

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



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, July 8, 2024 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of June 10, 2024 Minutes
- 2) Human Resources Report for June 2024.
- 3) Discussion and Possible Action to Restructure the City of Wausau Animal Control Program.
- 4) Discussion and Possible Action Regarding Vacation Accruals Above Employee Handbook Maximum.
- 5) Adjournment.

Becky McElhaney, Chairperson

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 faxed to the Daily Herald newsroom on 07/02/2024 at 12:00 PM

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

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

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

Other Distribution: Alderpersons, Mayor, Department Heads

DRAFT

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

DATE/TIME: June 10, 2024, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present: Kaitlyn Bernarde, Captain Nathan Cihlar, Tegan Troutner

The meeting of the Human Resources Committee was called to order by McElhaney.

Approval of the April 8, 2024 and May 13, 2024 Minutes.

Motion by Gisselman to approve the April 8th and May 13th minutes. Second by Martens. All ayes. Motion passed 5-0.

Human Resources Report for May 2024.

No questions were posed regarding the report.

Presentation on the Current Animal Control Program and 2025 Proposed Model.

Assistant City Attorney Tegan Troutner provided a brief history of the Animal Control Program and the contract with Everest Metro. Everest Metro did not renew their contract, so the program is 18% short of funding and will run out of money in October of this year. The Finance Committee requested the City to conduct a re-evaluation of the program. The findings by Kaitlyn Bernarde, City Clerk, and Captain Nathan Cihlar were that the current model of one person working Monday through Friday, 8:00 a.m. to 4:30 p.m. does not provide the coverage necessary to meet the goals of the program. Troutner said that the main goals of the program are to increase pet licensing and decrease the time officers handled calls related to animals. Neither of these goals have been met, and it was discovered that most calls for animal control happen during the evenings and weekends. A new model was put together that would be budget neutral with the new funding level and use multiple part-time employees that can provide more flexibility with coverage, to include evenings and weekends. Troutner explained that she got involved when the department asked if they could be allowed to change the program, and that the answer is yes. A program is allowed to be re-evaluated if there is a budget deficit, goals are not being met, and a new proposal is budget neutral. Troutner said they are bringing this forward now because if the change is approved, the full-time position would be eliminated and replaced with part-time positions.

Cihlar explained that the department became aware of the Everest Metro contract ending at the beginning of 2024. Staff meetings were held in January to gather information, discuss the situation and understand what the department is looking to get out of the program. Time was spent gathering data related to the current program, reaching out to other law enforcement

agencies to see what their programs looked like, and drafting a new program. The new proposed program was brought to Public Health & Safety in May. Cihlar continued by sharing data related to revenue from citations from before and after the Human Officer position was created, concluding that the expected increase in revenue did not occur.

Bernarde talked about the pet licensing program and the cycle of notices and enforcement. Bernarde shared that the assessment of the licensing program found a backlog of license inspections, annual delay in warning and enforcement, delayed response in communication with pet owners, and the number of pet licenses did not substantially grow with the implementation of the program. Cihlar shared information about animal complaints, stray animals, and animals bite calls showing that patrol officers and Community Service Officers respond to more complaints than the Human Officer position. Cihlar concluded that the small gains in revenue fail to cover the position cost; the Everest Metro contract has ceased; the program is not attaining the growth in license compliance relative to the City's population; and one position working during weekdays is not conducive to achieving the original goals of the program. Upon reaching out to other agencies, it was discovered that many have a team of non-sworn staff that handle ordinance enforcement, licensing, and calls for service. The department would be able to cover more hours with part-time staff and adjust coverage seasonally if needed. Cihlar said they would want the pay to be comparable to what the Parking Control Specialist position makes and send them to the Humane Officer certification course. Additionally, these positions could handle other calls for ordinance violations that CSO's currently respond to. The department would like to send four officers to the Humane Officer certification course in September that can then mentor and develop CSO's for the program.

