

****All present are expected to conduct themselves in accordance with our City's Core Values****



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, November 14, 2022 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of October 10, 2022 Minutes.
- 2) Human Resources Report for October.
- 3) Discussion and Possible Action Reclassifying the Payroll Coordinator Position to Accountant (Payroll).
- 4) Discussion and Possible Action Reclassifying the Wastewater Plant Operations Supervisor.
- 5) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail anne.keenan@ci.wausau.wi.us with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 11/08/2022 at 9:00 AM

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: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

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

DATE/TIME: October 10, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, A. Keenan

Approval of September 12, 2022 Minutes.

Motion by Herbst to approve the September 12, 2022 Human Resources Committee Meeting minutes. Second by Gisselman. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for September.

No questions were brought forward by the Committee.

Discussion and Possible Action Amending the Employee Handbook Section 4.07 – Protected Service Employee Repayment Commitment.

Keenan explained that Chief Barteck asked for this amendment to the handbook as a way to reduce the risk of financial loss if a new hire who completes paramedic school when they begin employment resigns within three years of hire.

Barteck spoke of the challenges the department has faced with recruitment and retention over recent years with fewer candidates available for hire. The department will lower the paramedic requirement to EMT-Basic to be considered for hire and then run these employees through an accelerated paramedic program at NTC. While not in class, these employees will be able to attend training at the department and ride along on calls for training.

Gisselman asked about the minimum qualifications needed; Barteck explained the previous requirements and updated requirements, and the process that will be needed to fully train the new hires. Gisselman asked if this will be a whole group or something that will be ongoing. Barteck said that he plans to hire a group for this unique hiring to fill the large number of new positions and then revert to the previous qualifications. Herbst asked if the interviews scheduled for the following day were candidates from the area; Barteck said that half of them were from the central Wisconsin area. Herbst said that she fully supports the handbook modification. Martens asked what will happen if an employee decides that the positions isn't for them. Barteck said that the candidates hired will have had some fire and patient experience to gain their Firefighter I and EMT-Basic certifications, but if someone decides to leave, the repayment requirements for the tuition will help the department recover some of their investment costs.

Motion by Herbst to amend the Employee Handbook Section 4.07. Second by Martens. All ayes. Motion passes 5-0.

Discussion and Possible Action Approving FLSA Exempt Employees in the Finance and Human Resources Departments the Ability to Earn Additional Compensation During the Workday Implementation.

Keenan said that this item was requested by the Finance Director to be considered. Groat and Keenan had recently learned that Finance and Human Resources staff will be expected to work weekends and holidays beginning with Thanksgiving, in order to meet the implementation deadline for Workday. Keenan explained that staff is currently working constantly on Workday and working extended hours, however, staff moral was significantly affected when they learned that CCIT is now asking that they be available to work on weekends and holidays in November through January. Groat felt that this would be a way to reward FLSA exempt staff during this time period.

McElhaney asked how this would be implemented and employees would earn additional compensation. Keenan said that it would be similar to the Public Works Supervisors who receive 1x compensation for hours worked over 40 from November 1 to April 1.

Groat said that she and Keenan discussed several options for staff affected by the Workday implementation and reached out to CCIT and the County to see what they were doing for employees. Bonuses and vacation payouts were some of the items being done by the other entities. Groat said that her staff consists of exempt and non-exempt employees; non-exempt employees receive compensation time but exempt do not, and they have all been working above and beyond in 2022 on the Workday project, but now demands are increasing even more. Groat said that the request is for straight compensation time for hours worked on this project on weekends and holidays.

McElhaney said that she is frustrated that staff is being asked to work holidays and weekends and has been aware of the extra hours employees have been putting into the Workday project. Gisselman said that he would like to keep an eye on this and staff moral so that they can do whatever possible to acknowledge the work of the staff involved.

Motion by Killian to approve FLSA exempt employees in the Finance and Human Resources departments the ability to earn additional compensation during the Workday implementation as outlined in the packet. Second by Gisselman. All ayes. Motion passed 5-0.

Adjournment.

