



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:	Joint Human Resources Committee and Wausau Water Works Commission
Date/Time:	Monday, January 8, 2024 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
HR Committee Members:	Becky McElhane (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens
Water Works Commission Members:	Katie Rosenberg (President), Dawn Herbst, Jim Force, Joe Gehin, John Robinson

JOINT AGENDA ITEMS FOR CONSIDERATION

- 1) Discussion and Possible Action to Determine if Utilities Employees Should Have A Different Pay Rate And Scale Than Other City of Wausau Unrepresented Employees.

HUMAN RESOURCES COMMITTEE AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of November 13, 2023 Minutes.
- 2) Human Resources Report for December 2023.
- 3) Discussion and Possible Action Approving Notice of Election to Self-Insure Worker's Compensation Program with CVMIC.
- 4) Discussion and Possible Action Reclassifying DPW Administrative Assistant I to Administrative Assistant II.
- 5) Discussion and Possible Action Amending Employee Handbook Section 5.17 to Include Standby Pay for Fleet Technician Position.
- 6) Discussion and Possible Action Approving Request for Addition of One Administrative Assistant II Position (1 FTE) to be Shared Between the Police and Fire Departments.
- 7) Discussion and Possible Action Approving Request for Addition of One Administrative Assistant II Position (0.55 FTE) in Community Development Department.
- 8) Adjourn.

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 with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and emailed to the Daily Herald newsroom on 01/04/2024 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 at least 48 hours prior to the scheduled meeting or event to request an accommodation."

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

Human Resource Committee Packet

January 2024

Agenda Item
Discussion and Possible Action to Determine if Utilities Employees Should Have A Different Pay Rate And Scale Than Other City of Wausau Unrepresented Employees
Background
<p>In an earlier HR Committee meeting, the PW Director purposed raising the pay rates of the utilities employees independent of the city and the city HR director. The utilities department sanctioned a “staffing study’ independent of the city and HR. The PW Director would like to use that study as a basis to raise utilities salaries independent of the city.</p> <p>The city completed a compensation study with independent contractor, Gallagher. The study found the city being extremely competitive with the area employers but recommended a 3% increase for all city employees.</p>
Fiscal Impact
Approx \$200,000 plus the possibility of further utility rate hikes
Staff Recommendation
Discuss and possible action on Utilities Commission’s right to raise rates independent of City HR.
Staff contact: James Henderson (715-261-6634)

DRAFT

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

DATE/TIME: November 13, 2023, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: J. Henderson

Approval of October 9, 2023 Minutes.

Motion by Gisselman to approve the October 9, 2023 Human Resources Committee Meeting minutes. Second by Killian. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for October 2023.

No questions were brought forward by the Committee.

Discussion and Possible Action Approving the Request to the Minimum Qualifications for the Police Officer in the City of Wausau Police and Fire Commission Manual.

Barnes indicated that he was not asking the committee to change the PFC Manual, but rather for a change to the minimum qualifications for Police Officer hires by Council that will allow the PFC to change the requirements in the manual. Barnes explained that Wisconsin requires a Police Officer to obtain 60 college credits and complete academy within five years of hire, but that the City of Wausau had a higher standard and required 60 college credits be obtained before hire. The department changed their requirement to 40 college credits, as 20 credits would be obtained by completing the academy after hire. Barnes said that this had worked well, but that the department needs to be more flexible, and provided an example of a current candidate. Barnes said that the department is asking to change their requirements to match the requirements of the State.

Killian asked if Barnes would be willing to include language that prior law enforcement experience could substitute college credits. Barnes said that he would consider someone with experience if they don't meet the educational requirements, but most likely would not consider someone who doesn't meet the educational requirements without law enforcement experience. Barnes would be willing to consider candidates who have at least five years of law enforcement experience but do not meet the college credit requirements.

Gisselman asked if the candidate in question would be given five years to meet the education requirements. Barnes said that he would prefer to give a reasonable amount of time that is less than five years so that an employee never has to be reviewed by the LESB for a determination of whether to be decertified for not meeting the requirements.

