

\*\*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:	<b>Human Resources Committee</b> *REVISED*
Date/Time:	<b>Monday, November 13, 2023 at 4:45 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

### AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of October 9, 2023 Minutes.
- 2) Human Resources Report for October 2023.
- 3) Discussion and Possible Action Approving Creation of Administrative Assistant II Position to be Shared Between the Police Department and Fire Department (1FTE).
- 4) Discussion and Possible Action Approving the Request to the Minimum Qualifications for Police Officer in the City of Wausau Police and Fire Commission Manual.
- 5) Discussion and Possible Action Approving the Addition of Administrative Assistant II Position to the Community Development Department (0.55 FTE).
- 6) Discussion and Possible Action Amending Employee Handbook Section 5.17 to Include Standby Pay for Municipal Fleet Technician.
- 7) 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 [james.henderson@ci.wausau.wi.us](mailto:james.henderson@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 agendaized, 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 11/09/2023 at 10:00 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](mailto: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 9, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Tom Killian, Michael Martens  
MEMBERS ABSENT: Dawn Herbst  
Also Present: J. Henderson, Mayor Rosenberg, E. Lindman, M. Barnes, M. Groat

**Approval of September 11, 2023 Minutes.**

Motion by Gisselman to approve the September 11, 2023 Human Resources Committee Meeting minutes. Second by Martens. No questions or discussion. All ayes. Motion passes 4-0.

**Human Resources Report for September 2023.**

No questions were brought forward by the Committee.

**Discussion and Possible Action Approving Reclassification of the Transit Operations Supervisor Position from Grade 18 to Grade 17.**

Henderson said that this item stemmed from the August 14<sup>th</sup> Police Department supervisor compression adjustment item. Henderson had a discussion with Transit and it was discovered that the newest supervisor was making less than the top pay for a Bus Operator. Henderson believes that moving the position up a grade, along with the scale adjustment proposed from the wage study, should fix this issue, however, he said that any time a contract is approved that supervisor rates will need to be reviewed.

Martens asked if there is a reason why Henderson is recommending moving the transit supervisors up a grade instead of giving them a percentage increase that would give them a 5% spread from the drivers. Henderson said that there are more layers of management in the Police Department, and that by moving the transit supervisors up a grade this should fix the issue for some time. Martens asked if the grades don't represent an increase in responsibilities and job duties. Henderson said that he did look at this and believes that the supervisors were not properly classified; he also discussed this with the Transit Director and Deputy Transit Director and they agreed with the reclassification.

Gisselman asked if a policy that encompasses these issues and how to handle them could be created. Henderson said that he would like to make sure that supervisor rates are looked at when union contracts are approved and would like to have a committee that looks at everything and makes recommendations. Henderson went on to say that this is largely an issue with non-union supervisors and union employees because increases are not the same.

Motion by Killian to approve the reclassification of the Transit Operations Supervisor position from Grade 18 to Grade 17. Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the 2024 and 2025 Health, Dental, and Supplemental Insurance Plan Inclusion of CCIT.**

Henderson said he wanted to thank USI and Anne Keenan for their hard work regarding the benefits renewal. The increase was on track to be double digits, but we were fortunate to get a final rate increase of 5.1% for health insurance and no increase for dental. Henderson said that when he talked with others in the industry at a conference, they were all looking at 9-15% increases. Henderson again thanked USI and Anne for their work at getting the City the low increase.

Motion by Gisselman to approve the 2024 and 2025 health, dental, and supplemental insurance plan inclusion of CCIT. Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving 2024 Benefit Design for City and CCIT Employees.**

Henderson said he touched on this with the last item, but that Anne Keenan gave him the information on what the increase will amount to for employees, which is about a \$14 increase for family plan and about a \$5 increase for single plan.

Motion by Gisselman to approve the 2024 benefit design for the City and CCIT employees. Second by Killian. All ayes. Motion passed 4-0.

**Discussion and Possible Action Amending Salaries for Elected Officials.**

McElhaney said that she had a couple alders ask for her to place this on the agenda, and that by state statute, any elected official salary increases must be passed by December 1<sup>st</sup>.

Martens believes that this was last looked at in 2019, and that looking at the comparibles, Wausau seems to be in line with other municipalities and doesn't have any preference for this item. Martens said that he would be agreeable to a 3% increase if a recommendation for an increase is proposed.

Killian said he would prefer to keep the rate for elected officials the as they are and not increase them.

Gisselman said that he feels the same and will not support any increases for elected officials.

McElhaney said that she was presented information that elected officials have not received any increases in 15 years, but in looking at the information provided, Wausau seems to be in line with similar populated municipalities. McElhaney would like this item to go to Council for a vote even though she believes Wausau is in line and doesn't see any issues with the current pay rates.

Martens asked if this item would have to go through Finance before Council. McElhaney said she was not sure, but that the Council would need to pass it by a 2/3 vote.

Motion by Martens to increase the salary for alderpersons and the mayor by 3%. Second by McElhaney. All nays. Motion failed 0-4.

