveyed neighboring communities (attached). A number of municipalities close for New Year's Eve, but a majority stay open for business. One main concern in considering recognizing New Year's Eve as a paid holiday is the potential impact on citizens wishing to pay their tax bill in person. However, Finance Director Groat feels that with recent tax law changes and an expansion of tax payment locations, recognizes New Year's Eve as a holiday should not negatively affect city residents. New Year's Eve is a normal service for MetroRide bus service. If recognized as a paid holiday, any MetroRide supervisory staff required to work would need to be granted an alternative day off for this holiday.
Fiscal Impact
Possible overtime for working a holiday should a snow emergency occur on New Year's Eve.
Staff Recommendation
Approve addition of New Year's Eve as a paid holiday.
Staff contact: Toni Vanderboom (715-261-6634)

NEW YEAR'S EVE HOLIDAY

CITY OR VILLAGE	Holiday	Half Day	No Holiday
Appleton			
Beloit			x
Brookfield	x		
De Pere			x
Eau Claire			x
Fitchburg		x	
Fond du Lac		x	
Franklin	x		
Green Bay			x
Greenfield	x		
Rib Mountain	x		
Janesville			x
Kenosha	x		
Kronenwetter			x
La Crosse	x		
Marathon County	x		
Marshfield			x
Merrill			x
Mosinee			x
Muskego			x
Neenah			x
New Berlin		x	
Oak Creek	x		
Oshkosh			x
Rib Mountain			x
Rothschild		x	
Sheboygan			x
Stevens Point			x
Sun Prairie	x		
Waukesha			x
Wausau			x
Wauwatosa	x		
West Allis			x
West Bend	x		
Weston			x
Wisconsin Rapids			x
TOTALS	11	4	20

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and possible action amending the salary rates of four Police Lieutenants
Background
At the September Human Resources Committee meeting, this Committee approved amending the salary of affected Police Lieutenants to provide a 5% pay difference between Lieutenants and Detectives. The expected outcome was that effective January 2020 all Lieutenants would be paid at least \$36.41/hour. While the resolution specifically authorized the adjustment of the pay of two Lieutenants, it should have read that the salary of four lieutenants would be adjusted to \$36.41/hour effective January 1, 2020. However, due to the wording in the resolution additional Committee and Council action is required.
Fiscal Impact
Estimated \$1200 in 2020, not requiring a budget modification.
Staff Recommendation
Approve the adjustment of the salary of four Police Lieutenants to \$36.41/hour, effective 1/1/20.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Amending Employee Handbook Language Section 5.02 – Compensation Plan Administration
Background
Currently, job reclassifications do not result in a compensation change unless the reclassified employee's current pay falls outside of the established pay range for the new classification (i.e. the employee makes less than the minimum salary for the new position, or makes more than the maximum for the new position.) However, under the City of Wausau's pay practices before Act 10, reclassified employees received a set increase amount upon reclassification. The attached language change revision would grant the flexibility to adjust an incumbents' pay upon reclassification, when appropriate. An adjustment in current compensation would be requested by the Department Director, and require the approval of the Human Resources Director and Common Council. The current fiscal realities facing the City make it difficult to commit to a fixed increase amount. This may have a chilling effect on future reclassifications, and there may be future circumstances where a pay change is not warranted. However, the current procedure also allows no leeway to grant an increase should one be warranted. The proposed language change would allow a compensation adjustment (either an increase or decrease in pay) where appropriate, with checks and balances in place.
Fiscal Impact
None. Any reclassifications involving a fiscal impact would be individually approved by Council.
Staff Recommendation
Approve the amended language.
Staff contact: Toni Vanderboom (715-261-6634)

1. **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be periodically evaluated to determine if the job needs to be reclassified into a different pay grade. The Human Resources Director will have the responsibility to recommend the reclassification of positions in order to ensure appropriate classification and wages.