Motion by Gisselman to adjourn. Second by Martens. Meeting is 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/Canceled
87	63	11	13

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
9			4

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
23	3	20

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
DPW	Shoulder Strain	Medical	Closed	01/03/22
Police	Smoke in Lungs	Medical	Closed	01/11/22
Police	Hip Injury	Medical	Closed	01/25/22
DPW	Knee Strain	Medical	Closed	01/27/22

**HR PERFORMANCE REPORT**

Fire	Back Strain	Medical	Closed	01/30/22
Metro	Knee Strain	Medical	Closed	01/21/22
WW	Multiple body parts	Indemnity	Open	02/10/22
Metro	Rib Fracture	Medical	Closed	03/23/22
Police	Shoulder	Medical	Closed	04/28/22
Police	Knee and wrist	Medical	Closed	05/08/22
DPW	Foreign Object -eye	Medical	Closed	05/09/22
Fire	Leg Strain	Medical	Open	05/17/22
Police	Hand Abrasion	Medical	Open	05/18/22
Police	Leg Contusion	Medical	Closed	05/20/22
Water	Leg-knee	Medical	Open	05/26/22
Police	Shoulder Dislocated	Medical	Open	06/16/22
Police	Back/Hip	Indemnity	Open	06/26/22
Fire	Privacy Case	Medical	Open	07/10/22
Fire	Privacy Case	Medical	Open	07/18/22
DPW	Ankle	Medical	Open	08/02/22
Fire	Privacy Case	Medical	Open	08/09/22
Police	Privacy Case	Medical	Open	08/17/22
DPW	Cut Finger	Medical	Open	09/07/22
Water	Shoulder	Medical	Open	02/10/22
Metro	Back	Indemnity	Open	09/27/22

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Strained Knee	Indemnity	Open	12/15/21
Fire	Back	Indemnity	Open	01/26/21
DPW	Back	Indemnity	Open	01/18/21
WW	Multiple body parts	Indemnity	Open	09/13/19
Police	Wrist/Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17
WW	Multiple body parts	Indemnity	Reopened	02/07/17

**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
1	1		1		

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Andrew Eberhardy	ATU	Verbal warning for failure to announce transfer corners, stops and ADA locations	3/22/22	Denied at Step 1

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
Justin Fisher	ATU	Termination	6/28/2021	Arbitration award to union

*Recruitment & Selection***New Hires**

Employee Name	Department	Job Title	Hire Date	Separation Date
Lawrence Weese	Assessment	Property Appraiser	1/04	5/13
Mark Punzenberger	Fire	Firefighter/Paramedic	1/04	3/31
Timothy Strege	Fire	Firefighter/Paramedic	1/10	7/14
John Williams	Fire	Firefighter/Paramedic	1/10	
Hunter Herold	Fire	Firefighter/Paramedic	1/10	
Brooke Johnson	Fire	Firefighter/Paramedic	1/10	
Raymond Rogers	Public Works	Street Maintainer	1/17	9/06
Timothy Wensel	Public Works	Street Maintainer	1/19	
Yeeleng Yang	Police	Police Officer	1/21	
Andrew Palmini	Police	Police Officer	1/21	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Ashley Lange	Finance	Administrative Assistant III	1/31	6/17
Spencer Blaschka	Public Works	Street Maintainer	1/31	
Jorgen Tessmann	Public Works	Equipment Services Mechanic	2/07	
Gua Lor	Finance	Administrative Assistant III	2/17	
Amanda Goetsch	Police	Administrative Assistant II	2/28	
Vincent Litza	Public Works	Utility Worker	3/21	
Andrew Lynch	Community Development	Assistant Planner	5/09	
Marissa Wilson	Fire	Firefighter/Paramedic	5/09	
Stephen Annen	Fire	Firefighter/Paramedic	5/09	
Matthew Riley	Fire	Firefighter/Paramedic	5/09	10/10
Leon Zemski	Water	Water Plant Operations Technician	5/17	6/24
Kristin Wood	Municipal Court	Administrative Assistant II	5/31	8/17
Basil Smith	Wastewater	Collection System Technician	6/06	
Jayden Neiter	Public Works	Equipment Services Mechanic	6/15	
Andrew Kuhnert	Water	Water Distribution Maintainer	6/27	
Christopher Savickis	Public Works	Equipment Services Mechanic	7/05	
Matthew Hieronimus	Fire	Firefighter/Paramedic	7/18	
Jason Ladwig	Wastewater	Wastewater Plant Operations Technician	7/18	
Tim Rubow	Finance	Administrative Assistant III	7/25	
Kyle Hanson	Metro Ride	Bus Operator II	7/25	
Amber Channel	Municipal Court	Administrative Assistant II	8/15	
John Hanson	Police	Police Officer	8/19	
Devin Talg	Police	Police Officer	8/19	
Andrew Larson	Police	Police Officer	8/19	
Ashley Berndt	Police	Police Officer	8/19	
Tracy Rieger	Police	Community Outreach Specialist	9/01	
Adam Bondioli	Assessment	Property Appraiser	9/06	
Jerod Blomberg	Fire	Firefighter/Paramedic	9/12	
Ann Hackbarth	Metro Ride	Bus Operator II	9/14	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Dana Dallman-Zajackowski	Assessment	Administrative Assistant I	9/19	
Christopher Wright	Water	Water Distribution Maintainer	10/03	
Neng Chang	Metro Ride	Bus Operator II	10/05	
Ronald Schuenke	Metro Ride	Bus Operator II	10/24	
Richard Miller	Public Works	Street Maintainer	10/31	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
38	29	7	2