**Adjournment.**

Motion by Killian to adjourn. Second by Martens. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=pn-mUC582FU>



## HR PERFORMANCE REPORT

### Core Services

#### *Classification & Compensation*

##### **Open Reclassification Requests**

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
Transit Operations Manager	\$59,467.20 to \$89,252.80	Deputy Transit Director	\$65,998.40 to \$99,049.60	5/8/2023
Admin IV DPW	\$50,648.00 to \$70,928.20	Office Manager DPW	\$50,648.00 to \$70,928.20	5/8/2023
Admin III Fire	\$43,846.40 to \$61,401.60	Admin Analyst	\$50,648.00 to \$70,928.20	5/8/2023
Admin I CDA	\$37,835.20 to \$52,956.80	Admin II	\$40,851.20 to \$57,179.20	5/8/2023
Occupancy Specialist CDA	\$40,851.20 to \$57,179.20	Occupancy Specialist CDA	\$43,846.40 to \$61,401.60	5/8/2023
Admin I	\$37,835.20 to \$52,956.80	Assessment Tech	\$40,851.20 to \$57,179.20	5/8/2023
Building Maintenance Tech		Building Maintenance Tech	\$37,835.20 to \$52,956.80	5/19/2023

##### **Completed Reclassification Requests**

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
Transit Operations Manager	\$65,998.40 to \$99,049.60	\$65,998.40 to \$99,049.60	5/8/2023	6/13/2023
Admin IV DPW	\$50,648.00 to \$70,928.20	\$50,648.00 to \$70,928.20	5/8/2023	6/13/2023
Admin III Fire	\$50,648.00 to \$70,928.20	\$50,648.00 to \$70,928.20	5/8/2023	6/13/2023
Admin I CDA	\$40,851.20 to \$57,179.20	\$40,851.20 to \$57,179.20	5/8/2023	6/13/2023
Occupancy Specialist CDA	\$43,846.40 to \$61,401.60	\$43,846.40 to \$61,401.60	5/8/2023	6/13/2023
Admin I	\$40,851.20 to \$57,179.20	\$40,851.20 to \$57,179.20	5/8/2023	6/13/2023
Building Maintenance Tech	\$37,835.20 to \$52,956.80	\$37,835.20 to \$52,956.80	5/19/2023	6/13/2023

#### *Employee Benefits*

##### Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
82	65	1	16



## HR PERFORMANCE REPORT

### FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
12		1	3

### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
28	6	22

### Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Hand	Medical	Open	01/17/23
Police	Privacy Case	Medical	Closed	02/18/23
DPW	Head & Elbows	Medical	Closed	02/25/23
Police	Animal Bite	Medical	Closed	03/08/23
Police	Animal Bite	Medical	Closed	03/08/23
DPW	Hand cut	Medical	Closed	03/08/23
Police	Hand Sprain	Medical	Closed	03/16/23
Fire	Back injury	Indemnity	Closed	03/22/23
Water	Object to face	Medical	Open	04/14/23
Fire	Ankle	Medical	Open	04/14/23
Fire	Cut to thumb	Medical	Closed	04/17/23
Fire	Privacy Case	Medical	Closed	04/18/23
Fire	Privacy Case	Medical	Closed	04/18/23
Police	Privacy Case	Medical	Closed	04/29/23
Police	Ear injury	Medical	Closed	04/30/23
DPW	Finger injury	Indemnity	Closed	05/09/23
Police	Knee injury	Indemnity	Open	05/14/23
Fire	Back	Indemnity	Closed	05/26/23
Water	Eye	Medical	Closed	06/02/23
Police	Hand	Medical	Open	06/05/23
Police	Finger	Medical	Closed	06/14/23
Police	Leg	Medical	Closed	07/25/23
Police	Wrist	Medical	Open	05/03/23
Attorney	Multiple	Indemnity	Closed	08/23/23
Water	Eyes	Medical	Open	09/11/23



## HR PERFORMANCE REPORT

DPW	Eyes	Medical	Open	09/13/23
WW	Eyes	Indemnity	Open	09/18/23
DPW	Foot	Medical	Closed	09/23/23

### Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
WW	Multiple Body Parts	Indemnity	Open	02/10/22
Fire	Back	Indemnity	Open	01/26/21
WW	Multiple body parts	Indemnity	Open	09/13/19
WW	Multiple body parts	Indemnity	Reopened	02/07/17

### 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		
1	0	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
Scott Burton	ATU	Movement through pay scale	2/16/2023	At step 3
Multiple Employees	WPPA	OT Pay	4/1/2023	Step 1