Department initiated reclassification requests. If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place additional responsibility on the position, a Department Director may initiate a position reclassification request. Due to varying circumstances involved in position reclassification, the Department Director shall meet with the Mayor and Human Resources Director prior to the initiation of any action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. Note: “more of the same” is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the Department Director and Human Resources Director shall consider a reclassification.

All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration. ~~Requests must be processed through the Department Director with the assistance of Human Resources.~~ **Department Directors must submit reclassification requests** ~~Reclassification requests must be submitted~~ to Human Resources. All reclassification requests will be evaluated thereafter and subject to the approval by the Human Resources Director within the compensation plan’s administrative guidelines and philosophy. **Where appropriate, position reclassification may result in compensation adjustment for current incumbents. Upon approval of the Human Resources Director, reclassification requests (including any proposed compensation adjustments) will be submitted to Council for final approval.**

Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Increasing Staffing Levels for Wastewater Plant Maintenance Mechanic and Sewer Maintainer
Background
The Wausau Waterworks Commission has approved adding one full time staff person to the positions of Plant Maintenance Mechanic and Sewer Maintainer. The funding for these position increases have been included in the 2020 budget.
Fiscal Impact
No budget modification needed.
Staff Recommendation
Approve the increase in staffing levels. This will result in one additional Sewer Maintainer and one additional Plant Maintenance Mechanic.
Staff contact: Eric Lindman (715-261-6745)

Department of Public Works



Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Human Resource Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: January 13, 2020

SUBJECT: DPWU Addition of Two Wastewater Employees

The Wausau Waterworks Commission has approved adding two FTE's within the wastewater utility. The two positions are:

1. Plant Maintenance Mechanic
2. Sewer Maintainer

These two positions were approved at the August 2019 Wausau Waterworks Commission and the funding for the positions was included in the 2020 operating budget for the utility. The two positions mentioned above are coming forward to HR as we would like to advertise for these positions as soon as possible. We have upcoming retirements this spring and it is important we fill these positions.

The current structure of the utility is very "flat" meaning that the superintendent is essentially responsible for all supervision and employee evaluations, this is not a good structure for labor force employees. In order to be successful the organization needs to be set up so employees are supervised by positions who manage/direct their day to day activities. In addition, it is very difficult for one employee to supervise over 10 employees in this type of environment. The revised DPWU Organizational Chart is proposed to be brought to HR at the next meeting for review and approval. HR is currently in the process of having some of the proposed positions classified at which time we will be able to finalize all aspects of the proposed changes to the organization for your review.



Minutes of August 6, 2019

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on August 6, 2019. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on August 1, 2019.

Members present: President Mielke, Commissioners Herbst, Rebman.

Others present: Eric Lindman, Dave Erickson, Scott Boers, Valerie Swanborg, Steve Opatik/Becher Hoppe.

1) Approve Minutes of the June 25, 2019 Meeting.

Rebman moved to approve the minutes of the June 25, 2019 meeting. Seconded by Herbst and the motion carried 3-0.

2) Director's Report on Utility Operations.

Lindman advised we moved the utility financial reports to the director's report so everyone can review them.

3) Discussion and Possible Action to Recommend Purchase of New Pickup for the Water Utility.

Boers advised we'd like to accept the quote for the lowest price which is through Ewald Chevy for \$25,179.00. We received verbal quotes from local dealers Kocourek and Fred Mueller but they chose not to send in a quote through the RFP.

Motion by Rebman to approve. Seconded by Herbst. Motion carried 3-0.

4) Discussion and Possible Action for Sole Source Authorization for Rehab and Repair Work at Well 11.