Separations by Department for 2022 YTD

Clerk/Finance – 2	Public Works - 5	Municipal Court – 3	Assessment – 1
Fire – 7	Community Development - 1	Water - 2	Human Resources - 1
Police - 11	Sewer - 1	Metro Ride - 3	CDA - 1

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
CeeJay Fitzke	Equipment Services Mechanic	Equipment Operator	Mitch Harris	1/03
Melinda Pauls	Administrative Lieutenant	Administrative Captain	(new position)	1/03
David Bertram	Police Officer	Detective	Jeff Strobach	1/10
Jacob Chittum	Patrol Lieutenant	Administrative Lieutenant	Melinda Pauls	1/10
Timothy Bishop	Bus Operator I	Bus Operator II	Jon Rothmeyer	1/24
Jennifer Holz	Detective	Patrol Lieutenant	Jacob Chittum	2/28
Solomon King	Fleet Supervisor	Fleet Manager	Mark Hanson	3/02
Jared Koss	Firefighter/Paramedic	Engineer	Mark Tautges	3/04
James Marchel	Bus Operator I	Bus Operator II	Nicholas Olson	3/18

**HR PERFORMANCE REPORT**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Nicholas Walters	Police Officer	Detective	Jennifer Holz	4/04
Kenneth Kroeplin	Bus Operator I	Bus Operator II	William Medo	4/11
Nicole Holzem	Bus Operator II	Transit Operations Supervisor	Andrew Klaschus	4/18
Jacob Heil	Bus Operator I	Bus Operator II	Nicole Holzem	4/18
Aaron Moss	Senior Equipment Services Mechanic	Fleet Supervisor	Solomon King	4/18
Evan Smail	Street Maintainer	Equipment Operator	Tim Baumann	8/23
Timothy Wensel	Street Maintainer	Equipment Operator	James Krueger	10/03
Spencer Blashka	Street Maintainer	Equipment Operator	Daniel Landwehr	10/03
Vincent Litza	Utility Worker – DPW	Street Maintainer	Ray Rogers	10/17

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	5	2020	On-going Recruitment
Equipment Services Mechanic	1	4/18	Offer extended to candidate
Firefighter/Paramedic	3 (+3 New)	3/31, 5/08, 7/14, 10/10	In Process
Police Officer	3	9/3, 9/30, 10/23	In Process
Sewer Maintainer	1	2/4	Recruitment Closes 9/12
Administrative Assistant II – Municipal Court	1	8/17	Reposted. Closes 11/06
Deputy City Assessor	1	6/2022	Reposted. Closes 11/09
Administrative Assistant I – CDA	1	10/06	Closes 11/01
Bus Mechanic II	1	12/31	Closes 11/15
Utility Worker	1	10/17	In Process

**HR PERFORMANCE REPORT****Vacant Positions (Not Being Recruited at this time)**

Job Title	Number of Vacancies	Date Vacant	Status
Parking Control Specialist	1	7/08	Job Requisition Needed from Department to Start Recruitment.
Water Plant Operations Technician	1	6/24	Discussion about minimum requirements needed. Has been posted multiple times with no qualified candidates.