#### Closed Grievances

Employee Name	Union	Issue	Date Filed	Status



## HR PERFORMANCE REPORT

### Recruitment & Selection

#### New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Lacy Rodemeier	Community Dev. Authority	Administrative Assistant I	1/03	
Daniel Landwehr	Public Works	Street Maintainer	1/10	5/26
Samuel Reyes	Police	Police Officer	1/20	
Joshua Bergquist	Police	Police Officer	1/20	
Douglas Frick	Police	Police Officer	1/20	
John Shoemaker	Police	Police Officer	1/20	
Fong Moua	Police	Police Officer	1/23	
Samuel Butcher	Metro Ride	Bus Operator II	2/06	2/28
Jon Hanson	Metro Ride	Bus Operator II	2/06	2/10
Zachery Ihle	Fire	Firefighter/Paramedic	2/06	
Joshua Koll	Fire	Firefighter/Paramedic	2/06	
Derrick Krueger	Fire	Firefighter/Paramedic	2/06	
Benjamin Springob	Fire	Firefighter/Paramedic	2/06	
Koua Xiong	Fire	Firefighter/Paramedic	2/06	
Dylan Shifflett	Fire	Firefighter/Paramedic	2/06	
James Brockman	Fire	Firefighter/Paramedic	2/10	
Ethan Cordova	Fire	Firefighter/Paramedic	2/10	
Ashley Sakis	Fire	Firefighter/Paramedic	2/10	
Sybil Schuenke	Metro Ride	Bus Operator II	2/20	2/21
Thomas Rice	Metro Ride	Bus Operator II	3/06	
Matthew Rosenbloom-Jones	Metro Ride	Transit Director	3/20	11/03
Stacey Severson-Denfeld	Assessment	Property Appraiser	3/20	
Gary Kmiecik	Assessment	Property Appraiser	4/17	
Katherine Breintendorf	Finance	Accountant – Revenue	4/24	
Jason Schill	Sewer	Wastewater Plant Operations Tech	5/01	
Nolan Bouffleur	Fire	Firefighter/Paramedic	5/08	
John Lauer	Fire	Firefighter/Paramedic	5/08	
Nick Bradfish	DPW	Street Maintainer	5/08	
Austin Cantrell	DPW	Municipal Fleet Technician	5/08	
Benn Her	Sewer	Collection System Technician	5/15	
Kylie Marchel	Police	Law Enforcement Computer Tech	5/15	





## HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
Tad Pike	Police	Police Officer	5/15	
Austin Trinko	Sewer	Wastewater Plant Operations Tech	5/30	
David Wilke	Water	Water Plant Operation Tech	5/30	
Evan Garski	Inspections	Property Inspector	5/31	
Jeevinmathu Chandra	Public Works	Municipal Fleet Technician	6/12	
Yvonne Scheffler	Metro Ride	Administrative Assistant III	6/26	
Mitchell Pempek	Water	Water Distribution Maintainer	6/26	
Kody Hart	Finance	Deputy City Clerk	7/10	
Teri Smith	Public Works	Fleet Analyst	7/10	
Sandra Rutheford	Finance	Administrative Assistant III	7/10	
Julie Vang	Finance	Administrative Assistant III	7/17	8/25
Ryan Baker-Ortiz	Metro Ride	Bus Operator I	7/17	
Jared Johnson	Wastewater	Collection System Technician	8/14	
Sheradyn Mikul	Police	Police Officer	8/14	
Raphael Cary	Police	Police Officer	8/14	
Erik Naugle	Police	Police Officer	8/14	
Monica Dvorak	Finance	Accountant (Enterprise Fund)	8/21	
Kevin Feltz	Metro Ride	Utility Worker – Transit	8/21	9/19
Teagan Troutner	Attorney’s Office	Assistant City Attorney	9/05	
Michael Bradberry	Wastewater	Wastewater Plant Operations Technician	9/18	
Samantha Younn	Inspections	Administrative Assistant II	9/18	
Luke Antoniewicz	Maintenance	Building Maintenance Technician – DPW	9/18	
Lane Goeman	Water	Water Distribution Maintainer	10/02	
James Noeske	Public Works	Municipal Fleet Technician	10/02	
Marshal DeValk	Fire	Firefighter/Paramedic	10/02	
Brian Kell	Maintenance	Building Maintenance Technician – DPW	10/16	
Alexis Wanish	Finance	Administrative Assistant III	10/16	
Angela Zimmerman	Finance	Administrative Assistant III	10/30	
Kevin Feltz	Metro Ride	Bus Operator I	10/30	
Jacob Will	Metro Ride	Bus Operator I	10/30	
Jason Strachan	Metro Ride	Bus Mechanic I	10/30	
Kevin Marulli	Public Works	Street Maintainer	10/30	



## HR PERFORMANCE REPORT

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
47	32	14	1

### Separations by Department for 2023 YTD

Assessment – 3	Clerk/Finance – 5	Fire – 2	Inspections - 3
Metro Ride - 10	Police - 10	Wastewater – 4	Attorney's - 1
Public Works – 4	Parking Ramps - 1	Water - 3	CDA - 1

