



OFFICIAL NOTICE & AGENDA REGULAR MEETING

MEETING: Human Resources Committee
DATE/TIME: Monday, August 10, 2026, at 4:45 PM
LOCATION: Wausau City Hall — Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Vicki Tierney (C) Terry Kilian
Michael Martens (VC) Andrew Wiskowski
Lou Larson

1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.

2 Consideration of the minutes of the preceding meeting(s).

If no historical c-file number exists, leave blank... Approval of July 13, 2026 Minutes.

3 Discussion and possible action.

- a. Discussion and Possible Action to Approve Reclassification of Human Resources Specialist to Human Resources Generalist.
- b. Discussion and Possible Action to Approve the Creation of a Planning Intern Position.
- c. Discussion and Possible Action to approve the Organizational Structure Changes & Succession Planning for Department of Public Works and Utilities.

4 Discussion.

5 Adjournment.

Vicki Tierney, Chairperson

**NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER**

DATE: August 4, 2026

TIME: 8:30 a.m.

POSTED BY: Human Resources



This meeting can be viewed on
YouTube and Channel 981 on Cable TV

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

DATE/TIME: July 13, 2026, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Terry Kilian, Lou Larson, Michael Martens, Vicky Tierney, Andrew Wiskowski
MEMBERS ABSENT:
Also Present: Lisa Nowak

Meeting called to order by Chairperson Tierney

Public Comment on Agenda Items and Reading of the City of Wausau Public Comment Statement.

No one was present for public comment.

Approval of the June 2026 Minutes.

Motion by Alder Kilian and seconded by Alder Wiskowski to approve the June 8, 2026 Human Resources Committee meeting minutes.

Motion carried unanimously.

Discussion and Possible Action: Approve Bargaining Agreement Between the City of Wausau and Local 1168 Amalgamated Transit Union, AFL-CIO for July 1, 2026 through June 30, 2028.

Director Nowak presented the tentative collective bargaining agreement between the City of Wausau and Local 1168 Amalgamated Transit Union, noting that the parties reached a tentative agreement after three bargaining sessions. She explained that the majority of the negotiated changes consisted of language clarification and updates to align contract provisions with current practices. The agreement provides for a two-year contract term, consistent with previous agreements.

Director Nowak reviewed the primary provisions of the agreement, including removal of the Perfect Attendance Leave (PAL) Program, contingent upon City Council approval of the City's PAL program changes for non-represented employees; revisions to uniform and safety shoe provisions; and wage adjustments consisting of a 2.0% increase followed by three 1.5% increases at six-month intervals through June 30, 2028. She reported the estimated financial impact of the agreement to be approximately \$60,021 over the life of the contract and stated that funding had already been included in the City's budget planning.

Alder Wiskowski asked about the primary issues addressed during negotiations and whether there were any significant challenges for the City. Director Nowak stated that negotiations were respectful and collaborative throughout the process, resulting in agreement after three bargaining sessions. She explained that the City's primary focus was maintaining competitive compensation while recognizing that Metro Transit employees had received substantial wage adjustments during the previous bargaining cycle, leaving the City in a competitive position compared to peer communities.

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Motion by Alder Tierney, seconded by Alder Kilian, to approve the collective bargaining agreement between the City of Wausau and Local 1168 Amalgamated Transit Union (ATU), AFL-CIO, effective July 1, 2026, through June 30, 2028.

Motion carried unanimously.

Discussion and Possible Action: Request for Approval of Firefighter/Paramedic Apprenticeship Partnership with Northcentral Technical College.

Fire Chief Jeremy Kopp presented the revised proposal for a Firefighter/Paramedic Apprenticeship Partnership with Northcentral Technical College (NTC), returning to the Committee after the item was tabled at the June meeting. Chief Kopp explained that staff had worked to address the Committee's questions and concerns brought up during the June meeting and had provided additional information in the meeting packet regarding financial impacts, employment considerations, and program administration. Rather than repeating the presentation from the previous meeting, Chief Kopp invited questions regarding the updated information.

Alder Kilian revisited concerns regarding the City's potential financial liability, specifically workers' compensation and FMLA-related costs. Chief Kopp acknowledged that the previous presentation had unintentionally overlooked those potential expenses when describing the program as budget neutral. While recognizing that limited financial risk exists, he stated that the Fire Department believes the long-term benefits of improved recruitment, reduced hiring delays, and future operational savings outweigh the potential costs. Alder Kilian expressed appreciation for the program's benefits but remained concerned about assuming additional financial risk given current budget constraints and questioned whether neighboring departments could provide similar training opportunities while still allowing the City to recruit qualified candidates.

Alder Wiskowski focused on long-term program administration and requested clarification regarding circumstances in which an apprentice leaves the program or federal grant funding becomes unavailable. Questions included the disposition of equipment purchased through the grant, whether repayment provisions or "claw back" language should exist, and how apprentices would be affected if federal funding ended before program completion. Chief Kopp and NTC Dean Brad Gast explained that grant-funded equipment would remain with the Wausau Fire Department, future grant funding cannot be guaranteed, and the apprenticeship program would be suspended if funding were no longer available. Dr. Gast further noted that apprentices earn industry-recognized credentials throughout the program, allowing them to retain completed coursework and certifications even if the program ended prematurely.

Following discussion, Alder Wiskowski requested that language be added to both the Memorandum of Understanding and apprentice agreements outlining how the City would proceed should grant funding expire during an apprentice's participation in the program. At the recommendation of City Attorney Anne Jacobson, the Committee first approved the main motion before considering the amendment. The Committee then unanimously approved an amendment directing that the Memorandum of Understanding and apprentice contracts include language clarifying that the apprenticeship program

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would terminate if grant funding became unavailable, preventing the City from assuming additional financial obligations.

Following additional discussion, including clarification from Director Nowak that apprentices would serve as limited-term employees (LTEs) and that any unemployment liability would be minimal, the Committee voted on the amended motion.

Motion by Alder Martens, seconded by Alder Wiskowski, to approve the Firefighter/Paramedic Apprenticeship Partnership with Northcentral Technical College, as amended to include language in the Memorandum of Understanding and apprentice agreements addressing the City's actions should grant funding expire during the apprenticeship.