Killian asked Henderson for his thoughts on this change. Henderson said that he is in favor of the change.

Martens said that he would be in favor of lowering the education requirement but not eliminating it. Barnes said that he does not anticipate the department hiring candidates who do not meet the education requirement or experience requirement.

Motion by Killian to approve the changes to the minimum qualifications for Police Officer if it incorporates the Chief's element of five years of law enforcement experience to balance out the lack of the college requirements, assuming that meets legal standards and parameters. Second by Herbst. All ayes. Motion passed 5-0.

McElhaney announced that for the next three items, she planned to make a motion to table them.

Discussion and Possible Action Approving Creation of Administrative Assistant II Position to be Shared Between the Police Department and Fire Department (1 FTE).

McElhaney said that this and the next position request went through the supplemental budget process and did not go through HR to the Director for review of the job descriptions, need, classification, etc. McElhaney said that Henderson received the information just before the deadline for the agenda and would like for him to have more time to review the items and discuss them with the managers. As the items have already passed through Finance and are not scheduled to be filled until April, this will not delay the process.

Motion by McElhaney to table this item until Henderson brings it back to committee for approval. Second by Killian. Killian agreed with McElhaney that Henderson needs to be provided with all necessary information and be able to have time to review items before they are brought to committee.

Alder Larsen asked if the positions are tabled, will they still be in the budget? Larsen said that he would like to see the positions removed from the budget and go through the proper process first, and if approved, a budget modification be requested. Martens said that he is also on the Finance Committee and that the positions are not funded until April 1st, and if the positions are removed from the budget, it would delay the ability to recruit for the positions in time for someone to start in April. Larsen said that processes are in place that should be followed, and if it means a delay in hiring, so be it.

Killian asked Henderson if any assessment was done yet of need for these positions. Henderson said that he had discussions with both directors regarding the need for the positions and is comfortable with adding them to the organization, but some information was provided late that was needed for his review.

All ayes. Motion to table passed 5-0.

Discussion and Possible Action Approving the Addition of Administrative Assistant II Position to the Community Development Department (0.55 FTE).

McElhaney said that she would also ask to table this item, and would like Henderson to review the education and experience level requested in the minimum qualifications. Henderson said this is an

example of where slowing down and being able to review everything prior to it be presented to the committee will help in his ability to make any needed suggestions. Second by Gisselman. All ayes. Motion to table passed 5-0.

Discussion and Possible Action Amending Employee Handbook Section 5/17 to Include Standby Pay for Municipal Fleet Technician.

Henderson said that he did not have any background on this item and learned it was a supplemental budget request that was approved. Superintendent Kraege said that they would like to add a technician to standby so that when calls come in regarding a piece of equipment that needs to be moved/serviced, they are able to assist, rather than the call being taken by the on-call streets person who is not able to assist.

Gisselman asked if this is in the budget and when it is supposed to begin. Kraege said that the request is in the budget to start in January.

Further discussion to took place about the process problem with items human resources items being funded before they are reviewed. It was determined that this item would be brought back after review to be included on the December agenda.

Motion by McElhaney to table until December. Second by Killian. All ayes. Motion to table passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=X0Zo1aDtdh4>



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
91	73	1	17



HR PERFORMANCE REPORT

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
13		1	3

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
32	6	26

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	Closed	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	Closed	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	Closed	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
Police	Back	Medical	Open	11/16/23
Fire	Chest	Medical	Open	12/03/23
Police	Knee	Medical	Open	12/14/23
Fire	Back	Medical	Open	12/26/23

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



HR PERFORMANCE REPORT

Employee Name	Union	Issue	Date Filed	Status

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 Rice	Bus Operator II	3/06	
Matthew Rosenbloom-Jones	Metro Ride	Transit Director	3/20	11/03
Stacey Severson-Denfelf	Assessment	Property Appraiser	3/20	
Gary Kmiecik	Assessment	Property Appraiser	4/17	10/23
Katherine Breintenfelf	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	



HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
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	
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	



HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
Jason Strachan	Metro Ride	Bus Mechanic I	10/30	
Kevin Marulli	Public Works	Street Maintainer	10/30	
Brian Hintze	Maintenance	Building Maintenance Technician – DPW	11/13	
Jamie Collins	Com. Dev. Authority	Occupancy Specialist	11/27	
Hunter Wolslegel	Fire	Firefighter/Paramedic	12/11	
Franklin Hidalgo-Hernandez	Metro Ride	Utility Worker	12/27	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
52	35	16	1

Separations by Department for 2023 YTD

Assessment – 3	Clerk/Finance – 6	Fire – 5	Inspections - 3
Metro Ride - 11	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



HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
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
Maxxwel Nowitzke	Firefighter/Paramedic	Engineer	Kurt Riel	12/06
Melinda Pauls	Administrative Captain	Patrol Captain	Todd Baeten	12/10
Nathan Cihlar	Detective Lieutenant	Administrative Captain	Melinda Pauls	12/10
Nathan Pauls	Patrol Lieutenant	Detective Lieutenant	Nathan Cihlar	12/10
Shawn Meyer	Police Officer	Detective Lieutenant	Nathan Pauls	12/10
Jeremy Kopp	Deputy Fire Chief	Fire Chief	Robert Barteck	12/16
Andrew Kuhnert	Water Distribution Maintainer	Water Maintainer/Relief Operator	Christopher Wright	12/24

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant II – DPW	1	4/01/24	Closes 1/01
Assistant Finance Director	1	12/14	In Process
Bus Operator I (PT)	1		On-going
Deputy City Assessor	1	9/2022	In Process
Firefighter/Paramedic	4	2 New (+ 2024 Retirements)	Closes 1/14
Police Officer	3	2024 Retirements	In Process
Street Maintainer	2 Future Vacancies	2024 Retirements	Reposted - Closes 1/14
Transit Director	1	11/03	In Process
Wastewater Lab Technician	1	10/31	In Process
Water Plant Operator	1	8/09	Closes 1/07



HR PERFORMANCE REPORT

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status

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



HR PERFORMANCE REPORT

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
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" or higher.	2/13/23



HR PERFORMANCE REPORT

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

January 8, 2024

Agenda Item
Discussion and Possible Action Approving Notice of Election to Self-Insure Worker's Compensation Program with CVMIC
Background
The Common Council established a self-insurance program administered by CVMIC effective January 1, 2013. The Wisconsin Worker's Compensation Act provides that covered employers either insure their liability with Work Comp insurers or be exempted (self-insured) from insuring liabilities with a carrier and thereby assume the responsibility for its own worker's compensation risk and payment.
Fiscal Impact
None
Staff Recommendation
Approve the Notice of Election to Self-Insure Worker's Compensation Program administered by CVMIC.
Staff contact: Anne Keenan (715-261-6632)

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Approve Notice of Election to Self-Insure Worker’s Compensation Program with CVMIC	
Committee Action:	
Fiscal Impact:	
File Number:	Date Introduced:

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, the Common Council established a self-insured worker’s compensation program administered by CVMIC effective January 1, 2013; and

WHEREAS, the City has a strong commitment to risk management and safety programs that will continue to reduce risk and improve worker safety; and

WHEREAS, the City of Wausau is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker’s Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker’s compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assume the responsibility for its own worker’s compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker’s compensation without a special order from the Department of Workforce Development (Department) if they agree to self-insure its worker’s compensation liability, to report faithfully all compensable injuries and to comply with the Act and rules of the Department, according to DWD 80.60(3), Wisc. Admin. Code; and

WHEREAS, the Finance and Human Resources Committees recommended approval of the Notice of Election to self-insure a worker’s compensation program administered by CVMIC.

BE IT RESOLVED, by the Common Council of the City of Wausau does ordain as follows:

- 1) Evidence its intent and agreement to self-insure its worker's compensation liability by its continuing its self-insured worker's compensation program.
- 2) Agree to faithfully report all compensable injuries and to comply with Chapter 102, Wis. Stats., and the rules of the Department in accordance with 102.28(2)(b) and (c), Stats.
- 3) Authorize the Human Resources Director to notify the Wisconsin Department of Workforce Development, Worker's Compensation Division, according to DWD 80.60(3)(b)2 of its notice of election, accompanied by a copy of this executed resolution.