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Alfred Buch	Firefighter/Paramedic	Engineer	William Resch	1/1
Lea Wilde	Admin Asst III (Finance)	Admin Asst II (Inspections)	Denise Pody	1/20
Nathaniel Stetzer	Detective	Patrol Lieutenant	Cord Buckner	1/20
Bradley Wendtland	Plant Maintenance Mechanic	Wastewater Plant Operations Supervisor	Pat Van Ouse	2/05
Christopher Savickis	Equipment Services Mechanic	Senior Equipment Services Mechanic	Aaron Moss	2/05
Peggy Steinke	Payroll Coordinator	Accountant (Payroll)	(reclass – n/a)	2/05
Travis Lepinski	Property Inspector	Building Inspector	Richard Grefe	3/19
Floyd Smith	Water Maintainer/Relief Operator	Water Plant Technician	(underfill)	5/01
Benjamin Thumann	Police Officer	Detective	Nathaniel Stetzer	5/15
Christopher Wright	Water Distribution Maintainer	Water Maintainer/Relief Operator	Floyd Smith	6/11
Zackery Fleming	Street Maintainer	Equipment Operator	Robert Hoffman	6/11
Kevin Brown	Parking Cashier	Utility Worker – Metro Ride	Scott Burton	6/26
Justin Hermsen	Municipal Fleet Technician	Senior Municipal Fleet Technician	Aaron Moss	7/02
Joseph Toboyek	Utility Worker – DPW	Street Maintainer	Zackery Fleming	7/30
Ronald Schuenke	Bus Operator II	Transit Operations Supervisor	Michael Jaeger	8/28
Juli Birkenmeier	Community Services Analyst	Asst. Director Community Dev. Authority	Betty Noel	9/24
Tamara King	Occupancy Specialist	Community Services Analyst	Juli Birkenmeier	9/24
Richard Miller	Street Maintainer	Equipment Operator	James Lentz	10/15
Todd Baeten	Patrol Captain	Deputy Police Chief	Matthew Barnes	10/30



## HR PERFORMANCE REPORT

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant II – Police	1	10/19	Closed 10/30; In Process
Bus Operator I (PT)	1		On-going
Deputy City Assessor	1		Closes 11/15
Deputy Fire Chief	1	12/15	Closed 10/24; Interviews Scheduled
Firefighter/Paramedic	4 (+ 2 Future Vacancies)	New (+ 2024 Retirements)	Closed 10/31; Interviews Scheduled
Occupancy Specialist	1	9/24	Closed 10/15; Interviews Scheduled
Police Officer	Future Vacancies		Closed 10/20; Interviews Scheduled
Property Appraiser	1	10/23	Closes 11/15
Street Maintainer	2 Future Vacancies	2024 Retirements	Closes 11/16
Transit Director	1	11/03	Closes 11/18
Utility Worker – Transit	1	9/19	Reposted – Closes 11/15

### Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Water Plant Operator	1	8/9/23	Job Requisition Needed from Department to Start Recruitment.
Wastewater Lab Technician	1	10/31/23	Job Requisition Needed from Department to Start Recruitment.



## HR PERFORMANCE REPORT

### *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
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing Issues

### *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
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



## HR PERFORMANCE REPORT

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
4.07 Protected Service Employees Repayment Commitment	Add repayment of all costs associated with the Paramedic Certificate program if an employee resigns within three years of hire.	10/10/22
5.19 Tuition Reimbursement	Added clarification of Satisfactory completion to be defined as a grade of "C" of higher.	2/13/23
8.08 General Leaves of Absences	Requires all available leave be taken before taking leave without pay	2/13/2023
4.01 Employment Categories	Differentiates seasonal from temporary employment category	2/13/2023

# Human Resource Committee Packet

November 2023

<b>Agenda Item</b>
Requesting approval for the addition of one shared FTE Administrative Assistant position to be shared between the police and fire departments.
<b>Background</b>
<p>The Wausau Police Department has experienced a significant and continued increase in the number of open records requests, as one essential job function of our administrative assistant position. With the addition of body cameras, the amount of staff time required to process the requests has grown significantly. The result of these increases includes an increasing delay in satisfying open record requests (current backlog is three weeks), and the overall verbalized dissatisfaction and frustration of the citizens making the requests. Over the last five years, the processing of open records requests has become a significant portion of the clerical workload at the Wausau PD. We anticipate this trend to continue, as seen in the attachment to this memorandum.</p> <p>The Wausau Fire Department has one Administrative Analyst and lacks redundancy in that position. The department has evolved to become reliant upon technology and software for essential department operations. It has become clear that with only one person trained and knowledgeable in many of these programs, the department is vulnerable if that person leaves or is unable to perform the job.</p>
<b>Fiscal Impact</b>
Admin II Min \$40,851.20 Mid \$50,262.80 Max \$\$57,179.20
<b>Staff Recommendation</b>
Discuss and possible action on adding a shared Admin II for police and fire in salary grade 20 from Min \$40,851.20 Mid \$50,262.80 Max \$\$57,179.20
Staff contact: James Henderson (715-261-6634)



# WAUSAU

*...as the standard of  
excellence in policing*

## Memorandum

From: Captain Melinda Pauls, Police Department  
To: Human Resource Committee  
Date: November 13, 2023  
Re: Addition of one shared FTE clerical staff member

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### **Purpose:**

Requesting approval for the addition of one shared FTE Administrative Assistant position to be shared between the police and fire departments.