Motion carried 3-2, with Alders Wiskowski, Martens, and Kilian voting in favor and Alders Tierney and Larson opposed.

Discussion: City Overtime Information.

Chair Tierney introduced a discussion regarding city overtime and noted that reports had been provided by the Police Department, Fire Department, and Department of Public Works. Because each department had presented its information differently, she requested that each department explain its report and provide additional context regarding the factors contributing to overtime within their operations.

Police Chief Matthew Barnes reviewed the Police Department's overtime report, explaining that overtime is tracked using activity codes identifying the operational reason for each occurrence. He stated that the department continually monitors overtime throughout the year and emphasized that overtime is driven by operational needs rather than discretionary spending. Chief Barnes identified late calls, court appearances, special events, staffing vacancies, employee injuries, military leave, FMLA leave, training requirements, and minimum staffing needs as the primary contributors to overtime. He also noted that a portion of overtime costs is reimbursed through grants, contracts, and special event agreements, helping to offset the overall expense to the City.

Committee members questioned Chief Barnes regarding the factors driving police overtime, including staffing shortages, special event coverage, recruitment timelines, specialized assignments, employee safety, and whether hiring additional officers would reduce overtime costs. Chief Barnes explained that while additional staffing could lessen some overtime, it would not eliminate it due to contractual obligations, court appearances, late calls, and specialized assignments. He further stated that hiring additional officers would result in significantly greater salary and benefit costs than the City's current overtime expenditures, making overtime the more cost-effective approach. Chief Barnes also noted that vacancies often take six to twelve months to fill and that newly hired officers require additional training before becoming fully operational.

Discussion also addressed overtime associated with community events. Committee members expressed support for maintaining public safety at community events while encouraging continued evaluation of opportunities to recover a greater share of overtime costs from event organizers and other

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funding sources. Chief Barnes agreed that additional cost recovery should continue to be explored and noted that the City's ticket surcharge implemented the previous year had generated additional revenue, although it did not fully offset the department's overtime expenses for those events.

Committee members also discussed opportunities to improve overtime reporting and provide greater transparency regarding overtime expenditures. Alder Wiskowski expressed interest in distinguishing overtime reimbursed through grants, contracts, special events, and other external funding sources from overtime funded by local tax dollars, noting that additional context would provide a more complete picture of the City's overall overtime costs. Chief Barnes agreed that additional financial information would be beneficial and indicated that departments would welcome clearer direction regarding cost recovery expectations for community events and other reimbursable activities.

Director Nowak explained that Human Resources had developed internal Workday dashboards to better track overtime data; however, differences between Workday, payroll records, financial reporting, and manually generated reports made it difficult to consistently validate the information. She stated that there were opportunities to improve reporting through additional collaboration with Finance and City-County Information Technology (CCIT) and emphasized the importance of presenting accurate and complete information to both the Committee and the public.

Chair Tierney expressed concern regarding discrepancies identified in overtime information provided through previous reports and open records requests, noting that a reported variance of approximately \$70,000 highlighted the need for greater confidence in the City's reporting processes. Alder Larson questioned Human Resources' role in reviewing overtime data and workforce planning. Director Nowak explained that while workforce planning and overtime forecasting had been her responsibilities in previous positions, she does not have direct oversight of overtime reporting in her current role and has focused available resources on the department's contractual, labor relations, and operational responsibilities.

Finance Director Maryanne Groat explained that, unlike many private-sector organizations where payroll administration often includes oversight and analysis of labor costs, the City's structure separates payroll processing from departmental operational oversight. She noted that Finance is responsible for accurately processing payroll and accounting for expenditures, while departments are responsible for managing their staffing and overtime needs. Because overtime information is maintained across multiple systems and serves different operational and financial purposes, producing comprehensive analytical reports requires collaboration among departments.

Finance Director Maryanne Groat further explained that overtime reporting is complex due to multiple activity codes, payroll calculations, collective bargaining agreement provisions, Fair Labor Standards Act requirements, and differences between operational tracking and payroll accounting. She noted that while certain overtime costs, such as police grant reimbursements, are readily identifiable, other services, particularly Fire Department emergency medical responses, generate revenue in ways that are not easily tied to individual overtime expenditures.

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Chair Tierney next invited Fire Chief Jeremy Kopp to review the Fire Department's overtime report. Chief Kopp explained that overtime within the Fire Department is primarily driven by minimum staffing requirements necessary to maintain emergency response capabilities, employee leave, training, and specialized operational needs. He noted that department leadership has made a concerted effort over the past several years to reduce unnecessary overtime through improved scheduling practices, increased in-house training, cross-training personnel, and other operational efficiencies. While some overtime is unavoidable to ensure public safety, he stated that management continues to evaluate opportunities to reduce costs whenever practical.

Committee members discussed the specialized training required for Fire Department personnel and the limited number of employees qualified to perform certain functions, noting that vacancies and employee absences can significantly impact staffing flexibility. Alder Wiskowski commented that his conversations with Chief Kopp had provided a greater understanding of the operational challenges associated with maintaining minimum staffing and the limited number of personnel qualified to perform specialized assignments.

Chief Kopp also highlighted the department's ongoing efforts to offset operational costs through increased revenue generation. He described several initiatives implemented in recent years, including revisions to fee schedules, increased ambulance service fees, inspection and reinspection fees, standby charges, and reimbursement opportunities through Medicaid and Medicare programs. Committee members recognized the value of including revenue information alongside overtime expenditures and encouraged continued evaluation of additional cost recovery opportunities to help offset overtime expenses while maintaining essential emergency services.

Chair Tierney then invited Public Works Director Eric Lindman to review the Department of Public Works overtime report. Director Lindman explained that overtime within the Department of Public Works is largely driven by seasonal operations, including snow and ice control, winter maintenance, construction activities, emergency response, and weather-related events. He noted that overtime is an anticipated operational expense that is budgeted annually and emphasized that staffing levels and unpredictable weather conditions require flexibility to maintain essential public services.