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan as approved by this resolution.

Approved:

Katie Rosenberg, Mayor

Human Resource Committee Packet

January 2024

Agenda Item
Request reclassification of the Administrative Assistant I position in the Public Works Department to Administrative Assistant II
Background
Earlier this year, we decided to reclass all Admin I positions to Admin II's. The job descriptions are so close the decision was made to make all Admin I's Admin II's. We unintentionally overlooked this position. The salary grade will go from Grade 21 MIN \$38,979 MID \$47,902 MAX \$54,537 to Grade 20 MIN \$42,078 MID \$51,750 MAX \$58,884
Fiscal Impact
Approx \$3800 per year
Staff Recommendation
Discuss and possible action on moving Admin I in Public Works to Admin II
Staff contact: James Henderson (715-261-6634)



JOB DESCRIPTION

Administrative Assistant II-DPW

Job Title:	Administrative Assistant II	Reports To:	DPW-Superintendent
Department:	Public Works & Utilities	FLSA Status:	Non-Exempt
Division:	Streets & Maintenance	EEO Code:	6-Administrative Support
Salary Grade:	20	Job Code:	CW 0073
Employee Group:	General Employee	Training Category:	D-Staff
Created:	December 2013	Last Revision:	December 2023

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

Purpose of the Position

This position performs specialized administrative work of considerable responsibility and complexity, providing administrative and secretarial support for the Superintendent and other management staff of the Street and Maintenance Division within the Department of Public Works for the City of Wausau.

Essential Duties and Responsibilities

1. Performs administrative duties for the superintendent and other management staff including a wide variety of general and complex administrative and office management duties, responds to inquiries for information from other departments, the public, and other public agencies.
2. Performs all work involved in maintaining complex administrative procedures, usually involving the steps of obtaining information, recording, indexing, and cross indexing such information, giving out and providing information to interested parties, following up or making initial contact with both the user or the provider of the information used in the procedure.
3. May coordinate work done by other administrative assistants within the department.
4. Responsible for payroll entry for division employees.
5. Prepares resolutions and ordinances from committee action; conducts follow-up assignments as necessary.
6. Releases quotes for competitive bids from a variety of vendors. Assists with the production and release of quotes/RFP's.
7. Assists with Fleet maintenance scheduling and inventory.
8. Develops office procedures, routines, and filing systems as necessary; assesses efficiency of department procedures and recommends changes to management.
9. Assists in developing, coordinating, and monitoring the Streets and Maintenance operational and capital budgets; provides responsible budget preparation, analysis, and monitoring support.
10. Responsible for proper entry of all job costing and tracking for all employees in the division; all work shall be budgeted to 12 separate budget groups, ensuring correct hours and overtime hours are accurate.
11. Performs a wide variety of bookkeeping and accounting functions which include accounts payable, accounts receivable, purchase orders, and purchase of department supplies.
12. Administers contract documents for public construction projects and professional services. Processes contract payment and change orders, monitors construction budgets.
13. Maintains all records, complies with WDOT, WDNR and US EPA records requirements.

14. Plans, writes, and designs the Streets newsletter and regulatory notifications. Takes photos and maintains files to chronicle events, activities, and services; promotes a positive image of the Streets Division.
15. Receives and responds to inquiries, concerns, and complaints from City personnel, outside agencies, and the public. Disseminates information requiring discretionary judgment and knowledge of division policies, procedures, and activities, or refers issues and concerns to the appropriate staff member.
16. Prepares sole source procurement justifications for approval by the Superintendent and Director.
17. Responsible for ensuring all contracted work within the division is tracked to ensure billing is accurate and timely payments are made.
18. Prepares and maintains an annual State Hazardous Materials registration form for all hazardous materials within the division.
19. Responsible for preparing and maintaining staff schedule as approved by Superintendent.
20. Assists Superintendent with the scheduling of the bi-annual large item drop off and the annual leaf pickup.
21. Assists the Superintendent in preparing the on-call annual calendar for employees in the division and responsible for maintaining an accurate contact list of employees.
22. Responsible for purchase and maintaining inventory of uniforms and day-to-day supplies within the division.
23. Assists with interviews of seasonal employees and ensures all new employees complete their in-process requirements.