### **Background:**

The Wausau Police Department has experienced a significant and continued increase in the number of open records requests, as one essential job function of our administrative assistant position. With the addition of body cameras, the amount of staff time required to process the requests has grown significantly. The result of these increases includes an increasing delay in satisfying open record requests (current backlog is three weeks), and the overall verbalized dissatisfaction and frustration of the citizens making the requests. Over the last five years, the processing of open records requests has become a significant portion of the clerical workload at the Wausau PD. We anticipate this trend to continue, as seen in the attachment to this memorandum.

The Wausau Fire Department has one Administrative Analyst and lacks redundancy in that position. The department has evolved to become reliant upon technology and software for essential department operations. It has become clear that with only one person trained and knowledgeable in many of these programs, the department is vulnerable if that person leaves or is unable to perform the job.

### **Impact:**

The departments have looked at options to assist with duties, specifically technology in open records redaction. Technology, however, cannot remove the human factor needed to review body camera video.

### **Recommendation:**

Department recommends the committee allow the addition of one shared FTE Administrative Assistant position to be shared between the police and fire departments.

### **Attachment:**

1. Police department staffing/hours
2. Job Description



# WAUSAU

*...as the standard of  
excellence in policing*

## Attachment 1

The Wausau Police Department clerical open records requests numbers by year:

2020 - 1936

2021 - 2244

2022 - 2281

2023 - 2017 (January – September), averaging 224/month – expected to be around **2689 requests**

In perspective, the following is the number of clerical staff for Wausau and other local comparable agencies:

### Wausau Police Department

79 sworn staff

4.6 clerical staff (including 1 supervisor)

### Stevens Point PD

44 sworn staff

5 clerical staff

### Eau Claire PD

105 sworn staff

9 full time clerical staff (including 1 supervisor)

### Lacrosse PD

100 sworn staff

7 police clerical staff

3 parking control clerical staff

### Wisconsin Rapids PD

39 sworn staff

4 clerical staff

### Fitchburg PD

54 sworn staff

4 clerical staff





## JOB DESCRIPTION Administrative Assistant II

Job Title:	Administrative Assistant II	Reports To:	Administrative Assistant IV
Department:	Police/Fire Shared	FLSA Status:	Non Exempt
Division:	Administration	EEO Code:	6-Administrative Support
Salary Grade:	20	Job Code:	CW 0074
Employee Group:	General Employee	Training Category:	D-Staff
Created:	November 2023	Last Revision:	November 2023

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

### **Purpose of the Position**

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

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

### **Essential Duties and Responsibilities**

1. Process various reports to include Records Management System (RMS) reports. Verify officers' accuracy on entry, update moderately complex data, and transmit information. Distributes reports to the District Attorney, Social Services, Probation/Parole, Probate, and SIU departments.
2. Process Daily Traffic Reporting Accident Citation System (TraCS) reports. Including citations, warnings, and accident reports. Image data, transmit, archive, post to Municipal Court, and distribute. Data entry into moderately complex records and traffic systems.
3. Receptionist and customer service/customer conflict resolution contact. Determines whether citizens need to report to an officer, or other area, if non criminal. Refers questions to appropriate person/department for resolution.
4. Transaction Information for Management of Enforcement (TIME) System. Maintains certification and accesses the statewide TIME system by running queries and interpreting the responses.
5. WIBRS – Responsible for reviewing and interpreting report information to verify correct offenses have been applied by officers. Correct errors, compile reports and submit to appropriate agencies.
6. Maintains the Police department's case photos, squad videos, and interviews. Verifies the right classification and documents the media to police reports.
7. Independently prepares various Department reports from compiled information such as EMS state reports, Fire Prevention program reports, and the National Fire Incident Reporting System reporting.
8. Organizes and maintains files and records, both paper-based and electronic, to include supervisor files, fire prevention files, and other department files.
9. Processes juvenile violations, includes inputting data into automated law enforcement system, preparing and sending parent notification letters and submitting to juvenile court for prosecution. Prepares juvenile referral forms.
10. Compiles and distributes paperwork for OWI arrests according to Department of Transportation regulations.

11. Receives, deciphers, and responds to Open Record Requests. Redacts reports in compliance with Open
12. Records Laws and DPPA guidelines. Prepares body cameras and squad videos for Open Record Requests.
13. Responsible for receiving cash from customers and balancing the money drawer. Process accounts payable invoices and accounts receivable invoices for customers. Prepares invoices, billing statements and payments.
14. Process Parking Ticket Disputes. Prepare disputes for review, update tickets, & processes notification letters.
15. Maintain departments training records and the department's website.
16. Maintains Fire department software, hardware, and applications. Provides support and training to department personnel on the same.
17. Maintains office supplies and materials for all fire stations including chairs, desks, and file cabinets.
18. Types a variety of documents such as memos, policies, forms, correspondence, reports, and meeting agendas minutes and personnel records. Drafts correspondence, reports, memos, etc. for signature of appropriate supervisor.
19. Collects and compiles items for monthly newsletter and annual report.
20. Performs other duties as assigned.