Boers explained that this well has a history of coming back positive for coliform bacteria. We did get a positive sample this year as well as E. coli positives. We did sole source with Municipal Well to take the well apart and camera the bore hole to see if we could identify what is causing the issues. They did not find anything that stood out. They did recommend that a good cleaning might help but there is no guarantee. The pricing is for cleaning of the well and fixing the pump for worn parts before it goes back into the ground. Rebman asked if this will solve the problem. Boers advised there are no guarantees. Mielke stated that we know what will happen if we do nothing. Boers agreed, if we do nothing the bacteria is going to stay there, so this is one option. There are some theories as to where the bacteria is coming from. Due to the river being drawn down, if that well was under the influence of surface water the lowering of the river could be causing the well to be drawing water from a different source or area.

We'll try this and see if it cleans it up. If not, we'll have to consult with the DNR and see what we have to do moving forward. .

Mielke stated we don't have a choice.

Motion by Herbst to approve the sole source authorization. Seconded by Rebman. Motion carried 3-0.

5) Discussion and Possible Action for Biannual Well Rehabilitation Program for Wells 3 and 7.

Boers advised that wells 3 and 7 were treated 2 years ago for iron and manganese fouling, we acidized the wells and pumped CO2 into them. Last year they started failing again. Talking to a couple of hydrologists, they thought that it could have been that they cleaned out in the aquifer and we were getting some residual coming in that was out there for many years and didn't get cleaned up last time. We treated them last year, again this past January and just recently. The old theory was to wait until a well failed before treating it but with the price of chemicals, labor and equipment that's involved they are recommending more periodic treatments. These 2 wells have the equipment installed to do the chemical treatments, pumping of CO2 and to acidize them. Our thoughts were that we could possibly do a 6 month program and see if a periodic treatment program would be economically beneficial or if we should continue to run the wells until they start showing failure and then treat them. Well 3 is our worst well with the highest iron and manganese. This will just be an exercise to see if this would be a better system than what we've been doing.

Mielke asked what the cost is. Boers advised approximately \$17,000.00 every 6 months for the biannual treatment or it would be \$17,000.00 one year and \$34,000.00 the next year for both wells.

Motion by Rebman to approve the biannual treatment program. Seconded by Herbst. Motion carried 3-0.

6) Discussion and Possible Action on Amendment #4 to the Clark Dietz Professional Services Agreement.

Lindman advised we've been working with Clark Dietz on the Industrial Park lift station for the addition and replacement of the pumps as well as some piping work. One of the items is a generator that we would like to replace to accommodate the new larger pumps that we've been putting in. We'd like to reuse the current generator and determine if its current size is adequate to be used for another one of our lift stations and see if it's going to work at another location. If it is, they will put some bids together to have it moved rather than scrapping it. The cost for sizing, drawings and specifications would be \$15,900.00 and would be an amendment to the current contract. The thought is to use it at the Cherry Street lift station and reusing what we have is the less expensive option.

Motion by Rebman to approve. Seconded by Herbst. Motion carried 3-0.

7) Discussion and Possible Action on the 2020 Capital Improvement Proposed Budget.

Lindman advised at the last meeting we had brought forward the capital improvement budget. We've made some adjustments since then through some conversations that we've had with Ehlers. This is the proposed budget which we had sent to Ehlers, they are the financial group that we've hired to prepare a budget plan for us moving forward. They are going to talk to the commission at the August 27th water commission meeting and present some ideas and what their recommendations are for the utility moving forward. They are going to use this capital budget as we've reduced some of the costs for borrowing. He thinks we have our priorities pretty well set and this does include the borrowing for both plant facilities over the

next couple of years as well.

Mielke asked if we needed approval or if this was just up for discussion. Lindman stated it's up to the commission. We don't need approval right now but wanted to present it again because we did make adjustments to reduce the borrowing. We could hold off on approval until the August 27th meeting, after we've heard from Ehlers. Rebman and Herbst agreed that would be a good idea.

Rebman suggested this be tabled until the next meeting.

8) Discussion and Possible Action on the Revised Organizational Chart and Personnel Structure.