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase-Base	Lump Sum Increase	Other Incentive	Date Issued
Walker	Admin Asst III	FD	<i>goes above and beyond daily and added duties beyond those normal in the job classification</i>	3.0%			6/2/19
Quade	DPW Supervisor	DPW	<i>performed extremely well during challenging circumstances</i>	3.0%			8/26/19
Larsen	Accounting Asst	Fin.	<i>instrumental in implementation of new utility billing software system, involving extra work and hours</i>	3.0%			12/18/19
Dubore	Engineering Tech	Eng.	<i>exemplary work on Thomas Street construction project, establishing relationships and keeping project on track</i>	3.0%			1/30/20
Wendtland	Plant Maint Mech	Sewer	<i>identified significant cost saving in department</i>	3.0%			2/9/20



HR PERFORMANCE REPORT

Kline	Admin Asst III	Fin.	exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process			3 vacation days (prorated)	4/14/20
Kremer	City Clerk	Fin.	exception work on election, adjusting to pandemic impact and last minute legislative changes			3 vacation days	4/14/20
Krivoshein	Admin Asst III	Fin.	exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process			3 vacation days (prorated)	4/14/20
Thompson	EMT Division Chief	FD	completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care	3.0%			4/19/20
Bliven	Police Chief	PD	exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic	4.5%			10/5/20
Dwelly	Supervisor	Sewer	exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse		\$ 1,500.00		10/9/20

**HR PERFORMANCE REPORT**

<i>Barnes</i>	<i>Deputy Police Chief</i>	<i>PD</i>	<i>served as front person of new evidence building, taken leadership role on homeless issue, main contact for NCHC, played significant role in department covid response, and instituted cost-saving measures like outsourcing crossing guards and changing carwash vendor</i>	<i>4.5%</i>			<i>2/7/21</i>
<i>Abbiehl</i>	<i>DPW Supervisor</i>	<i>DPW</i>	<i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Fitzke</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical roles of automotive diagnostic tech increased level of service of division</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Kraege</i>	<i>Motor Pool Supervisor</i>	<i>DPW</i>	<i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Maszk</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>	<i>3.0%</i>			<i>2/7/21</i>



HR PERFORMANCE REPORT

<i>Fitzgerald</i>	<i>Econ Dev Manager</i>	<i>Dev.</i>	<i>taken on tasks traditionally assigned to Director due to position vacancy including lead in economic development process and writing staff memos and RFPs, also improved initial proposal for Cherry Tree Dental, developed RFP for District 3, cultivated partnership with McDevco and the Entrepreneurial Education Center for a regional approach to economic development</i>	<i>3.0%</i>	<i>\$ 5,000.00</i>		<i>2/26/21</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>added responsibility for day to day construction management of new \$36 million treatment facility</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Enzenbach</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Hilgendorf</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversations and lighting projects in city lots and ramps</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>King</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>certified as Emergency Vehicle Technician and updated preventative</i>	<i>3.0%</i>			<i>5/3/21</i>

**HR PERFORMANCE REPORT**

			<i>maintenance to incorporate NFPA regulations</i>				
<i>Kremer</i>	<i>City Clerk</i>	<i>Fin.</i>	<i>went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Kruzan</i>	<i>Battalion Chief</i>	<i>FD</i>	<i>in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including developing coordination with Marathon County</i>	<i>4.5%</i>			<i>8/9/21</i>
<i>Becker</i>	<i>Battalion Chief</i>	<i>FD</i>	<i>in command for large 5-alarm fire coordinating with SAFER, as well as ability to mentor and coach staff, and responsible for the Firefighter Explorer Group.</i>	<i>3.0%</i>			<i>8/9/21</i>
<i>Lipscomb</i>	<i>Admin Asst I</i>	<i>Assess.</i>	<i>Anchor for the department during covid, performing double-entry along with verification and managing work flow.</i>	<i>3.0%</i>			<i>8/9/21</i>
<i>King</i>	<i>Property Appraiser</i>	<i>Assess.</i>	<i>exceeded expectations by keeping up with demand of the most active assessment areas in the City while assisting with new hire training including double-entry needs</i>	<i>3.0%</i>			<i>8/9/21</i>