Additional Duties and Responsibilities

- Prepares and maintains data entry and invoices of snow and yard maintenance violations.
- Contacts Digger's Hotline to request locates for division-related needs.
- Backup for Fleet Analyst as necessary and during their absence.

Education and Experience Requirements

- Associate's Degree in an Administrative Assistant program or accounting related field, and
- Three (3) or more years of increasingly responsible administrative experience.

A combination of experience and training which provides equivalent knowledge, skills, and abilities to perform the job will be considered.

Knowledge, Skills and Abilities

Advance level – MS Word and PowerPoint

Intermediate Level – Excel

The employee must be able to utilize other software specific to job and departmental functions.

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards.
- Ability to compare, count, differentiate, measure and sort information.
- Ability to assemble, copy, record, and transcribe data and information.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, policy and procedure manuals, correspondence, billing statements, invoices, purchase orders, payroll records, time sheets, schedules and calendars, a variety of departmental reports, ordinances, directories, and operating manuals.
- Ability to communicate effectively orally and in writing with Department personnel, city and county personnel, City committee members, and the general public.

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, multi-line telephone, photocopier, fax machine, and computer printer.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work, typically involving stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.
- Ability to exercise 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. Light physical demands include bending, twisting, turning, and light lifting. 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

January 2024

Agenda Item
Requesting amendment to policy 5.17 to include standby pay to Fleet technician
Background
There is a need in Public Works for a Fleet Technician to be added to the on call list.
Fiscal Impact
\$11,960.00 per year for standby pay (\$230.00 per week) \$510.60 per year for an additional phone (\$42.55 per month)
Staff Recommendation
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			
Total			\$12,470.60

REVENUES	DESCRIPTION	FTE	AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

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.

Human Resource Committee Packet

January 2024

Agenda Item
Requesting approval for the addition of one shared FTE Administrative Assistant II position to be shared between the police and fire departments.
Background
<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>
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 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

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. 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

January 2024

Agenda Item
Requesting approval for the addition of one Administrative Assistant II position (0.55 FTE) in Community Development Department
Background
<p>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.</p> <p>In the past, the Development Department had a full-time administrative assistant who helped manage and organize Planning, Economic, and Community Development projects, and staff the office when we are in meetings. Through the budget process, the request for a full-time administrative assistant was amended down to a part-time (.55 FTE) position. This amount of assistance would be very helpful to the department. Some duties previously performed by the Development Administrative Assistant that we would seek to bring back include development tracking, general communications, research for projects and programs, taking loan payments, updating website pages, loan and file management, grant and fund reporting and tracking, office record management, committee coordination (Sustainability, Bike/Ped, Arts, Historic Preservation, and Plan Commission), recording minutes, and general customer service.</p> <p>Currently, specialized department staff are handling these now on a piecemeal basis, and these would be best handled by someone with administrative coordination experience whose full job is to ensure department-wide coordination on these important tasks.</p> <p>A job description detailing essential duties and responsibilities accompanies this memo. Please note that this is not exhaustive and will be adjusted based on available hours and priority of work.</p> <p>For the sake of completeness, Service Implications and Outcomes sections in the original supplemental request are included below for your review.</p> <p>SERVICE IMPLICATIONS:</p> <p>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</p>

Human Resource Committee Packet

January 2024

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.

Fiscal Impact

Admin II Min \$40,851.20 Mid \$50,262.80 Max \$57,179.20
Approximate \$16,600 from the general fund
Approximate \$20,000 from CDBG
Approximate \$8,000 from TIF

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. (0.55 FTE)

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

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

Purpose of the Position

The purpose of this 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: _____

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.

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