Kilian asked if there was a dollar amount for how much the program would cost annually. Cihlar said that the idea is to use the existing budget amount and schedule accordingly. Using part-time staff, Cihlar said they should have about 60 hours a week of coverage for the \$75,000 budget. Killian asked if the change would put a burden on existing staff. Cihlar said that the staff is excited about this change and would see the benefit from having officers certified as Humane Officers to help with calls and training to be more efficient in their job. Kilian asked if the department planned to do regular reporting to measure if the change is a better option. Cihlar said that they would like to use reporting whenever possible and share it across the organization.

Tierney asked how the scheduling would look with more people, if there would be multiple people working at once. Cihlar said it would depend on how the staff is scheduled if there would be any overlap, but it would be expected that one person would always be available, but the focus would be to get coverage for evenings and weekends. Tierney asked how the department expects to get more licensing with this model. Bernarde said that proactive enforcement and getting the word out, as well as working with veterinarian offices to obtain data can be helpful.

McElhaney shared how the position was created after an animal abuse case, and it was thought then that the program would expand to other communities and grow, but that didn't happen. McElhaney said people were willing to pay higher licensing rates to have a robust animal control program that would prevent abuse of animals in the community. The program never became robust, and McElhaney receives calls from neighbors who are upset that they cannot get a hold of anyone for animal issues in the evenings and weekends. McElhaney said that the Police Department went back to the drawing board to see how they could make the program more robust while not increasing the budget.

Martens asked if the CSO II would be required to get the Humane Officer certification. Cihlar said yes, it would be expected that they get the certification. Martens asked if the Police Officers would attend the certification to be able to act as a Humane Officer. Cihlar said that Police Officers already have authority to do everything needed. Martens asked about the backlog of inspections and if staff needed to be certified to carry out those inspections; Cihlar said that any staff can do the inspections and do not need special certification.

Kilian asked if the Police Department would be reporting statistics monthly or how they will handle the administrative part of the program. Bernarde said that they are willing to provide information for whatever the committee or council would like to see, as often as they would like. Tierney said she thought that regular reporting would be very helpful to see if the changes make the difference they are hoping to see. McElhaney said that if the HR Committee would like to see regular updates for specific data, it could be put in the HR Report.

Gisselman asked about scheduling. Cihlar said that a plan could be put into place for coverage to include evenings and weekends. Gisselman asked if more responsibilities would be added to sworn staff with the new model. Cihlar said that sworn staff is already doing these items but would be further trained to be even more able to handle the calls. Gisselman asked if Police & Fire Commission weighed in on this. McElhaney said that because it's not a sworn position, she didn't think they handled it. Troutner said that they are going to the same committees that created the position to update model, minus Finance Committee since it is budget neutral. Gisselman asked if Public Health & Safety passed the restructuring; Troutner said yes. Further discussion indicated that Public Health & Safety passed the restructuring proposal as presented and moved it forward to be voted on by HR Committee and Council for approval.

McElhaney allowed public comment from citizens. Three citizens and employee Ashlee Bishop spoke against eliminating the Human Officer position and the proposed new model.

Discussion and Possible Action to Restructure the City of Wausau Animal Control Program.

McElhaney said that she would like to see a program that is more robust with better response time, better hours, and more of a team approach. Kilian said that it appears that the position needs someone with knowledge and experience with animals and that if the hours of coverage are an issue, that the position could provide input on what hours assistance is needed.

McElhaney asked if Kilian was proposing keeping the position, funding the deficit by the lost contract, and funding additional positions to help. Kilian wondered if the current incumbent

has been asked about adjusting the wage to make less. Tierney agreed with Kilian that someone with experience and expertise in handling animals is needed for the position, and asked if it would be possible to not add positions, but to utilize current CSO's to help with calls. Cihlar said that the current CSO's are mainly summer help, not used all year, and that the job description for CSO II would have an elevated pay scale due to the additional training and responsibilities. Tierney said she imagined that there are more calls during the summer when everyone is outside, so why not use CSO's now to see if it helps and go from there? Cihlar said that they already do this. Tierney asked what the difference would be with the new model and if they would keep the CSO's on year-round. Cihlar said that with the new job description and pay scale they may get a wider variety of candidates or have current CSO's that would be interested. Tierney asked if the department ever looked at volunteer positions for this. McElhaney and Cihlar said that they would not consider this due to liability issues.