**HR PERFORMANCE REPORT**

<i>Celona</i>	<i>Sewer Maintainer</i>	<i>Sewer</i>	<i>able to learn multiple items in a short couple of months including jetter and TV equipment, placed on the on-call schedule sooner than most staff and serve as a mentor for newer employees</i>	<i>3.0%</i>			<i>8/23/21</i>
<i>Olsen</i>	<i>Sewer Maintainer</i>	<i>Sewer</i>	<i>served as mentor to newer employees offering training on multiple items</i>	<i>3.0%</i>			<i>8/9/21</i>
<i>Steinke</i>	<i>Payroll Coordinator</i>	<i>Fin.</i>	<i>Critical and proactive team member, led VTO employer social security credits which saved the City approximately \$13,000. ERP implementation demands will further her importance to the organization and the ERP project success.</i>	<i>3.0%</i>			<i>1/31/22</i>
<i>Merriam</i>	<i>Parking Control Specialist</i>	<i>PD</i>	<i>Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service</i>	<i>3.0%</i>			<i>3/7/22</i>
<i>Raduechel</i>	<i>Senior Equip Operator</i>	<i>DPW</i>	<i>Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition</i>	<i>4.5%</i>			<i>3/7/22</i>
<i>Van Krey</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>Took on webex responsibilities including evening work and assisted with software implementation</i>	<i>3%</i>			<i>4/18/22</i>
<i>Kline</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>Process improvements (badger books, express voting tech) and</i>	<i>3%</i>			<i>4/18/22</i>



HR PERFORMANCE REPORT

			<i>revamped election inventory and supplies</i>				
<i>Stratz</i>	<i>Comm Dev Manager</i>	<i>Dev.</i>	<i>Institutional knowledge, Affordable Housing Task force staffperson</i>		<i>\$1000</i>		<i>4/29/22</i>
<i>Engen</i>	<i>Admin Asst II</i>	<i>Insp.</i>	<i>Primarily responsible for onboarding new inspectors and expert trainer for software system, critical to implementing new rental registration program</i>	<i>3%</i>			<i>5/1/22</i>
<i>Walker</i>	<i>Admin Asst III</i>	<i>Fire</i>	<i>Additional IT projects, including project to develop new City website</i>	<i>4.5%</i>			<i>6/12/22</i>
<i>Kannenberg</i>	<i>Admin Asst III</i>	<i>HR</i>	<i>Exemplary worker, pivotal member in the Workday project with many added duties, additional duties in the absence of an HR director</i>	<i>4.5%</i>			<i>6/12/22</i>
<i>Beran</i>	<i>Equipment Operator</i>	<i>Streets</i>	<i>Took on updating the map of the City properties. Trainer for the mowing crew, part of the risk management team and is a lead salt/sander who is first out for adverse weather.</i>	<i>3%</i>			<i>06/12/22</i>
<i>Noel</i>	<i>Asst. Dir. Comm. Dev. Authority</i>	<i>CDA</i>	<i>Exceptional National Equity Fund review of record keeping. Exemplary core values.</i>	<i>3%</i>			<i>06/12/22</i>
<i>Woldt</i>	<i>Property Appraiser</i>	<i>Assessment</i>	<i>Taking on new software, new work procedures, staffing vacancies along with an active real estate market.</i>	<i>3%</i>			<i>06/12/22</i>
<i>Berndarde</i>	<i>City Clerk</i>	<i>Finance</i>	<i>Taking on multiple new software programs at one time.</i>	<i>3%</i>			<i>07/10/22</i>

**HR PERFORMANCE REPORT**

<i>Fifrick</i>	<i>Economic Development</i>	<i>Comm Devel</i>	<i>Streaming processes, going above and beyond with getting a contract signed.</i>	<i>1.5%</i>			<i>07/24/22</i>
<i>Holzem</i>	<i>Transit Supervisor</i>	<i>Transit</i>	<i>Coming up to speed faster than others. Scheduling, working with bargaining team.</i>	<i>3%</i>			<i>08/07/22</i>
<i>Wegner</i>	<i>Lab Technician</i>	<i>Wastewater</i>	<i>Helped streamline processes. Helped with testing of items for new plant.</i>	<i>3%</i>			<i>08/07/22</i>
<i>Schultz</i>	<i>Traffic Maintainer</i>	<i>Streets</i>	<i>Was in charge of update to sign shop. Coordinator of closures during special events.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>Responsible for significant regulatory changes and requirements.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Miller</i>	<i>Assistant Attorney</i>	<i>Attorney</i>	<i>Took responsibilities of prosecutor and Airport Committee within the first few weeks. Taken on grievances regarding unions, assisting in union negotiations, assisting in mous, assisting with work comp settlements</i>	<i>3%</i>			<i>09/18/22</i>
<i>Pergolski</i>	<i>Electrical Inspector</i>	<i>Inspections</i>	<i>Initiated RFPs for replacement of lights to LED for all City lights. Taken on additional task of inspecting Rib Mountain and Schofield.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Niksich</i>	<i>Project Engineer</i>	<i>Engineering</i>	<i>Became responsible for the implantation of the MS4 guidelines for discharged detection program.</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>Petit</i>	<i>Engineering Technician</i>	<i>Engineering</i>	<i>In charge of inventory of watermain, has become the go-to-person for</i>	<i>2.57%</i>			<i>09/18/22</i>