Director Lindman further explained that, in many cases, utilizing existing employees on overtime is more cost-effective than hiring additional staff or contracting for specialized services, particularly for construction inspection and seasonal work. He also discussed the department's practices for monitoring employee work hours and prioritizing safety during extended snow events and other emergency operations. Committee members discussed the balance between controlling overtime costs and maintaining the level of service expected by the community, recognizing that many overtime situations are driven by operational demands rather than discretionary decisions.

Following discussion of the departmental reports, committee members acknowledged the complexity of overtime management across City operations and expressed support for continued efforts to improve overtime reporting, transparency, and consistency while recognizing the operational requirements necessary to maintain public safety and essential public services.

Adjournment.

Before adjournment, Chair Tierney recognized HR Director Lisa Nowak, noting that the meeting would be her final Human Resources Committee meeting before leaving the City at the end of July to begin a new chapter in her career. On behalf of the Committee, Chair Tierney thanked Director Nowak for her leadership, professionalism, and commitment to City employees. She recognized Director Nowak's efforts to strengthen the Human Resources Department, including updating the employee handbook, promoting work-life balance initiatives, and increasing Human Resources' presence and support throughout City departments. Chair Tierney expressed the Committee's appreciation for Director Nowak's service and wished her continued success in her future endeavors. Director Nowak thanked the Committee for their support, and the Committee responded with applause.

Motion by Alder Kilian to adjourn. Second by Alder Larson. Meeting adjourned.

Vicky Tierney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=iaAmUPsyr5U>



City of Wausau
Human Resources Department
407 Grant Street – Wausau, WI 54403

Anne Keenan, Interim HR Director
Ph: 715-261-6632 Fax: 715-261-4137

Date: August 10, 2026

To: Human Resources Committee
Mayor Doug Diny

From: Anne Keenan, Interim Human Resources Director

Re: Human Resources Department Adjustments

Background

Over the past several years, the Human Resources Department has experienced significant growth in both the complexity and scope of its responsibilities. Since approximately 2019, the position currently classified as Human Resources Specialist has evolved well beyond its original administrative focus.

The incumbent now performs professional-level Human Resources work including workforce planning, compensation and classification analysis, policy development, labor relations support, employee relations, organizational development, HRIS administration, compliance, recruitment strategy, and technical consultation to departments throughout the organization.

These responsibilities are no longer temporary assignments or special projects. They have become essential operational functions that support the City's strategic workforce objectives and require independent judgment, analytical skills, and professional Human Resources expertise.

Recommendations

It is recommended that the Human Resources Specialist position be reclassified to Human Resources Generalist to accurately reflect the level of professional responsibilities currently assigned and performed.

Across Wisconsin municipalities and the broader Human Resources profession, the title Human Resources Generalist is commonly used for positions that perform a broad range of professional HR functions including recruitment, employee relations, compensation, classification, policy development, compliance, HRIS administration, and organizational support.

The proposed classification more accurately represents the current scope of work while providing greater consistency with comparable municipalities and recognized Human Resources career paths.

- Provide professional consultation and guidance to City departments regarding personnel matters.
- Coordinate recruitment, onboarding, employee relations, and retention initiatives.
- Conduct compensation and classification research and develop recommendations.
- Assist with labor relations, collective bargaining preparation, and policy implementation.
- Lead Workday optimization, reporting, and HR process improvements.
- Develop workforce analytics to support organizational decision-making.
- Coordinate employee development, succession planning, and career pathways.
- Assist the HR department with strategic HR initiatives and organizational projects.

Strategic Considerations

As workforce challenges continue to evolve, municipalities must invest in internal Human Resources capacity to remain competitive.

Reclassifying this position will help the City:

- Improve employee recruitment and retention.
- Increase organizational capacity.
- Improve compliance with increasingly complex employment laws.
- Expand workforce planning and succession planning initiatives.
- Improve data-driven decision making through enhanced HR analytics.
- Strengthen support provided to departments and supervisors.
- Better utilize Workday and other technology investments.

Improve organizational consistency in policy interpretation and administration

Fiscal Impact

The proposed reclassification recognizes duties currently being performed and aligns the position with comparable municipal Human Resources classifications. The associated wage adjustment, if approved, reflects market competitiveness identified through the City's compensation review.

A review of comparable Wisconsin municipalities indicates that positions performing similar professional Human Resources responsibilities are commonly classified as Human Resources Generalist, Human Resources Analyst, or Human Resources Coordinator rather than Human Resources Specialist. These positions routinely perform compensation analysis, classification studies, recruitment, employee relations, HRIS administration, policy development, and organizational support. Reclassifying the City's position aligns the title with prevailing municipal practice and more accurately reflects the professional scope of responsibilities.

Conclusion

Human Resources has evolved into a strategic business partner responsible for attracting, developing, and retaining the City's workforce while ensuring legal compliance and organizational effectiveness.

The current Human Resources Specialist classification no longer accurately reflects the professional nature of the position or the level of responsibility required. Reclassifying the position to Human Resources Generalist aligns the classification with current duties, municipal best practices, and comparable organizations throughout Wisconsin.

This recommendation supports the City's long-term workforce strategy by strengthening Human Resources' ability to provide responsive, data-driven, and strategic services to all departments.

Respectfully submitted,
Anne Keenan, SHRM-CP
Interim HR Director

A handwritten signature in black ink that reads "Anne Keenan". The signature is written in a cursive, flowing style.

Anne Keenan, SHRM-CP
Interim HR Director

2026 COMPENSATION AND CLASSIFICATION STUDY

Human Resources Generalist

City of Wausau, Wisconsin

Revised to incorporate the proposed Human Resources Generalist job description

Prepared July 2026

Executive Summary

This revised study evaluates the proposed City of Wausau Human Resources Generalist position against comparable professional human resources classifications used by Wisconsin municipalities and counties. The analysis replaces the former Human Resources Specialist benchmark with the City's proposed Human Resources Generalist job description.

The proposed description materially expands and clarifies the professional nature of the position. It assigns responsibility for administering full-cycle recruitment and selection, compensation and classification, HRIS functions, employee and supervisor guidance, performance management, regulatory compliance, policy and process improvement, research, recommendations, and professional support to Human Resources leadership.