McElhaney asked if the new CSO job description is for year-round permanent part-time positions. Cihlar said yes.

Gisselman said that he would not be able to make a decision at this time and made a motion to table the item until next month, as he would like additional information brought forward for consideration. Motion to table until next month seconded by Kilian. Gisselman would like the HR Director to research the education and experience level appropriate for this position, including certifications and continuing education needed in order to perform at the needed level. Gisselman would like to know what additional training is available beyond the 40-hour Human Officer certification and what experience and qualifications the current incumbent came into the position with to gauge the qualifications they would minimally require for others. McElhaney confirmed that Gisselman would like to know the education level of the person who came into the position, if it was the 40 hours or anything more, and what continuing education is part of position. Gisselman said that budgets have grown over the years and believes that the community would want the City to provide the best possible service for animal control and that the Council would be in agreement.

Martens asked about modifying the proposed CSO II job description to include the 40-hour Human Officer certification as a requirement.

All ayes. Motion to table until the July Human Resources Committee meeting passed 5-0.

Martens asked that the CSO II job description for next month to include attainment of the 40-hour Human Officer certification within a year of employment as a requirement.

Kilian asked if it would be possible to find out if any grants are available. McElhaney said she did not know but that the issue with grants is that they are not permanent funding.

Tierney asked if the HR Director could find out what the initial requirements were when the City recruited for the Human Officer position.

Adjournment.

Motion to adjourn by Martens. Second by Tierney. The meeting adjourned.

Rebecca McElhanev
Human Resources Committee, Chair

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



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

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

Completed Reclassification Requests

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

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
52	37	6	9

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
6	2	1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
10	2	8



HR PERFORMANCE REPORT

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Arm	Medical	Closed	02/08/24
Police	Knee injury	Medical	Open	03/12/24
Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Medical	Open	03/26/24
DPW	Ankle	Medical	Open	05/18/24
DPW	Finger	Medical	Open	05/25/24
Police	Privacy Case	Medical	Open	06/06/24
DPW	Eye	Medical	Open	06/19/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
WW	Eyes	Indemnity	Open	09/18/23
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Police	Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances

Open Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	
Brooke Mueller	Community Development	Administrative Assistant II	5/13	



HR PERFORMANCE REPORT

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
22	9	10	3

Separations by Department for 2024 YTD

Clerk/Finance – 2	Public Works – 4	Maintenance - 1	
Metro Ride – 4	Water - 3	Assessment - 1	
Police - 3	Fire - 4		

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26



HR PERFORMANCE REPORT

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III – Finance	1	5/29	In Process
Transit Operations Supervisor	1	5/26	In Process
DPW Seasonal Aide	5	5/2024	Open Until Filled
Police Officer	2	New Positions	2 Candidates in Process
Firefighter/Paramedic	6	2 new '22, 3/25, 3/28, 6/02, 6/25	2 Candidates in Process
Property Appraiser	1	6/12	Closes 6/20
Water Distribution Maintainer	1	2/07	Closes 7/07
Assistant City Attorney	1	7/19	Closes 7/07

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Senior Water Distribution Maintainer	1	5/08	Awaiting hiring manager decision to post
Firefighter/Paramedic	4	(see above)	Awaiting approval from hiring manager to repost
Community Care Paramedic	1	New position	Awaiting hiring manager decision to post