### **Job Requirements**

High school diploma or equivalent and one to three years clerical experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Cash collection & positive customer service experience is necessary for this position.

### **Knowledge, Skills and Abilities**

MS Word – Intermediate

Excel and PowerPoint – Basic

Proficient User of software programs specific to the departmental functions.

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

**Physical and Working Environment**

Normal office working conditions within minimal exposure to disagreeable elements.

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

**Acknowledgement**

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

Signature of Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Human Resource Committee Packet

November 2023

<b>Agenda Item</b>
Request Human Resources Committee to discuss and possibly act on Requesting change of minimum qualifications in the City of Wausau Police and Fire Commission manual.
<b>Background</b>
<p>The Wausau Police Department values education and finding the best candidates to serve the community. Historically Wausau PD has higher standards regarding college credits than what is required by the state. The state of Wisconsin requires a police officer candidate to have 60 post high school credits, within five years of employment as an officer.</p> <p>The PFC manual and the Wausau Police Department currently requires a police officer candidate to have a minimum of 60 post high school credits at time of hire, or 40 credits for those candidates the department will sponsor through a state Law Enforcement Academy. 20 credits are given for completion of the academy.</p> <p>The Department wishes to have the ability to hire qualified candidates and have our minimum qualifications match the state guidelines. We wish to be able to hire a candidate without the appropriate amount of college credits and require them to obtain the 60 post high school credits within five years of employment with our department.</p>
<b>Fiscal Impact</b>
none
<b>Staff Recommendation</b>
Discuss and possibly acting on Requesting change of minimum qualifications in the City of Wausau Police and Fire Commission manual.
Staff contact: James Henderson (715-261-6634)



# WAUSAU

*...as the standard of  
excellence in policing*

## Memorandum

From: Captain Melinda Pauls, Police Department  
To: Human Resource Committee  
Date: November 13, 2023  
Re: Addendum to hiring requirements of the Police Department

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### **Purpose:**

Requesting change of minimum qualifications in the City of Wausau Police and Fire Commission manual.

### **Background:**

The Wausau Police Department values education and finding the best candidates to serve the community. Historically Wausau PD has higher standards regarding college credits than what is required by the state. The state of Wisconsin requires a police officer candidate to have 60 post high school credits, within five years of employment as an officer.

The PFC manual and the Wausau Police Department currently requires a police officer candidate to have a minimum of 60 post high school credits at time of hire, or 40 credits for those candidates the department will sponsor through a state Law Enforcement Academy. 20 credits are given for completion of the academy.

The Department wishes to have the ability to hire qualified candidates and have our minimum qualifications match the state guidelines. We wish to be able to hire a candidate without the appropriate amount of college credits and require them to obtain the 60 post high school credits within five years of employment with our department.

### **Impact:**

Infrequently a situation may arise in which the best candidate(s), do not at first fulfill our normal standard hiring practices. The police department strives to hire the best candidates and recognizes those candidates may sometimes not already have 60 post high school credits, at the time of hire.

Chief Barnes will be present to discuss the reasoning for this request and the intended use of a change in policy.

### **Recommendation:**

Department recommends the committee allow the department to hire the best qualified candidates by allowing flexibility in the current hiring requirements.

# Human Resource Committee Packet

November 2023

Agenda Item
Requesting approval for the addition of one Admin II in Community Development (.55 FTE)
Background
The Community development team has seen an increase in the level of administrative support needed to make department run smoothly. The department had an admin in the past but the position was eliminated.
Fiscal Impact
Admin II Min \$40,851.20 Mid \$50,262.80 Max \$57,179.20
Staff Recommendation
Discuss and possible action on adding a Admin II for Community Development in salary grade 20 from Min \$40,851.20 Mid \$50,262.80 Max \$57,179.20
Staff contact: James Henderson (715-261-6634)

#### **PURPOSE/DESCRIPTION OF REQUEST:**

Our department needs an administrative assistant to help manage and organize Planning, Economic, and Community Development projects, and staff the office when we are in meetings. Development tracking, general communications, research for projects and programs, taking loan payments, making website updates, loan and file management, grant and fund reporting and tracking, office records, committee coordination (Sustainability, Bike/Ped, Arts, Historic Preservation, and Plan Commission), recording minutes, and general customer service would all be duties of this position. Specialized department staff are handling these now on a piecemeal basis, and these would be best handled by someone with administrative experience whose full job is to ensure department-wide coordination on these important tasks.

A full list of possible administrative assistant duties is below. Please note that this is not exhaustive and will be adjusted based on full vs. part-time work, available hours, and priority of work.