These duties are characteristic of a Human Resources Generalist because they cross multiple HR disciplines and require the incumbent to exercise professional judgment, interpret policies and collective bargaining agreements, analyze information, develop recommendations, and guide employees and supervisors. The position is no longer best described as an administrative assistant or a narrowly focused specialist.

The City's current range is \$23.03-\$32.26 per hour, or approximately \$47,902-\$67,101 annually. Among the verified 2026 comparison classifications, the market median is approximately \$31.11-\$40.67 per hour. Wausau's current minimum is about 26.0% below the market median minimum, and its current maximum is about 20.7% below the market median maximum.

Overall Recommendation

- Rename and reclassify the position as Human Resources Generalist.
- Remove Administrative Assistant III as the controlling classification title and use Human Resources Generalist for recruitment, compensation, and organizational purposes.
- Place the position in a professional HR pay range rather than an administrative-support range.
- Adopt a range of 16 grade, \$29.00 - \$40.58 per hour (\$60,320-\$84,406 annually).

1. Purpose and Scope

The purpose of this study is to determine whether the proposed job title and compensation range accurately reflect the duties, qualifications, responsibility, and market value of the position. The study compares the proposed City job with 12 Wisconsin public employers and 14 related HR classifications.

Job titles were not treated as conclusive. The analysis considers the breadth of assigned HR functions, level of independent judgment, employee and supervisor guidance, systems responsibility, regulatory exposure, organizational impact, and minimum qualifications.

2. Proposed City of Wausau Job Profile

The proposed Human Resources Generalist performs professional human resources work in support of City programs and services. The position administers assigned HR programs, develops recommendations, supports Human Resources

leadership, and contributes to organizational initiatives while maintaining confidentiality and exercising sound professional judgment.

Recruitment and Talent Acquisition: Administers full-cycle recruitment and selection, collaborates with departments on staffing needs, develops recruitment strategies, evaluates candidates, facilitates interviews and selection, and recommends hiring actions.

Compensation and Classification: Reviews, revises, and maintains job descriptions; recommends compensation; and assists with position and classification reviews.

Human Resources Information Systems: Maintains position information, reviews personnel and position changes, protects data integrity, and supports effective use of HR technology.

Employee and Supervisor Guidance: Provides guidance regarding HR policies, procedures, employment practices, and collective bargaining agreements, while referring complex disciplinary, labor-relations, legal, and employee-relations matters to HR leadership.

Performance Management: Administers the performance-management program, provides procedural guidance, monitors deadlines, and processes related personnel actions.

Regulatory Compliance: Administers assigned compliance programs, reviews documentation, monitors deadlines, and provides guidance on established requirements.

Policies and Process Improvement: Researches best practices, develops and maintains standard operating procedures, recommends process improvements, and supports HR initiatives.

Professional Support to HR Leadership: Conducts research, prepares recommendations, supports special projects and organizational initiatives, and performs related professional work.

Minimum Qualifications

Associate degree and at least five years of progressively responsible human resources experience, or an equivalent combination of education, training, and experience. The draft also requires knowledge of recruitment, compensation and classification, performance management, HRIS, ATS, employment regulations, regulatory compliance, policy and collective bargaining agreement interpretation, research, analysis, and recommendation development.

3. Change from the Former Specialist Description

Functional area	Former Specialist emphasis	Proposed Generalist emphasis	Classification impact
Recruitment	Coordinates recruitment and processes applicants	Develops recruitment strategies, evaluates qualifications, facilitates selection, and recommends hiring actions	Greater professional judgment
Compensation/classification	Reviews job descriptions as part of postings; position management	Administers assigned compensation and classification functions and recommends compensation	Direct Generalist alignment
HRIS	Enters new hires and changes; assists with HRIS	Administers assigned HRIS functions, reviews changes, ensures data integrity, and supports HR technology	Broader systems accountability
Employee support	Responds to benefits, policies, and complaints	Provides guidance to employees and supervisors on policy, employment practices, and CBAs	Advisory rather than clerical

Functional area	Former Specialist emphasis	Proposed Generalist emphasis	Classification impact
Performance management	Coordinates evaluations and enters increases	Administers the performance-management program and provides procedural guidance	Program administration
Compliance	Specific DOT, FMCSA, CDL, hearing-test duties	Administers assigned regulatory compliance programs broadly	Transferable professional compliance role
Policies/processes	Project support as assigned	Researches best practices, develops SOPs, and recommends improvements	Analytical and developmental work
HR leadership support	Provides administrative and project support	Conducts research, prepares recommendations, and supports organizational initiatives	Professional-level contribution
Qualifications	Associate degree plus four years of related experience	Associate degree plus five years of progressively responsible HR experience	Higher experience and proficiency expectation

The revised description does not merely change the title. It establishes a materially different level of accountability by assigning program administration, analysis, recommendations, supervisor guidance, and multi-disciplinary HR work.

4. Classification Analysis

A Human Resources Specialist typically concentrates on one primary discipline, such as recruitment, benefits, leave, HRIS, or compliance. A Human Resources Generalist works across multiple disciplines, advises customers, administers programs, and applies broad HR knowledge. The proposed Wausau description meets the Generalist profile.

Factor	Proposed position assessment	Level	Classification conclusion
Knowledge	Broad knowledge of recruitment, compensation, classification, HRIS, performance management, regulation, policies, and CBAs	High professional	Generalist
Complexity	Simultaneous administration of several HR programs with competing deadlines and varied stakeholders	High	Generalist
Independent judgment	Evaluates information, develops recommendations, applies policies, and guides employees and supervisors	Moderate-high	Generalist
Organizational impact	Citywide staffing, compensation, position, performance, compliance, and systems impact	High	Generalist
Regulatory exposure	Employment regulations, compliance programs, confidential information, and collective bargaining agreements	High	Generalist
Decision authority	Recommends hiring and compensation actions; refers highest-risk matters to HR leadership	Moderate-high	Journey-level Generalist

Factor	Proposed position assessment	Level	Classification conclusion
Supervision	No direct reports	Low	Does not support manager classification
Strategic scope	Supports initiatives and process improvement but does not own labor strategy or legal decisions	Moderate	Generalist, below Business Partner/Senior Generalist