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver

Handbook Modifications

Section Modified	Modification	Date

Human Resource Committee Packet

June 2024

Agenda Item
Discussion and Possible Action to restructure the City of Wausau Animal Control Program. HR Committee tabled action on this item in June and asked to reconsider in July.
Background
<p>In 2013, the position of Humane Officer was created by resolution from the Public Health and Safety Committee, the Finance Committee, and the Human Resources Committee. The primary goals of the position were to increase compliance with pet licensing and vaccination laws in order to promote responsible pet ownership, as well as to divert the majority of animal-related calls for service and code enforcement responsibilities away from patrol officers. At the time, pet licensing was unsatisfactory, and the governing body found a correlation between the pet licensing requirement and responsible pet ownership and animal welfare. The intent was that the position would pay for itself with the anticipation that there would be additional revenue generated from increased licensing and enforcement from the new Humane Officer position. A contract with Everest Metro Police Department was sought, as further means to fund a portion of the budget for the new position. Thus, the new position also provided animal control services to the jurisdiction covered by Everest Metro Police Department as well as the City of Wausau. That contract contributed to approximately 18% of the position costs. In 2024, Everest Metro chose not to renew their contract for animal control services, which resulted in a budget deficit of approximately \$16,860 from the animal control budget. This means there is currently enough budget to cover the current program through October 2024. With this budget deficit, the Finance Committee requested the Police Department and the Clerk's Office review the current animal control program/humane officer position to determine the next logical steps for this program. The position that was created in 2013 still operates today. It consists of a single full-time position where the humane officer shift is Monday through Friday, 8:00 to 4:30, excluding holidays and paid time off. The Humane Officer is assigned a vehicle with a mobile computer terminal and animal transport capacity. Job duties include picking up stray animals and either impounding them or returning them to their owner; responding to and investigating animal bite complaints; ensuring compliance with the rabies quarantine process; enforcement of the dangerous animal ordinance; responding to general animal complaints; enforcing animal-related ordinances such as licensing, vaccination, and animals at large; and investigating animal cruelty allegations. The current humane officer has been in the role since the inception of the program and has a Humane Officer certification obtained from a 40-hour training course offered through WI DATCP (Department of Agriculture, Trade and Consumer Protection). The humane officer is not a sworn police officer.</p>
Fiscal Impact
Restructure is anticipated to be budget neutral
Staff Recommendation
Discuss and possible action on approving the restructure of Animal Control
Staff contact: James Henderson (715-261-6634)



JOB DESCRIPTION

Community Service Officer II

Job Title:	Community Service Officer II	Reports To:	Lieutenant - Administration
Department:	Police	FLSA Status:	Non Exempt
Division:	Administrative Bureau	EEO Code:	4-Protective Services
Salary Grade:	PT	Occupational Code:	9100
Employee Group:		Training Category:	D-Staff
Created:		Last Revision:	June 2024

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

Purpose of the Position

The purpose of this position is to assist the Wausau Police Department with enforcement of City Ordinances with priority on ordinances related to the control of animals. With presence in the community as a non-sworn officer, the employee has a significant impact on the quality of life through ordinance compliance and enforcement activities, developed relationships with community partners, and role as a first-responder for animal-related calls for service.

Essential Duties and Responsibilities

1. Provides mobile presence in neighborhoods in assigned vehicle; proactively addresses animal-related ordinance violations encountered (i.e., animals at-large) and acquires awareness of residences that house animals.
2. Responds to calls for service involving stray animals, animal bites, noise complaints, concern for animal welfare and/or complaints of non-compliance; issues citations for violations.
3. Checks compliance and enforces ordinances of the City of Wausau Municipal Code related to nuisance abatement, to mitigate quality-of-life concerns in the community; issues citations for violations.
4. Conducts animal capture and transport independently, and in assistance to sworn Officers' investigations.
5. Provides courteous and tactful customer service in citizen interactions, and advises animal owners on responsible pet ownership in alignment with the City's ordinances.
6. Assists the department in public promotion activities regarding pet licensing, responsible pet ownership, vaccinations, and rabies control. Supports public education efforts of the Humane Society of Marathon County.
7. Responds to non-emergency calls for service as otherwise assigned and provides assistance as necessary.
8. Operates a department-owned vehicle in normal non-emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
9. Cleans and disinfects kennel areas, vehicles and equipment.
10. Maintains working knowledge of City of Wausau Ordinances as well as current procedures.
11. Prepares written documentation of activities.
12. Assists sworn Officers, community members, and other city employees in problem-solving.
13. Maintains City of Wausau core values.