Lindman advised this has come up a couple times over the last year and a half. We did have the wage study that has now been implemented. Lindman, Boers and Erickson have been working with Human Resources and they feel on the utility side, this is the structure to implement for success. We would be adding 2 personnel on the drinking water side and 2 personnel on the wastewater side. Lindman stated that he has been talking to some of the other utilities not only in Wisconsin but around the country at different conferences on how they structure. He's gotten some good ideas and some are much larger than ours but when you look at the crews on the street/labor force versus administrative staff, we've tried to break that up and make sure we have adequate supervision for the crews on the street, someone that can make immediate decisions. We also need assistance on the administrative side with the large projects coming up. We would like approval to move forward with adding two new positions moving forward as the budget allows and implement the proposed organizational chart.

Mielke stated that this is something that needed to be done and has already been done within some other departments as well.

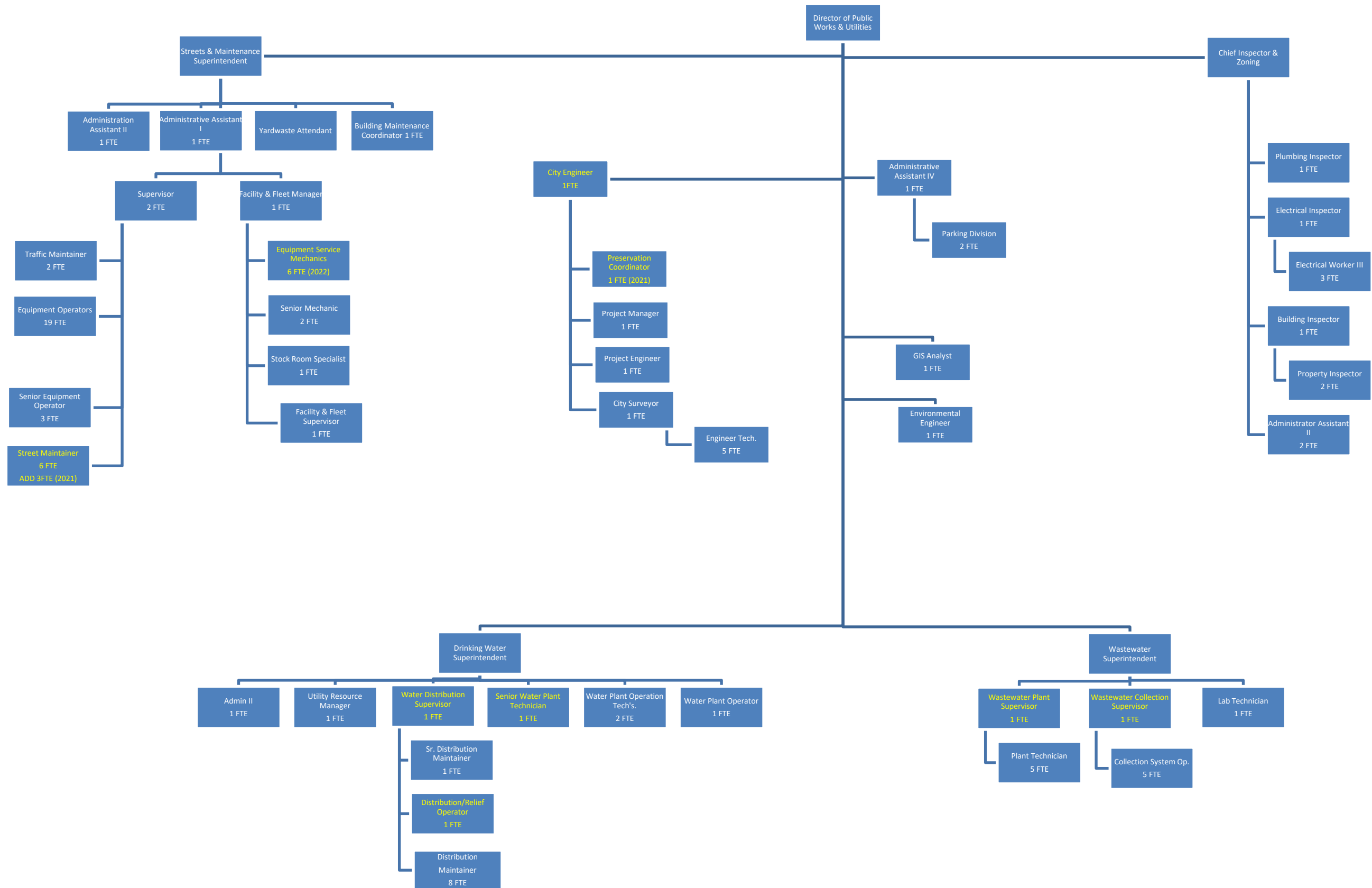
Motion by Rebman to approve. Seconded by Herbst. Motion carried 3-0.