5. 2026 External Market Comparison

Employer	Comparable title	Year	Hourly minimum	Hourly maximum	Annual minimum	Annual maximum	Use in analysis
City of Wausau	Human Resources Generalist (proposed)	2026	\$29.00	\$40.58	\$60,320	\$84,406	City baseline
City of Eau Claire	Human Resources Specialist	2024 posting	\$28.93	\$33.72	\$60,174	\$70,138	Historical reference
City of Oshkosh	Human Resources Generalist	2026	\$34.76	\$47.68	\$72,301	\$99,174	2026 market comparator
Marathon County	Human Resources Generalist	2026	\$29.53	\$39.96	\$61,422	\$83,117	2026 market comparator
Brown County	HR Specialist / Human Resources Generalist	2026	\$29.14	\$41.38	\$60,609	\$86,068	2026 market comparator
City of Green Bay	Human Resources Generalist II	2026	\$34.33	\$46.44	\$71,406	\$96,595	2026 market comparator
City of Superior	Human Resources Specialist	2026	\$30.57	\$38.22	\$63,586	\$79,498	2026 market comparator
Washington County	Human Resources Generalist	2026	\$33.23	\$44.19	\$69,117	\$91,905	2026 market comparator
Vernon County	Human Resources Generalist	2026	\$32.03	\$41.94	\$66,622	\$87,235	2026 market comparator
Portage County	Human Resource Advisor	2026	\$31.65	\$38.23	\$65,828	\$79,515	2026 market comparator
Kenosha County	HR Business Partner	2026	\$35.08	\$48.44	\$72,961	\$100,756	2026 market comparator

Verified 2026 comparators, excluding Wausau and the historical Eau Claire posting, have an average range of \$30.39-\$40.26 per hour and a median range of \$31.11-\$40.67 per hour.

6. Recommended Pay Range

The revised Generalist description supports a range aligned with professional Generalist work rather than a blended administrative and specialist range. The recommendation below is positioned near the verified 2026 market median but remains below the upper ranges used for senior Generalists and HR Business Partners.

Range point	Recommended hourly	Annual equivalent	Increase over current point	Rationale
Minimum	\$29.00	\$60,320.00	20.5%	Professional entry point for a five-year, multi-functional HR role
Midpoint	\$35.66	\$74,172.80	17%	Fully proficient performance of all Generalist functions
Maximum	\$40.58	\$84,406.40	25%	Near market median maximum; below senior/Business Partner market

The recommended range is a classification range, not an automatic incumbent salary. Placement should consider directly related experience, demonstrated proficiency, performance, internal equity, compression, and the City's compensation philosophy.

7. Implementation Options

Full market adjustment: Adopt the pay grade 16 range in one action and place the incumbent based on relevant experience and proficiency.

Adjustment for 2027 budget: Implement for the 2027 budget cycle for date of 12/20/26 which is the start of 2027 payroll.

8. Conclusion

The proposed Human Resources Generalist job description accurately reflects a multi-functional professional HR role. The position administers core HR programs, provides guidance to employees and supervisors, performs compensation and classification work, protects HRIS data integrity, administers performance and compliance programs, researches best practices, develops recommendations, and supports organizational initiatives.

The breadth and complexity of these duties are inconsistent with an Administrative Assistant III classification and exceed the normal scope of a narrowly focused Human Resources Specialist. Reclassification to Human Resources Generalist is therefore supported by both job content and external market practice. The current \$23.03-\$32.26 range is materially below the verified 2026 professional HR market.

Appendix A - Source Register

Employer/source	Document or data used
City of Wausau	Human Resources Generalist draft job description, two pages; current wage range supplied by the City: \$23.03-\$32.26.
City of Wausau	Former Human Resources Specialist job description, revised February 2023.
City of Eau Claire	Human Resources Specialist employer posting, June 2024; historical range \$28.93-\$33.72.
City of Oshkosh	2026 Full-Time and Part-Time Non-Represented Pay Schedule; Human Resources Generalist.
Marathon County	2026 Salary Plan; Human Resource Specialist and Human Resources Generalist.
Brown County	2026 Classification and Compensation Schedule; HR Specialist / Human Resources Generalist.
City of Green Bay	2026 salaried pay plan; Human Resources Generalist II.
City of Superior	2026 Human Resources Specialist employer posting.
Washington County	2026 Human Resources Generalist employer posting.

Employer/source	Document or data used
Vernon County	2026 pay scale; Human Resources Generalist.
Portage County	2026 salary schedule; Human Resources Associate and Human Resource Advisor.
Kenosha County	2026 wage schedule; HR Business Partner.

Appendix B - Study Limitations

Some employers publish complete job descriptions and wage schedules, while others publish only a classification title and pay range. Full duty evidence was strongest for the City of Wausau and the available employer postings. Schedule-only classifications are appropriate for broad wage-market context but should receive less weight than complete job-description matches in a formal grievance, arbitration, classification appeal, or legal proceeding.

Eau Claire's wage data are from a verified 2024 posting and were excluded from the verified 2026 median calculations. Before final adoption, the City should confirm all pay schedules, effective dates, hours assumptions, and whether published maximums represent normal control points or extended performance maximums.



JOB DESCRIPTION

Human Resources Generalist

Job Title:	Human Resources Generalist	Reports To:	Human Resources Director
Department:	Human Resources	FLSA Status:	Exempt
Division:	Administrative	EEO Code:	2- Professional
Salary Grade:	16	Job Code:	CW 0630
Employee Group:	General Employee	Training Category:	C- Professionals
Created:	July 2026	Last Revision:	July 2026

This description is not an announcement of a position opening. To view current openings please visit www.wausauwi.gov. 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 Human Resources Generalist is responsible for administering professional Human Resources programs and services that support the City's workforce and organizational objectives. The position develops, administers, and continuously improves assigned Human Resources programs to promote consistent employment practices, regulatory compliance, operational effectiveness, and exceptional customer service. Serves as a professional Human Resources resource by providing guidance, conducting research and analysis, developing recommendations, and supporting Human Resources leadership in the delivery of Human Resources services.