**HR PERFORMANCE REPORT**

			<i>staff. Knowledge has save the City funds.</i>				
<i>Semrow</i>	<i>Engineering Technician</i>	<i>Engineering</i>	<i>Taken on the largest project in the City. Has kept everything going smoothly, and is a go-to-person</i>	<i>4.5%</i>			<i>09/18/22</i>
<i>VanBoxel</i>	<i>Engineering Technician</i>	<i>Engineering</i>	<i>Taken on all the CAD items. Has now done almost all of the Design aspects of our reconstruction plan sets.</i>	<i>4.5%</i>			<i>09/18/22</i>

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		12/31/24	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs

Handbook Modifications

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20

**HR PERFORMANCE REPORT**

5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
4.07 Protected Service Employees	Police Officers who do not accept employment as a sworn law enforcement officer within 12 months of voluntarily separating from employment will not be required to repay for the City's costs of pre-employment process.	03/08/22
2.04 Personal Appearance	Added casual attire for all days with the exception when schedules call for traditional attire. Added language for religious accommodation.	05/23/22
8.04 Vacation	Add The Mayor may, at his/her discretion, grant temporary exceptions to the maximum vacation accumulation limits. However, the limits approved by Council shall still apply to any vacation payouts upon separation.	6/8/22
4.06 Separation of Employment	At time of voluntary retirement employees who subsequently leave the employ of the City, upon giving a six (6) month written notice to the Human Resources Department and applied for retirement under WRS , shall receive a payment of \$2000.00 (subject to payroll tax and deductions allowed by law) on final payroll. Employees who change their separation date, will have the six (6) month timeframe restart from the new notice date. No time from first notice to next notice will be credited. Rehired retiree's do not qualify for this payment.	07/12/22

Human Resource Committee Packet

November 14, 2022

Agenda Item
Discussion and Possible Action Reclassifying the Payroll Coordinator position in the Finance Department to Accountant (Payroll).
Background
The Finance Department has revised the Payroll Coordinator position to the Accountant (Payroll) job description, revising the responsibilities for this position. Attached, please find a copy of the updated responsibilities for this position. The current incumbent in the Payroll Coordinator position has taken on many responsibilities that were vacant when the Financial Systems Analyst employee retired. The position requested is a hybrid of the Payroll Coordinator and the Financial Systems Analyst position. With the implantation of Workday, the need has risen for the Payroll Coordinator to take on more responsibilities, thus justifying the reclassification and job description adjustment.
Fiscal Impact
Changing position from non-exempt to exempt also changing pay grade from 18 to pay grade 15.
Staff Recommendation
Approve the reclassification request, including a compensation adjustment for the incumbent.
Staff contact: Anne Keenan (715)261-6632



JOB DESCRIPTION

Accountant (Payroll)

Job Title:	Accountant (Payroll)	Reports To:	Assistant Finance Director
Department:	Finance	FLSA Status:	Exempt
Division:	Finance	EEO Code:	2-Professionals
Salary Grade:	15	Occupational Code:	
Employee Group:	General Employee	Training Category:	C-Professionals
Created:		Last Revision:	November 2022

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

The purpose of this classification, under general direction, performs professional accounting work with emphasis in managing the automated and integrated payroll and time keeping systems and related filings and financial reports; formulating and evaluating personnel service budgets and special financial analysis and accounting. Employee will provide technical and specialized assistance to departments regarding accounting, payroll, and fiscal activities. Employee will follow complex accounting principles, contracts and regulations. Employee will develop and manage automated systems that comply with human resource contracts, laws, policies and procedures.