#### **Administrative Assistant Duties:**

- Assist walk-in clientele and be a presence in the office when other staff are at appointments, meetings, inspections, etc.
- Check Community Development mail and distribute properly.
- Maintain inventory of supplies and order as needed.
- Provide program material to walk-ins and call-ins who request material be mailed/emailed.
- Assist with loan payments/payoff information to clients.
- Prepare payoff statements and prepare satisfactions.
- Letters to landlords for tenant recertifications.
- Pay and enter bills.
- Assist Shannon with Housing Counseling clients by entering client data in the CMS (client mgmt. system) and scanning client documentation into their CMS file.
- Send follow-up emails/letters to Housing Counseling clients.
- During CDBG planning process, assist with the collection of applications, copying of applications and compiling binders for committee members.
- Staff and record minutes from committee meetings (Planning Commission , Bike/Ped, Sustainability, Historic Preservation, Arts Commission)
- Post agendas and packets to website, customer service board and email to appropriate parties. Post approved minutes to website.
- Maintain housing and commercial rehab waiting list – preliminary intake for eligibility.
- Maintain website and ensure links work, correct information is linked, make updates to any area as needed.
- Prepare/Organize program files – organize per checklist, label, file, manage loan lists.

- Monitor the comdev general email and voicemail.
- Coordinate events – neighborhood listening sessions, Citizens Advisory Committee – Working Session (order food, pick-up items as needed), etc.
- Outreach and coordination of community partners as needed.

Please note that the initial request has been amended from full-time to part-time at .55 FTE. The supplemental funding sources have also been adjusted upward in anticipation of more CDBG and TIF-oriented and supplemented work.

#### SERVICE IMPLICATIONS:

Currently, our office is often dark and unstaffed as our professional staff are often out of the office on site visits, attending meetings, or executing aspects of our jobs that require us to be out of the office and in the community. An empty office is unavoidable for professional staff to execute job duties given the number of entities, stakeholders, and clients we work with, and the nature of our work. However, this results in customer needs being unmet or residents being inconvenienced with no one to assist them when they've taken the time to come to City Hall. Moreover, this is a safety issue both for staff (schedules don't always allow for us to lock the front door) and for sensitive documents held within our department. With an Administrative Assistant, we would have someone in the office at peak hours when we may not be available. In addition to providing customer service when other staff are not available, this position would be the hub of departmental information and enable our staff to focus proactively on projects rather than reactively breaking for customer service issues or client walk-ins and simple but time-consuming administrative tasks. Weekly, we estimate that administrative duties currently consume 30+ hours per week of Economic Development, Community Development, and Planning staff time. Having an Administrative Assistant would make better use of professional staff time on projects that further the objectives of the City.

#### OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)*

Success will be measured internally by staff reduction in administrative task time increase in organizational systems, and externally by customer service readiness and response timeliness. Whether department records been organized, the development tracker is up to date, website maintenance is performed routinely, and inquiries and walk-ins responded to in a timely manner are all basic measures of success for this position. These are similar criteria to what has been used to measure performances of past administrative assistants in the department. While more difficult to measure, existing professional staff morale would also be improved.





## JOB DESCRIPTION Administrative Assistant II

Job Title:	Administrative Assistant II	Reports To:	Community Development Director
Department:	Community/Economic Development	FLSA Status:	Non-Exempt
Division:	Community Development	EEO Code:	6-Administrative Support
Salary Grade:	20	Occupational Code:	0008
Employee Group:	General Employee	Training Category:	D-Staff
Created:	January 2014	Last Revision:	November 3, 2023

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### **Purpose of the Position**

The purpose of this position and classification, under general direction, is to perform administrative duties which involve dealing directly with employees and citizens.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Researches, compiles and responds to information requests from City staff and outside entities for the submission of local, state and federal grants and Community and Economic Development projects.
2. Organizes and maintains files and documents in different areas of concentration, including but not limited to down payments, rehabilitation, commercial loan, economic development and sub-recipient files of federal grants.
3. Develops and maintains a system of follow up on various department reporting requirements, including but not limited to development agreements, TIF requirements, and rental rehabilitation.
4. Performs reception tasks. Receives, screens and routes email, telephone calls, and mail. Receives and relays messages. Greets and directs visitors. Provides information to questions regarding Department programs. Refers questions to appropriate person for resolution.
5. Assists clients with loan payment and payoff information. Maintains revolving loan fund waiting lists and performs preliminary intake for eligibility.
6. Provides information to citizens for the Community Development Authority.
7. Assists with annual department budget preparation. Inputs invoices for payment.
8. Provides technical and clerical support to department personnel. Independently prepares a variety of correspondence, policies, contracts, flyers, brochures, announcements, reports, forms, memos, letters, etc. for distribution.
9. Assists Community Development Specialist with housing counseling clients including entering client data in client management system, inputting client documentation in files, and sending correspondence to clients.

10. Assists in Community Development Block Grant application process with collection and compilation of applications and distribution of materials to committee members.
11. Schedules and coordinates appointments, meetings and events for the Director and staff.
12. Coordinates and supports events including neighborhood listening sessions and working sessions. Coordinates with stakeholders and partner organizations as needed.
13. Researches, develops, and maintains content for the Department's websites.
14. Drafts, posts, and maintains minutes and agendas for various department and City meeting including Community Development Block Grant Citizens Advisory Committee, Arts Commission, Historic Preservation, Bike/Pedestrian Advisory Committee, Plan Commission, Sustainability Commission, and Affordable Housing Task Force.
15. Maintains and orders office supplies for the Department.