9) Presentation of Plaque for Sam Rebman's 27 Years of Service to the Utility and the City of Wausau.

On the behalf of the City of Wausau, Mielke presented Sam Rebman with a plaque and gift card in recognition of his 27 years of service to the Wausau Water Works Commission and the Water and Sewer Utility. Rebman reminisced about his time during these years and expressed his appreciation to the entire staff. For the record: Sam your dedication to the City and the Utility over the years is appreciated, we all wish you the very best.

10) Adjourn.

There being no further business to discuss, motion was made by Rebman to adjourn the meeting. Seconded by Herbst. Motion carried 3-0.



Human Resource Committee Packet

January 13, 2020

Agenda Item
Discussion and Possible Action Reclassifying an Administrative Assistant II position in the Police Department to Administrative Assistant III.
Background
The Police Department has revised the Administrative Assistant III, revising the responsibilities for this position. Attached, please find a copy of the updated responsibilities for this position. The current incumbent in the Administrative Assistant III position has requested a voluntary demotion to Administrative Assistant II. While the Department is supportive of that request, without a vacant full-time Administrative II position, this demotion request cannot be granted without exceeding their position authority or forfeiting Administrative III duties. To accommodate this request and meet department needs, we are requesting the reclassification of a less than full time Administrative Assistant II position to Administrative Assistant III. This will allow the department to accommodate a long-tenured employee while meeting department needs.
Fiscal Impact
No budget modification needed. 2020 increase of \$2500 to allow for a step increase for the reclassified employee.
Staff Recommendation
Approve the reclassification request, including a compensation adjustment for the incumbent.
Staff contact: Toni Vanderboom (715)261-6634



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Memo: Reclassification of Administrative Assistant II position to Administrative Assistant III

To: Human Resources and Finance Committees

Background:

The Wausau Police Department currently has authorization for one Administrative Assistant III position, one 40 hour per week Administrative Assistant II position, one 32 hour per week Administrative Assistant II position, and two part time Administrative Assistant II positions (20 hours per week and 28 hours per week).

Due to the ever increasing needs of the organization and the complexity of the work performed by our team of Administrative Assistants, the job description of the Administrative Assistant III position was updated. Additional responsibilities were added to include payroll, open records request decision authorization, parking dispute authority, and training and leadership in records management. Please see attached revised Administrative Assistant III job description.

Our current employee in the Administrative Assistant III position has requested to demote herself to Administrative Assistant II, due to her desire to not take on the additional responsibilities.

Our current Administrative Assistant II (32 hours per week), Jennifer Friday, is currently performing the duties outlined in our new Administrative Assistant III job description, and has a desire to be reclassified as an Administrative Assistant III.

Request:

The Wausau Police Department would like Jennifer Friday reclassified as an Administrative Assistant III. In the future should we experience an opening on our Administrative Assistant team, our intention would be to adjust Jennifer Friday's weekly hours to 40 and adjust the replacement hired employees hours accordingly.