Additional Duties and Responsibilities

- Perform various other special assignments as assigned by supervisor.

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess and maintain an acceptable driving record and a valid Wisconsin driver's license.

Completion of Humane Officer training and certification from the Wisconsin Department of Agriculture, Trade and Consumer Protections is required within 1 year of hire. Following two years of being certified as a Humane Officer, completion of 32 hours of continuing education is required for re-certification.

Knowledge, Skills and Abilities

- Ability to read, interpret and explain City of Wausau ordinances.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer, police radio, and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Obtain and maintain considerable knowledge of animal-related ordinances, animal-handling safety practices and capture equipment.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to run, jump, push, pull, and drive safely in adverse conditions.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.

Physical and Working Environment

The primary work setting involves operating a vehicle, working on the scene of animal control situations, transporting animals, and handling animals while at the designated animal shelter. Incumbents are exposed to loud noises and unpleasant sights, sounds, and odors when handling animals that are stray, injured, diseased, and dangerous. Incumbents may also be exposed to animal carcasses. Must be able to move animals or objects weighing up to 100 lbs. A majority of work occurs in the field which frequently includes working irregular hours, evenings and weekends as required.

Regular exposure to disagreeable and environmental conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used. Regular travel.

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

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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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DRAFT

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

DATE/TIME: December 10, 2012 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: G. Gisselman, B. Nagel, D. Nutting, D. Oberbeck
MEMBERS ABSENT: R. Wagner (C)
Other Present: Mayor Tipple, J. Hardel, M. Groat, A. Jacobson, M. Loy, P. Czarapata, M. Walker,
T. Larsen, D. DeSantis, T. Stratz, and K. Winters

Approval of 11/12/2012 minutes. Motion by Nagel, second by Nutting to approve the November 12, 2012 draft minutes. All ayes. Motion carried unanimously.

Public Comment on Matters Appearing on the Agenda. No public comment made.

Oberbeck as acting Chairman asked if anyone objected to moving item 6b of the agenda, Consider Animal Control Staffing Proposal, forward to discuss. No objections were made.