### **Additional Duties and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists with the interviews, hiring, placement and assignment of election workers. Assists with the development and implementation of the Election School training program. Provides staff assistance at the election sites. Maintains an up to date knowledge of election laws and procedures. Assists in election mailings and election organization.
- Performs other duties as assigned

### **Education and Experience Requirements**

**Administrative Professional Associates degree or equivalent with four to six years of administrative assistant experience is required.** Any combination of education and experience that provides equivalent knowledge, skills, and abilities may also be considered.

### **Knowledge, Skills and Abilities**

MS-Word-Intermediate

MS-Excel- Intermediate

MS-PowerPoint- Intermediate

MS-Outlook-Intermediate

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiates measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as billing invoices, messages, drafts of letters, directories, regulations, correspondence and general operating manuals.
- Ability to communicate effectively with City personnel, Mayor, City Council members, news media representatives, partner entities, and the general public.
- Strong organizational, communication and interpersonal skills are essential.
- Ability to read, analyze and interpret periodicals, professional journals, technical procedures or governmental regulations.
- Ability to manage multiple calendars and coordinate meeting and travel arrangements and expenses.

### **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.

Interruption and distractions regularly occur.

**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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# Human Resource Committee Packet

November 2023

<b>Agenda Item</b>
Requesting amendment to policy 5.17 to include standby pay to Fleet Technician
<b>Background</b>
There is a need in Public Works for a Fleet Technician to be added to the on call list.
<b>Fiscal Impact</b>
\$11,960.00 per year for standby pay (\$230.00 per week) \$510.60 per year for an additional phone (\$42.55 per month)
<b>Staff Recommendation</b>
Discuss and possible action to modify employee handbook 5.17 Standby Pay to designate one fleet technician with the Motor Pool to be designated to standby on a weekly basis to respond to emergency equipment failure and breakdown
Staff contact: James Henderson (715-261-6634)



**CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM**

Department: Public Works-Motor Pool

Project/Spending Description: On-Call (Standby) Expenses

Ongoing Project                       Onetime Purchase/Expense

Department Priority:  Critical             High             Medium             Low

**REQUESTED SUPPLEMENTAL FUNDING**

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	On-call wages		\$11,960.00
Contractual Services			
Supplies and Expenses	Mobile phone		\$510.60
Building Materials			
Fixed Charges			
Capital Outlay			
<b>Total</b>			<b>\$12,470.60</b>

REVENUES	DESCRIPTION	FTE	AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
<b>Total</b>			

**PURPOSE/DESCRIPTION OF REQUEST:**

Funding for a technician to be on-call, allowing service to departments on the off-hours and weekends in case of equipment failure or breakdown.

\$11,960.00 per year for standby pay (\$230.00 per week)  
 \$510.60 per year for an additional phone (\$42.55 per month)

**SERVICE IMPLICATIONS:**

This on-call technician would be on a rotating schedule between other technicians. This would provide a phone number for departments to call in case of equipment failure or breakdown. The technician would come into work on these off-hours if needed and allow the department to continue their operations by permanent or temporary repair until more resources are available during regular working hours.

**OUTCOMES/REVIEW: *(HOW WILL YOU MEASURE SUCCESS OF PROJECT)***

Fleet would be able to communicate with other departments if this service is helpful to their off-hour operations. This would potentially keep departments in full operation during the off-hours, preventing the need to reduce services to the community. This would also give an opportunity for the departments to have a reduction in stress when facing equipment failures. A tech would be able to bring equipment back to operation with a reduction in down time.

**IMPLEMENTATION TIMETABLE:**

This service would be available immediately following the approval of the budget request and the approval of the changes to the employee handbook.

### **5.17 – Standby Pay**

Two employees with the Water Utility and two employees with the Wastewater Utility will be designated to standby on a weekly basis to keep the system operational by responding to emergent situations and/or to reduce or mitigate risk resulting from potential failures within sewer collection and water distribution system. In addition, one Electrician, one Fleet Technician and one Senior Equipment Operator will be designated to standby on a weekly basis to respond to emergency situations. Each department may add one additional employee per division to the Standby schedule when necessary. This exception shall last no more than 3 months, unless extended at the recommendation of the Department Director and approved by the Finance and Human Resources Director.

Non-exempt employees on standby status will be compensated at a rate of \$230 for the week assigned for standby status; if an employee does not serve on standby for the entire week, he or she will receive a daily portion of the flat rate ( $\$230/7$ ) for days spent on standby. Standby employees, when called in to work, will still receive the 2 hour minimum for being called in to work. While in standby, the designated employee(s) will be present at a specified location or available to be contacted and will be prepared to report immediately for work if the need arises. Standby status is not concurrent with work time. Standby status begins at the end of the normally scheduled work day and ends at the beginning of the following normally scheduled work day. Standby assignments will be in increments of one week, beginning at close of business on the designated day and end at the beginning of the work day one week later.