Financial Impact:

Jennifer Friday's hourly wage would increase approximately five percent with associated benefits costs. We estimate the five percent to be \$2,200 in salary. The Wausau PD is confident in our ability absorb the additional cost in our 2020 authorized budget.

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Attachments:

Administrative Assistant II job description

Updated Administrative Assistant III job description

Side by side comparison of the Administrative Assistant II and III responsibilities

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



JOB DESCRIPTION

Administrative Assistant II

Job Title:	Administrative Assistant II	Reports To:	Administrative Assistant IV
Department:	Police	FLSA Status:	Non Exempt
Division:	Administration	EEO Code:	6-Administrative Support
Salary Grade:	20	Occupational Code:	0007
Employee Group:	General Employee	Training Category:	D-Staff
Created:	September 2016	Last Revision:	June 2018

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Some of these duties may be specific to one or another within the department. Each will also act as back up and support to other Customer Service Representatives in the department.

These positions will provide advanced and semi-routine administrative duties which involve dealing directly with employees or citizens.

Essential Duties and Responsibilities

1. Process various reports to include Records Management System (RMS) reports. Verify officers' accuracy on entry, update moderately complex data, and transmit information. Distributes reports to the District Attorney, Social Services, Probation/Parole, Probate, and SIU departments.
2. Process Daily Traffic Reporting Accident Citation System (TraCS) reports. Including citations, warnings, and accident reports. Image data, transmit, archive, post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.
3. Primary Receptionist and customer service/customer conflict resolution contact. Determines whether citizens calling/stopping in need to see an Officer, or if their problem is civil in nature. If it is in fact a civil matter, direct them to the proper agency. Works closely with Marathon County Dispatch to coordinate Officer's timely response to the Police Department for customer complaints.
4. Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.
5. Assign Uniform Crime Reporting (UCR) codes to reports. Review and interpret information and apply specific 'codes' to reportable offenses in accordance with UCR standards.
6. Compile information for various UCR state reporting and submit to appropriate agencies.
7. Fingerprint customers and provide exceptional customer service, information and referral to members of the general public.
8. Maintains the department's case photos, squad videos, and interviews. Verifies the right classification and documents the media to police reports.
9. Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters and submitting to juvenile court for prosecution. Prepares juvenile referral forms.
10. Prepares daily "Jail List" and ensures proper processing of arrest records to prosecutors.

11. Compiles and distributes paperwork for OWI arrests according to Department of Transportation regulations.
12. Receives, deciphers, and responds to Open Record Requests. Redacts reports in compliance with Open Records Laws and DPPA guidelines. Prepares body cameras and squad videos for Open Record Requests.
13. Update the Computer Aided Dispatch system (CAD) information. Assigns case numbers for walk-in customers complaints.
14. Responsible for receiving cash from customers, balancing the money drawer and sending the deposit to City Hall. Process accounts payable invoices and accounts receivable invoices for customers.
15. Process Parking Ticket Disputes. Prepare disputes for review, update tickets, & processes notification letters.
16. Maintain department training records and the police department's website.
17. Takes minutes for various meetings. Provides clerical assistance to officers, participates in various meetings, and attends training.
18. Collects and compiles items for monthly newsletter and annual report.
19. Performs other duties as assigned.

Education and Experience Requirements

High school diploma or equivalent and one to three years increasingly responsible clerical experience. Cash collection & positive customer service experience is necessary for this position. Associate's Degree in secretarial science or directly related field is preferred.

Must be able to become certified to fingerprint customers.

Knowledge, Skills and Abilities

MS Word – Intermediate

Excel and PowerPoint – Basic

Proficient User of software programs specific to the departmental functions.

- Maintains a pleasant, courteous and dignified manner when communicating
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiates measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Minimal physical demand with minimal exposure to workplace hazards.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

5. WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.

Administrative Assistant III

Purpose of the Position

The purpose of this classification is to perform advanced administrative duties which involve dealing with, technology systems, employees, and citizens. This position will also serve as confidential administrative support for the Chief and Deputy Chief.