Essential Duties and Responsibilities

1. Manages and implements city-wide accounting functions specifically in the payroll, human resource and timekeeping areas.
2. Collaborates with and advises Human Resources with confidential matters as it pertains to payroll, union contract negotiations and budget preparation.
3. Advises department managers regarding accounting functions, financial reporting, contracts and agreements.
4. Develops solutions to work issues that improve processes and efficiencies.
5. Coordinates professional financial and accounting activities particularly in the areas of the City's payroll and timekeeping systems; including processing, reviewing, researching and analyzing financial data and transactions; specifically payroll and time keeping.
6. Establishes, implements, and maintains methods and procedures to assure all personnel actions are processed correctly and in a timely manner.
7. Advises and trains city department staff regarding the timekeeping systems and payroll entry.
8. Calculates partial pay, retroactive pay for late contract settlements, final termination checks, clothing allowance payments, etc.
9. Answers questions, addresses concerns, and provides information to employees and the public regarding City payroll and other related tax, retirement, and benefit components.
10. Performs professional accounting work including, preparing, maintaining, analyzing, verifying and reconciling, complex financial transactions, statements, records and reports, maintaining the accuracy of the City's financial records and general ledger; prepares financial and statistical reports, provides information to City staff regarding accounting practices and procedures; prepares year-end reports,

returns and schedules; trains and provides technical advice to departments and staff, and performs related work as required.

11. Prepares and remits a variety of regulatory returns, filings and related deposits including but not limited tax deposits, 941 monthly filings, W-2's, annual retirement reconciliations and monthly payments, other payroll related deductions and taxes.
12. Maintains and updates employee leave records and distributes related reports to departments on a regular basis.
13. Researches and analyzes regulatory updates and other information impacting the payroll system; implements required changes to system.
14. Aids independent auditors in their performance of annual audit.
15. Participates in the development of the City's annual budget; including but not limited to preparing payroll budgets for each department on an individual employee basis; prepare revenue and expense projections and analyze budget variances; provide support and assistance to individual departments on budget development; and prepare financial reports and correspondence as required.
16. Maintains effective cooperative relationships both internally and with external entities.
17. Assists in completing various accounting projects by conducting research, gathering information and
18. Statistics, performing reconciliations and generating reports.

Job Requirements

Bachelor's degree in Accounting with four to six years of experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Technical Skills

MS Word and Excel -**Intermediate**

Financial Systems – **Intermediate**

Crystal Report Writing - **Proficient**

10 Key Calculator – **Proficient**

Performance Specifications

- Knowledge of professional standards including governmental accounting and financial reporting standards, generally accepted accounting principles and audit standards.
- Knowledge of internal financial control practices.
- Knowledge of applicable federal, state, and local laws, rules, and regulations and the ability to apply them to specific circumstances.
- Knowledge of Federal, State and local policies, procedures, laws and regulations as it pertains to employee pay, deductions and income.
- Knowledge of the State of Wisconsin Retirement system rules, regulations and processes.
- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to persuade and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as union contracts and handbooks and regulatory documents.
- Ability to communicate orally and in writing with City Finance personnel, bankers, City residents/taxpayers, collection agency personnel, bond consultants, other City department personnel, attorneys, City Council members and auditors.

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard, computer printer, calculator, and telephone and fax machine.

Work Environment

The employee must have the ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

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.

Human Resource Committee Packet

November 14, 2022

Agenda Item
Discussion and Possible Action Reclassifying the Wastewater Plant Operations Supervisor Position.
Background
The current Wastewater Plant Operations Supervisor (salary grade 17 \$49,171-\$68,868) has given retirement notice. The Director of Public Works is proposing to reclassify the position and to expand the position to include responsibilities beyond the current incumbent. If expanded, the Wastewater Plant Operations Supervisor position would assume responsibility for preparing budgets, preparing RFP's, managing the bi-annual bio-solids land applications and WDNR approval applications along with the daily operations of the treatment facility. The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Wastewater Plant Operations Supervisor position be classified at salary grade 16 (\$53,601-\$75,004).
Fiscal Impact
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Anne Keenan (715-261-6632) and Eric Lindman (715-261-6745)



JOB DESCRIPTION

Wastewater Plant Operations Supervisor

Job Title:	Wastewater Plant Operations Supervisor	Reports To:	Wastewater Superintendent
Department:	Public Works & Utilities	FLSA Status:	Exempt
Division:	Wastewater Operations	EEO Code:	7-Skilled Craft
Salary Grade:	16	Occupational Code:	3211
Employee Group:	General Employee	Training Category:	E-Specialized
Created:		Last Revision:	November 2022

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

The Wastewater Plant Supervisor manages schedules all work on the wastewater treatment plant and lift stations. This position supervises the wastewater treatment facility operations and maintenance staff.