Consider Animal Control Staffing Proposal (Winters). Winters overviewed the original proposal for countywide animal control that included a staffing model of three animal control officers. This proposal had been designed at the request of the County Animal Control Task Force to match the three person proposal offered by the Marathon County Humane Society. Since then, a new staffing model was brought forward, developed with the help of John Small from Marathon, who has a background in animal control by previously running the Rock County Animal Control Shelter in Janesville for 20 years and has also worked with the Department of Agriculture as an Animal Control Inspector. Small's suggestion to Winters was for no more than one Humane Officer, with part-time help coming from NTC's law enforcement program. Winters explained that this would be a better fit and 20% cheaper than the original staffing plan model. Winters asked the HR Committee to choose between the two staffing models. Loy stated he was looking for Committee endorsement of a staffing model and directive that future revenues should determine how many people would be hired. Loy went on to say that the Wausau Police Department already hires Community Service Officers (CSO's) for summer help and thought this would be a great pool of individuals to staff additional help needed to enforce animal control laws. Loy did have concerns about the turnover of CSO's and the amount of time needed to train them, but said it would be a risk worth taking as this program gets started. Hardel said that CSO's are performing animal control duties now among other duties. He believes if the CSO program is expanded they would be able to handle additional animal control duties, but he also had concerns of turnover and having to repeatedly retrain. Loy went on to say that a number of police officer recruits have come out of the CSO program and feels it is a good development tool. Winters agreed that this would be a good pool of future officers for Wausau and Everest-Metro. He stated this would be a good place to start, and if more communities join, things can be changed. Winters said that Small strongly urged that animal control should be part of the law enforcement department because of their dealings with laws and ordinances. Also, Winters said that the Wausau Humane Officer could potentially take over the County Humane Officer designation, as the current County Humane Officer is unable to travel. Oberbeck asked for clarification on what a typical day would look like for this Humane Officer. Loy said that based on the history of call volume and workflow, 95% of complaints come in between 7:00 a.m. and 1:00 a.m., therefore he would recommend staffing this position from 11:00 a.m. to 8:00 p.m. or 12:00 p.m. to 9:00 p.m. based on peak call volumes. Police would continue to respond to calls received outside of these hours as able. Loy said that the workload may be intense at first, but the call volume may go down as greater compliance is received. Further discussion took place about the area covered. Winters said most communities that would be serviced are nearby and that the Wausau metro area is where the majority of the complaints are from. Gisselman asked how seasonal CSO's would be utilized, and Loy said that the program would have to be expanded to be year-round and that using CSO's would

offer the most flexibility in staffing. Winters gave an overview of how animal control staffing was brought to the HR Committee. Initially the Humane Society was asked to put together a proposal. The Humane Society referenced the Portage County program and came up with a plan that included staffing 3 people (1 supervisor and 2 humane officers), with a cost of \$325,000. The County Animal Control Task Force came back with a model to include a dog catcher instead of a supervisor. The Humane Society declined to alter its proposal and stated that it couldn't be done with less staff or less money. The Task force decided to go with the Wausau plan of hiring one Humane Officer with a maximum cost of \$75,000 and mail out letters to other communities asking for their participation to supplement additional staff for coverage and flexibility. Nagel made a motion to enter in to the Small Model. Loy recommended clarification of one full-time Humane Officer and up to two part-time CSO's. Oberbeck then asked for clarification of the area that will be covered. Winters specified Weston, town of Wausau, Wausau, town of Plover, town of Weston, and Schofield. Groat then asked if any communities are concerned about the accounting and allocating of resources and revenue. Winters said that the issue did come up with Weston, but because Wausau would be providing all the administrative services and supervision and only billing direct costs, Weston agreed that was fine. Motion seconded by Nutting. Nutting said that he liked the proposal and believes it will be beneficial, having a positive impact in communities joining with Wausau in the future because of how well John Small is known and respected. Discussion about the scope of area covered resumed, with Oberbeck and Gisselman questioning how the persons hired for these positions will be able to answer calls around the county without impacting service to the Wausau metro area. Loy explained that all the HR Committee is tasked with is approving the staff model, and he will hire according to the model that is approved. Future contracts and financing will determine service levels within that model. Nagel withdrew his motion. Nagel made a motion to hire a Humane Officer and enter into a hard contract with the village of Weston, Schofield, town of Wausau, town of Plover and town of Weston. Winters said last year the entire county received 1950 calls regarding animal complaints; 1450 of those calls were in Wausau. Winters asked if the Committee wanted to specify who was involved because other communities may still be joining. Further discussion of the area that will be serviced by the agreement continued. Nagel withdrew his motion. Nagel made a motion to authorize Loy to employ a Humane Officer. Loy asked that the staffing model include a Humane Officer and up to two part-time CSO's as proposed by Winters. Nagel made a motion to hire a Humane Officer. Winters explained that involving more communities provides more revenue to provide additional coverage. Nutting stated that he would second Nagel's motion if Loy's comments are included. Winters asked that CSO's be included in the motion.