Essential Duties and Responsibilities

1. Recruitment & Talent Acquisition

Develops, administers, and continuously improves the City's recruitment and selection program to promote consistent hiring practices, regulatory compliance, positive candidate experiences, and successful recruitment outcomes throughout the candidate lifecycle. Partners with departments to identify staffing needs, develop recruitment strategies, coordinate recruitment activities, evaluate candidate qualifications, facilitate the interview and selection process, and support hiring recommendations.

2. Compensation & Classification Administration

Develops, reviews, and maintains job descriptions and provides professional Human Resources analysis to support equitable compensation, position classification, and organizational alignment. Assists with compensation recommendations, classification reviews, and position evaluations to ensure positions accurately reflect operational needs and organizational structure.

3. Human Resources Information Systems (HRIS)

Responsible for the administration and integrity of assigned Human Resources Information System (HRIS) functions to ensure accurate position-related information, reliable reporting, regulatory compliance, and effective organizational decision-making. Maintains position information, reviews personnel and organizational changes, supports HR technology initiatives, and promotes efficient Human Resources processes.

4. **Employee & Supervisor Guidance**

Promotes consistent interpretation and application of Human Resources policies, procedures, employment practices, and applicable collective bargaining agreements by providing guidance and consultation to employees and supervisors. Assists departments in resolving Human Resources questions and supports informed employment decisions while referring complex employee relations, disciplinary, labor relations, and legal matters to Human Resources leadership.

5. **Performance Management**

Develops, coordinates, and administers the City's performance management program to promote accountability, consistency, and timely employee evaluations. Provides guidance regarding performance evaluation procedures, monitors program compliance, and supports performance-related personnel actions.

6. **Regulatory Compliance**

Administers assigned Human Resources regulatory compliance programs to ensure compliance with applicable federal, state, local, and organizational requirements. Monitors compliance activities, reviews required documentation, provides guidance regarding employment-related regulations, and supports departments in maintaining compliant Human Resources practices.

7. **Human Resources Policies & Process Improvement**

Develops, implements, and continuously improves Human Resources policies, procedures, and standard operating practices to promote consistency, efficiency, regulatory compliance, and customer service throughout Human Resources operations. Conducts research, evaluates best practices, recommends process improvements, and supports implementation of organizational initiatives.

8. **Professional Support to Human Resources Leadership**

Provides professional Human Resources consultation and analytical support to Human Resources leadership through research, data analysis, project coordination, policy development, and organizational initiatives. Develops recommendations, prepares reports and supporting documentation, and performs related professional Human Resources duties that contribute to effective organizational decision-making and continuous improvement.

Additional Duties and Responsibilities

- Performs various duties and special projects as assigned.

Education and Experience Requirements

Associate degree; and

Five (5) or more years of progressive, related Human Resources experience; or

A combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications:

- Human Resources experience in Municipalities or Public Administration

Knowledge, Skills and Abilities

- Knowledge of principles, practices, and laws applicable to human resources administration, including recruitment and selection, compensation and classification, performance management, Human Resources Information Systems (HRIS), applicant tracking systems (ATS), employment regulations, and regulatory compliance.

- Ability to interpret and consistently apply Human Resources policies, procedures, collective bargaining agreements, and applicable laws and regulations.
- Ability to research, analyze, and evaluate information, develop recommendations, and assist with implementing effective Human Resources programs, policies, and procedures.
- Ability to communicate effectively, both verbally and in writing, and establish and maintain positive working relationships with employees, supervisors, department directors, elected officials, external agencies, and the public.
- Ability to exercise sound judgment, maintain confidentiality, and manage sensitive information with professionalism and discretion.
- Ability to organize and prioritize multiple assignments, manage competing deadlines, and adapt to changing priorities while maintaining accuracy and attention to detail.
- Proficiency in the use of Human Resources Information Systems (HRIS), applicant tracking systems (ATS), Microsoft Office applications, and other technology used to administer Human Resources programs and maintain accurate records.

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.



Human Resource Committee Packet Memo

August 10, 2026

Agenda Items

Discussion and Possible Action: approval of reclassification of Human Resources Specialist to a Human Resources Generalist.

Background

Historically, the position focused primarily on recruitment and administrative support. Today, the position serves as one of the City's primary professional Human Resources positions supporting every department within the organization.

The Human Resources Specialist position has evolved to perform Human Resources Generalist duties. Responsibilities for this position are more complex in the ever-changing landscape.

The position independently administers numerous Human Resources programs while serving as an advisor to supervisors, employees, applicants, department heads, and elected officials.

The proposed classification more accurately represents the current scope of work while providing greater consistency with comparable municipalities and recognized Human Resources career paths.

The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Human Resource Generalist position be classified at salary grade 16 (\$63,980 - \$84,406).

Fiscal Impact

The 2026 budgetary constraints are a reality that are understood; the department will have budget savings with the vacancy of the Human Resources Director. The recognized savings for the estimated 4 months of vacancy will be \$40,047.60. The change of pay grade for the remainder of the year will be \$3,614.40.

Staff Recommendation

The position should be reclassified from 19 to 16 grade to reflect the level of professional responsibilities that the current assigned incumbent Specialist is performing.

Staff Contact: Anne Keenan 715-261-6632 anne.keenan@wausauwi.gov



Planning, Community and Economic Development

July 31, 2026

To: Human Resources Committee

From: Carrie Edmondson, AICP, Assistant City Planner

RE: Justification for adding Planning Intern – Comprehensive Plan Community Engagement Support

I am requesting the Committee's consideration and approval to hire a Planning Intern within the Community Development Department. This temporary position is needed to support the City's ongoing Comprehensive Plan update, specifically the community engagement phase that will take place over the coming months. As the Comprehensive Plan progresses, the volume and complexity of public outreach activities have increased substantially. To ensure the City reaches residents, businesses, and community organizations effectively and equitably, additional staffing support is necessary. A Planning Intern will allow staff to maintain high-quality engagement while keeping the project on schedule.