Essential Duties and Responsibilities

1. Responsible for the daily operations and maintenance of the Wastewater Treatment Facility.
2. Supervise the plant operations and maintenance staff, prioritize work assignments, coordinate equipment for jobs, and review work performance.
3. Assists in employee hiring, training, performance evaluations, discipline; recommends personnel actions according to City policies and procedures.
4. Respond to emergency call-in as necessary; manage and direct work of the maintenance crew in emergency situations to mitigate damage and violations.
5. Responsible for the accuracy of the employee's time records, approves vacations and leaves under the City's policies.
6. Prepare short-term and long-term work plans. Establish work and project priorities, schedule and coordinate repairs/projects.
7. Assists the Superintendent with the organization and preparation of the annual and capital budgets.
8. Track maintenance costs and expenses; authorize expenditures within the approved budget.
9. Prepare RFP's for professional service work including specifications, scope of service, deliverables, cost, selection process, and evaluations.
10. Manage and schedule bi-annual bio-solids land application, obtain WDNR approvals for field applications.
11. Seek to identify problems with plant processes, determine a solution, and make adjustments to correct.
12. Review proposed changes to plant equipment with superintendent, consulting engineers, and contractors to assure the equipment will function as intended and is compatible with existing equipment and processes.

13. Review treatment plant and lift station design plans by private contractors and ensure policies and ordinances are followed. Comment and request plan changes as required.
14. Maintain work order system to document maintenance and repair activities.
15. Respond to public complaints, service requests, and inquiries regarding wastewater projects.
16. Monitor equipment, and safety equipment inventory. Determine equipment replacement needs, repairs, and maintain inventory of spare parts for critical equipment.
17. Maintain policies that ensures compliance with industry standards and OSHA safety policies and procedures.
18. May perform maintenance and repairs of lift station and wastewater plant equipment.
19. Troubleshoot and make adjustments to SCADA controls.
20. Review work completed by other mechanics or contractors to assure compliance with safety and operational standards.

Additional Duties and Responsibilities

1. Write S.O. P's/outlines for equipment operation and job task procedures
2. Participate in staff/employee and public meetings
3. Research and schedule demonstrations of specialized tools and equipment
4. Properly maintain safety equipment and schedule training as required for crew members
5. Repair gas detectors and ensure a safe work environment

Education and Experience Requirements

High school diploma or equivalent and four or more years of experience related to wastewater plant operations and maintenance. Working knowledge of wiring, electrical codes, and digital control systems.

Ability to obtain Wisconsin Wastewater Operator Certification for all subclasses as required for the wastewater plant and collection system within 3 years of hire.

Necessary Requirements: Possession of a valid State of Wisconsin Commercial Driver's license (CDL) class B with N endorsement within 1 year of hire.

Preferred Qualifications: Supervisory experience

Knowledge, Skills and Abilities

- Detailed knowledge of wastewater treatment operations and processes. Ability to adjust plant operations to optimize effluent quality, energy efficiency, and maintenance requirements.
- Ability to direct crews and maintain a safety culture.
- Working knowledge of mechanical equipment such as vehicles, engines, and pumps. Ability to diagnose and repair equipment.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data, as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to counsel, mediate, and provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

- Ability to utilize a wide variety of descriptive data and information, such as timecards, complaints, work requests, permits, blueprints, spreadsheets, work sheets, lists, purchase orders, maps, accident/incident forms, and general operating manuals.
- Ability to communicate effectively with City staff and personnel, residents, inspectors, vendor representatives and utility company personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.
- Ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, calculator, two-way radio, computer keyboard/terminal, copier, and fax machine.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as construction equipment operation.
- Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and odors associated with job-related objects, materials, and tasks.
- Computer proficiency to use programs such as Word, Excel, and SCADA interface. Knowledge of PLC programming.

Physical and Working Environment

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment

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: _____

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