Essential Duties and Responsibilities

- Support a complex County wide Records Management System (RMS). Manages routing records through the RMS system.
- RMS - Process various reports into police RMS. Verify report accuracy, update moderately complex data, and transmit information. Distributes reports to the District Attorney, Social Services, Probation/Parole, Probate, Special Investigations Unit (SIU), and other appropriate agencies.
- Trainer for new and updated software such as RMS, Wisconsin Incident-Based Reporting System (WIBRS), Traffic Reporting Accident Citation System (TraCS), etc. Responsible for troubleshooting problems and providing solutions.
- WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.
- TraCS - Process Traffic Reporting Accident Citation System (TraCS) reports including citations, warnings, and accident reports. Image, transmit, archive data, and post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.
- Provides technical & clerical support to department personnel. Independently prepares reports from RMS, Computer Aided Dispatch (CAD), TraCS, & Parking.
- Assistant Records Custodian. Receives, deciphers and responds to Open Records Requests. Makes decisions regarding redactions or release of records in compliance with Open Records, Driver's Privacy Protection Act (DPPA), and other laws. Includes the preparation and release of body camera and squad videos.
- Mentor & Team Leader for the Records staff. Responsible for training & mentoring records personnel.
- Assistant to Office Manager. Authorized to make decisions in the Office Manager's absence.
- Confidential Assistant to the Police Chief and Deputy Chief.
- Organize, maintain, and facilitate compliance of Federal & State Forfeitures.
- Grants – Responsible for grant reporting.
- Receptionist and customer service/customer conflict resolution contact. Determines whether citizens calling/stopping in need to see an officer, or if their problem is civil in nature. Communicates with Marathon County Dispatch to coordinate officer's timely response to the police department for customers. Advise customers on the various City services.
- Assists with department budget preparation and processes department payroll. Creates invoices and processes department payments.
- Maintain the office supply inventory, including ordering new supplies.
- Cash Drawer. Responsible for receiving payments and applying funds to appropriate accounts, balances the money drawer and facilitates the deposit to City Hall.
- Parking Tickets – Responsible for parking ticket disputes including communication with citizens, reviewing the facts of the dispute, and makes decisions regarding voiding/non-voiding of parking citations.
- Maintain minutes for department meetings.
- Website – Responsible for department's website.

Additional Duties and Responsibilities

- TIME – Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.

- Fingerprinting. Fingerprint customers and provide exceptional customer service, information and referral to members of the general public.
- Electronic Media – Maintains the departments case photos, squad videos, and interviews. Verifies the classification and documents the media.
- Juvenile Violations. Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters and submitting to juvenile court for prosecution. Prepares juvenile referral forms.
- Jail List. Prepares daily 'Jail List' and insures proper processing of arrest records to prosecutors.
- OWI arrests - Compiles and distributes paperwork for Operating While Intoxicated (OWI) arrests according to Department of Transportation regulations.
- CAD - Update the Computer Aided Dispatch system (CAD) information. Assigns case numbers for walk-in customers complaints.
- Assists officers, participates in various meetings, and attends training and other duties as assigned

Education and Experience Requirements

High school diploma or equivalent and at least 4-6 years increasingly responsible clerical experience supplemented by advanced coursework in secretarial science or any combination of training and experience which provides the knowledge, skills and abilities to perform the job. Positive customer service experience is necessary for this position.

Knowledge, Skills and Abilities

MS Word – Intermediate

Excel and PowerPoint – Intermediate

Proficient User of software programs specific to the departmental functions.