The position is anticipated to run for four months and will be funded through 2026 CIP allocated funding for the overall Comprehensive Plan update. The addition of an intern at this stage will help ensure the Comprehensive Plan reflects broad, meaningful community participation while preserving staff capacity for ongoing planning and development responsibilities.

Both Randy Fifrick, Development Director and Brad Lenz, City Planner, have reviewed and fully support this request. They concur that additional staffing is essential for managing the extensive community engagement required for the Comprehensive Plan update. The intern position will provide timely assistance, improve outreach effectiveness, and help maintain project momentum during this critical phase. I respectfully request that the Human Resources Committee authorize the hiring of a Planning Intern to support this vital component of the Comprehensive Plan.



JOB DESCRIPTION

Planning Intern

Division:	Community Development	Reports To:	Assistant City Planner
FLSA Status:	Non-Exempt	Pay Grade:	Temporary-Seasonal Rates
Occupation Code:		Last Updated:	July 31, 2026

Purpose of the Position

Under the direction of the Assistant City Planner, assists with special projects in the Community Development Department, with the primary focus being on the Citywide Comprehensive Plan update.

Essential Duties and Responsibilities

- Assists with planning projects in the Community Development Department.
- Assisting with the facilitation of public meetings and other engagement events
- Drafting communications and organizing outreach activities
- Collecting, analyzing, and summarizing data
- Assist with projects for Plan Commission and other city committees
- Administrative assistance, including but not limited to taking notes during meetings, drafting documents, and compiling engagement data.
- Attending special outreach activities as required.
- Performs related duties as required.

Job Requirements

- A High School diploma or equivalent (GED, etc.)
- Undergraduate degree in or enrollment of studies in planning, natural resources, architecture, GIS, urban studies, sustainability, or a related field

Performance Specifications

- Maintains prompt, predictable, and regular physical attendance
- Must be able to take direction and work well with others.
- Must be able to concentrate and perform accurately.
- Must be able to react to change productivity and handle other tasks as assigned.

Work Environment

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.



Planning, Community and Economic Development

July 31, 2026

To: Human Resources Committee

From: Randy Fifrick, Development Director

RE: Justification for adding Planning Intern – Comprehensive Plan Community Engagement

I am requesting authorization to hire a Planning Intern to support the City's ongoing Comprehensive Plan update, with a primary focus on community engagement. As we advance into the most public-facing phase of the planning process, our department is experiencing a significant increase in outreach, communication, and coordination needs. Ensuring broad, accessible, and equitable engagement is essential to producing a plan that reflects the community's values, priorities, and long-term vision.

The Planning Intern will provide critical support in the following areas:

- Assist with the design, promotion, and delivery of public engagement activities, including focus groups, pop-up events, and aggregation of survey results
- Support staff in organizing stakeholder meetings, maintaining contact lists, and documenting public input accurately and consistently.
- Conduct research and prepare visual and written materials that help residents understand planning concepts and provide meaningful feedback.
- Improve response capacity by helping staff address resident questions and logistical needs throughout the engagement period.
- Assist with Plan Commission and other committees.

The City's commitment to a thorough and inclusive process requires dedicated staffing beyond our current capacity. This has been further exacerbated by the vacancy in the Administrative Assistant position, which has significantly increased the workload related to compiling and posting agendas, preparing packets, and managing other essential administrative responsibilities. Hiring a Planning Intern will allow us to maintain momentum on the Comprehensive Plan without compromising the quality, depth, or accessibility of public involvement.

This temporary position also provides a valuable professional development opportunity for an emerging planner, strengthening our department's connection to future planning talent. The role is anticipated to run for four months, with a workload focused primarily on community engagement deliverables aligned with the project schedule outlined in the

adopted Public Participation Plan. Funding for the position is available through Comprehensive Plan update funds granted through a 2026 CIP request.

For these reasons, I respectfully request approval to proceed with hiring a Planning Intern to support Comprehensive Plan update community engagement efforts.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Randy Fifrick', with a long horizontal flourish extending to the right.

Randy Fifrick, Development Director



Department of Public Works & Utilities

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: August 10, 2026

SUBJECT: DPWU Organizational Structure Changes & Succession Planning

The Department of Public Works and Utilities (DPWU) currently has six separate divisions with a total of 112 employees. The current divisions within DPWU are as follows:

1. Streets & Maintenance
2. Engineering
3. GIS
4. Inspections
5. Water
6. Wastewater

Periodic review of the department organizational structure is beneficial for continuous organizational improvements and efficiencies. One critical planning piece in the department is the development of formal succession plan to manage and mitigate disruption in services during vacancies. The objective is to have a more structured organization that identifies key roles and responsibilities of potential incumbents that may be viewed as replacements when management vacancies occur. Even if these existing employees do not permanently fill a vacant position it would be the intent to have them temporarily fill that role until a replacement is hired. Establishing a succession plan will ensure positions with significant decision-making authority will be covered when the positions become vacant, maintaining continuity of DPWU operations and service to the community.

I have attached both the current DPWU organizational chart (107.5 employees) and the proposed DPWU organizational chart (107 employees) highlighting the changes. Once the changes are implemented DPWU will have the following established Divisions:

1. Streets & Maintenance
2. Engineering
3. GIS
4. Fleet/Motorpool
5. Inspections
6. Water
7. Wastewater

The organizational structure of the department has changed over the past several years to fit with the operational and administrative changes as they were implemented. Flat organizational structures limit growth and succession planning. The changes made to date have been significant and have been made over time, so the department has time to adjust in both operations and structure. DPWU has made some significant operational changes which have affected most divisions within the department. Technology use has also grown significantly and continues to grow in use throughout the department, this has required significant training of staff and purchases of hardware throughout the department to use the technology. Below is the list of proposed changes and financial impacts for the department. The proposed changes reflect how the department is currently operating and identify the fiscal impact of the proposed changes.