Motion made by Nagel to approve the hire of one full-time Humane Officer and up to two part-time CSO's for animal control. Second by Nutting. Amendment to motion made by Oberbeck to approve the hire of one full-time Humane Officer and up to two CSO's for animal control contingent on sufficient fees and supporting contracts. Second by Gisselman. All ayes. Motion carried unanimously.

Project Updates. Loy updated the Committee on the Performance Management project and Compensation Study. Job descriptions are being updated to give to the consultant for the Compensation Study. Loy stated that salary data has been received, and once the other pieces for the study are in place, the data will be ready to share. Loy believes this should take a couple of months.

HR Performance Report. Loy gave a brief overview of the HR Performance Report and also mentioned that results from the HR Satisfaction Survey will be available to the Committee next month.

Employee Handbook. Loy reviewed with the Committee the revisions made to the Employee handbook based on questions raised by staff and the discussion at the November HR Committee meeting. The changes include the following: Police Lieutenants will work straight 12-hour shifts to avoid overtime pay on days where line officers are on 10-hour shifts and only one lieutenant is available to supervise. Next, the Engineering Division has Engineering Techs that work in the summer during the hours that contractors work. This group will receive overtime if they work more than 8 hours in a day even if they don't work 40 hours in a week, as proposed by Brad Marquardt. Lastly, Compensatory Pay (Comp Time) has been changed back to its original language, and no



JOB DESCRIPTION Humane Officer

Division:	Police	Reports To:	Administrative Lieutenant
FLSA Status:	Non-Exempt	Pay Grade:	
		Last Updated:	May 2013

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

Under general supervision, the Humane Officer performs skilled work for the City in the enforcement of ordinances and statutes related to the control of animals. Work is accomplished by detecting, preventing, and investigating violations of ordinances and state law related to animal control.

Essential Duties and Responsibilities

1. Executes the duties of a Humane Officer as required by Wisconsin State Statute 173 and in compliance with Humane Officer Training and Certification as directed by Wisconsin Administrative Rule ATCP 15.
2. Enforces and applies ordinances and regulations of the City of Wausau Municipal Code pertaining to animal control; issues violations for the same.
3. Conducts special investigations in response to public complaints of violations of animal regulatory ordinances and state law;
4. Patrols assigned areas in an animal control vehicle to search for stray, sick, injured, or dead animals and provide services as needed; responds to calls from the public, law enforcement agencies, or other Animal Control Officers concerning ordinances and regulations; responds to incidents involving stray animals, animal bites, noise complaints, and animal cruelty.
5. Humanely disposes of sick or injured animals; removes and performs proper disposal of dead animals from public roads
6. Performs animal care duties such as feeding animals, monitoring sick and dangerous animals, segregating and isolating animals when necessary; detects disease or injury in animals and performs minor medical treatments on animals as necessary; assists the veterinarian with vaccinations and inspections of animals.
7. Cleans and disinfects kennel areas, vehicles and equipment.
8. Promotes high standard for customer service and public image; provides information and counseling to animal owners regarding provisions of ordinances and law.
9. Provides information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions; participates in public school and community group presentations.
10. Exercises independent judgment and initiative in ensuring proper care for animals; exhibiting tact, courtesy and firmness in frequent contact with animal owners and general public.
11. Prepares reports, compiles records and various forms such as daily activity sheets, receipts for fees received, citations, quarantine and investigative reports, and logs of controlled drugs used.
12. Testifies in court and at hearings on the enforcement of animal control citations and other matters relating to animal control.

Additional Duties and Responsibilities

Performs various other duties and special projects as assigned.

Job Requirements

High school diploma or equivalent with one to three years of experience providing information, such as explaining rules and regulations to the public, preferably in the handling, care, and control of animals or equivalent combination of training and education.

Completion of Humane Officer Training and certification from the Wisconsin Department of Agriculture, Trade and Consumer Protections is required within 3 months of hire. Following two years of being certified as a Humane Officer, completion of 32 hours of continuing education is required for re-certification.