- Maintains a pleasant, courteous and dignified manner when communicating
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, and differentiates measure and sort information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Updated Job Descriptions as of September 2019

Essential Duties and Responsibilities between Administrative Assistant II & III

		<u>II</u>	<u>III</u>
1	Support a complex County wide Records Management System (RMS). Manages routing records through the RMS system.		X
2	RMS - Process various reports into Police RMS. Verify officers' accuracy on entry, update moderately complex data, and transmit information. Transmit reports to the District Attorney, Social Services, Probation/Parole, Probate, and SIU departments.	X	X
3	Trainer for new and updated software such as RMS, Wisconsin Incident-Based Reporting System (WIBRS), Traffic Reporting Accident Citation System (TraCS), etc. Responsible for troubleshooting problems and providing solutions.		X
4	WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.	X	X
5	TraCS - Process Daily Traffic Reporting Accident Citation System (TraCS) reports. Including citations, warnings, and accident reports. Image data, transmit, archive, post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.	X	X
6	Provides technical & clerical support to department personnel. Independently prepares reports from RMS, Computer Aided Dispatch (CAD), TraCS, & Parking.		X
7	Open Records - Receives, deciphers, and responds to Open Record Requests. Redacts reports in compliance with Open Records Laws and DPPA guidelines.	X	X
8	Assistant Records Custodian. Receives, deciphers, and responds to Open Record Requests. Makes decisions regarding redactions or release of records in compliance with Open Records Laws, DPPA guidelines, and other laws. Includes the preparation and release of body camera and squad videos.		X
9	Mentor & Team Leader for the Records staff. Responsible for training & mentoring records personnel.		X
10	Assistant to Office Manager. Authorized to make decisions in the Office Managers absence.		X
11	Confidential Assistant to the Police Chief and Deputy Chief & maintain minutes for confidential meetings		X
12	Organize, maintain, and facilitate compliance of Federal & State Forfeitures.		X
13	Grants – Responsible for grant reporting.		X
14	Parking Tickets – Responsible for parking ticket disputes including communication with citizens, reviewing the facts of the dispute, and makes decisions regarding voiding/non-voiding of parking citations.		X
15	Receptionist and customer service/customer conflict resolution contact. Determines whether citizens calling/stopping in need to see an Officer, or if their problem is civil in nature. Communicates with Marathon County Dispatch to coordinate Officer's timely response to the Police Department for customer complaints. Advise customers on various City services.	X	X
16	Assists with department budget preparation and processes department payroll. Creates invoices and processes department payments.		X
17	Maintain the office supply inventory, including ordering new supplies.		X
18	Maintain minutes for various department meetings.	X	X

19	TIME - Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.	X	X
20	CAD - Update the Computer Aided Dispatch system (CAD) information. Assigns case numbers for walk-in customers complaints.	X	X
21	Fingerprinting - Fingerprint customers and provide exceptional customer service, information and referral to members of the general public.	X	X
22	Cash Drawer. Responsible for receiving cash from customers, balancing the money drawer and sending the deposit to City Hall.	X	X
23	Electronic Media - Maintains the department's case photos, squad videos, and interviews. Verifies the right classification and documents the media to police reports.	X	X
24	Juvenile Violations - Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters, including Juvenile Referrals.	X	X
25	Parking Tickets - Process Parking Ticket Disputes. Prepare disputes for review, update tickets, & processes notification letters.	X	X
26	Training Records - Maintains the departments training records	X	
27	Jail List - Prepares daily 'Jail list' and insures processing of arrest records to prosecutors	X	X
28	Publications - Collects and compiles items for monthly News Letter and Annual Report	X	X
29	OWI Arrests - Compiles and distributes paperwork for OWI arrests according to Department of Transportation regulations.	X	X
30	Website - Maintains the Police Department's website	X	X
31	Type and prepare a wide variety of documents, correspondence and memos routine to matters covered by departmental procedures and practices.	X	X
32	Prepares Body Cameras and Squad videos for open records	X	X
33	AP & AR - processes accounts payable vendor invoices for payment and Accounts Receivable invoices for customers.	X	X
34	Assists Officers, participates in meetings, attends training, and performs other duties as assigned.	X	X