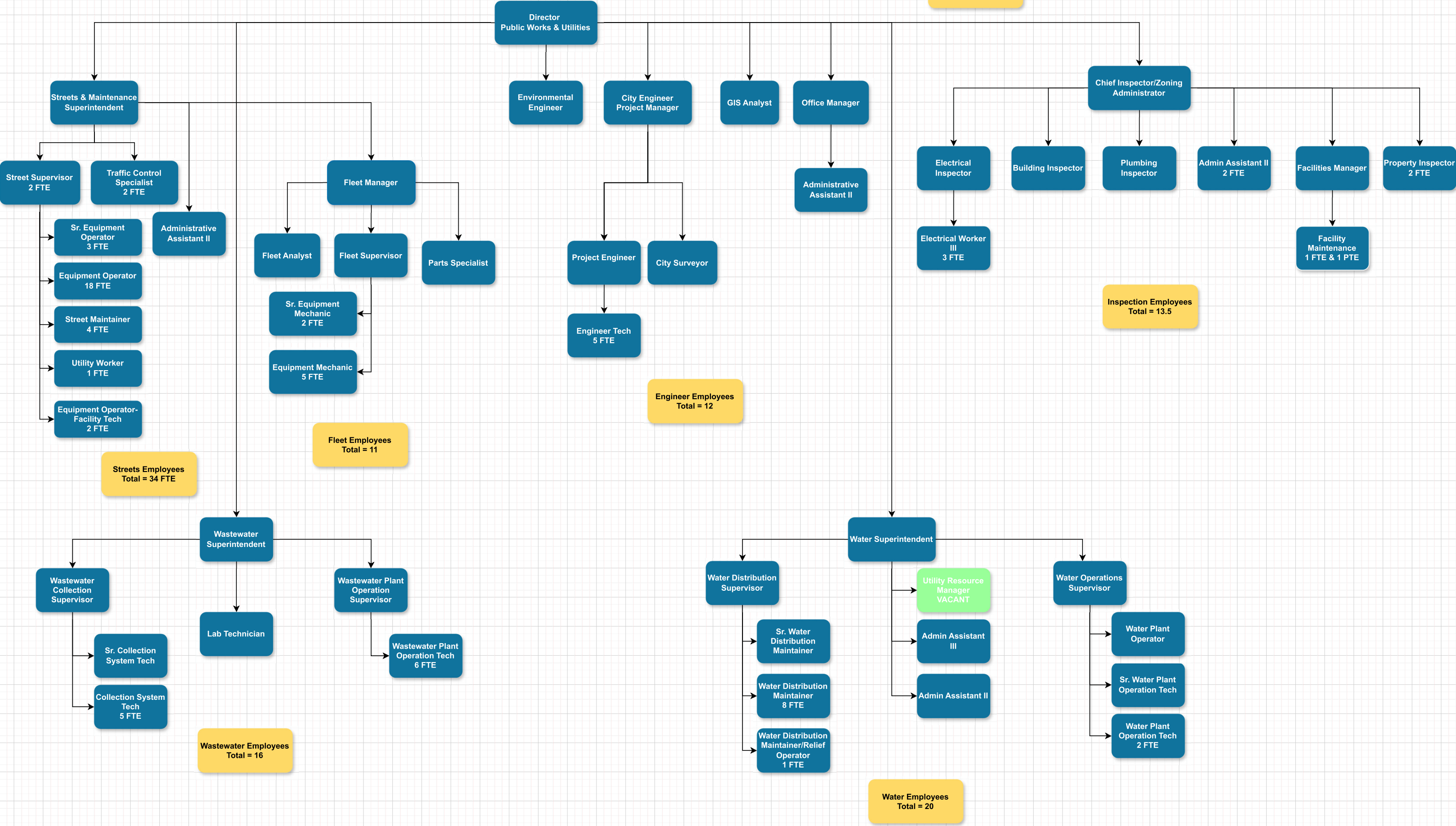
Finalizing and establishing a well-structured hierarchical organization will help with establishing a formal succession plan. Making changes slowly over the past several years has made the transition more tolerable for employees and more effective when implementing these organizational changes. The proposed changes to the organizational structure noted below fit with our current operations and will allow a much more sustainable succession plan to be established.

Future-looking potential changes will depend on budget decisions made by city council. Further efficiencies and improvements would be beneficial for the department if the city were to move forward with diversifying revenue rather than relying on property taxes. It would be beneficial for the organization to have steady committed budgets such as storm water utility, garbage/refuse fee, vehicle registration fee, etc. These are future potential discussions and decisions that would likely affect how services are funded and likely how DPWU is currently organized.

DPWU Organizational Chart Changes - Succession Planning - July 2026				
Division	Item	Changes	Proposed Reclass	Fiscal Impact
Inspections				
Both of these positions currently perform 70% of their work in facility maintenance.	1	Move two operators (Carpenter Shop staff) under Facilities supervision within the Inspections Division	NA	\$0
This change is in line with other Division heads as Superintendents. Creates consistency.	2	Change title of Division head from Chief Inspector/Zoning Administrator to Inspections Superintendent. Reclass Superintendent position.	NA	\$0
More evenly spread out Supervision of employees and the Building Inspector position is likely the next position for advancement of a property inspector.	3	Place Property Inspectors under the supervision of the Building Inspector and update job Description of the Building Inspector	NA	\$3,000
This position has been difficult to fill. Moving two employees from streets under facility supervision will assist and allow for further organizational efficiency without fiscal impact.	4	Eliminate Part Time Position in Facilities	NA	-\$30,000
Street & Maintenance Division				
Both positions currently perform 70% of their work in facility maintenance.	1	Two operators moved under Facility supervision	NA	\$0
Added responsibilities and required certifications	2	Rename Traffic Maintainer position to Traffic Control Technician, update job description and reclass (2-positions)	PG19 to PG18	\$9,000
Fleet currently operates as a division, has its own budget and is proposed to be separated from Streets physically. Added responsibilities and established the Fleet Manager as a Superintendent.	3	Motorpool or Fleet would become a separate Division of DPWU rather than being under the Streets Division. Fleet Manager would change to Fleet Superintendent	PG14 to PG12	\$9,000
				-\$9,000

Department of Public Works & Utilities
Organizational Chart - Updated November 2025

DPWU Employees
Current Total = 107.5
107 FTE & 1 PTE



Department of Public Works & Utilities
Organizational Chart - Updated July 2026

DPWU Employees
Proposed Total = 107
107 FTE