Must possess and maintain an acceptable driving record and valid Wisconsin driver’s license.

Performance Specifications

- Knowledge of various breeds of dogs, cats, and other domestic and wild animals along with general knowledge of animal behavior.
- Obtain and maintain considerable knowledge of laws and ordinances related to humane animal capture, care and disposal methods.
- General knowledge and ability to navigate throughout Marathon County.
- Has considerable knowledge of safety practices concerning the handling of animals and is skilled in the use of handling equipment.
- Ability to prepare and maintain records concerning daily activities.
- Communicate clearly and concisely, both verbally and in writing.

Work Environment

The primary work setting involves operating an animal control service vehicle and working on the scene of animal control situations. Some work will take place in the Marathon County animal shelter. Incumbents are exposed to loud noises and unpleasant sights, sounds, and odors when handling animals that are stray, injured, diseased, and dangerous. Incumbents are also exposed to animal carcasses. Must be able to move animals or objects weighing up to 100 lbs. A majority of work occurs in the field which frequently includes working irregular hours, evenings and weekends as required.

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: _____

This 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.

POSITION SUMMARY:

Under general supervision, the Humane Officer performs skilled work for the City in the enforcement of ordinances and statutes related to domestic animals. Work is accomplished by detecting, preventing, and investigating violations of local ordinances and state law related to animal welfare.

QUALIFICATIONS:

Job Requirements

- High school diploma or equivalent with at least one (1) year of experience providing information, such as explaining rules and regulations to the public, preferably in the handling, care, and control of animals or equivalent combination of training and education.
- Completion of Humane Officer Training course from the Wisconsin Department of Agriculture, Trade and Consumer Protections is required within 3 months of hire.
- Must possess and maintain an acceptable driving record and valid Wisconsin driver's license.

Performance Specifications

- Knowledge of various breeds of dogs, cats, and other domestic and wild animals along with general knowledge of animal behavior.
- Obtain and maintain considerable knowledge of laws and ordinances related to humane animal capture and care.
- General knowledge and ability to navigate throughout Marathon County.
- Has considerable knowledge of safety practices concerning the handling of animals and is skilled in the use of handling equipment.
- Ability to prepare and maintain records concerning daily activities.
- Communicate clearly and concisely, both verbally and in writing.

Work Environment

The primary work setting involves operating an animal control service vehicle and working on the scene of animal control situations. Some work will take place in the Marathon County animal shelter. May include exposure to loud noises and unpleasant sights, sounds, and odors when handling animals that are stray, injured, diseased, and dangerous. May also include exposure to deceased animals. Must be able to move animals or objects weighing up to 100 lbs. A majority of work occurs in the field which frequently includes working irregular hours, evenings and weekends as required.

ESSENTIAL JOB FUNCTIONS & MAJOR DUTIES/RESPONSIBILITIES:

Essential Duties and Responsibilities

1. Executes the duties of a Human Officer as required by Wisconsin State Statute 173 and in compliance with Human Officer Training and Certification as directed by Wisconsin Administrative Rule ATCP 15.
2. Enforces and applies ordinances and regulations of the City of Wausau Municipal Code pertaining to animal control; issues violations for the same.
3. Conducts special investigations in response to public complaints of violations of animal regulatory ordinances and state law;
4. Patrols assigned areas in an animal control vehicle to search for stray, sick, injured, or deceased animals and provide services as needed; responds to calls from the public, law enforcement agencies, or other Animal Control Officers concerning ordinances and regulations; responds to incidents involving stray animals, animal bites, noise complaints, and animal cruelty.
5. Humanely disposes of sick or injured animals.
6. Performs animal care duties such as monitoring sick and dangerous animals, segregating and isolating animals when necessary; detects disease or injury in animals and may perform minor medical treatments on animals as necessary; assist with vaccination initiatives and inspections of animals.
7. Cleans and disinfects kennel areas, vehicles and equipment.
8. Promotes high standard for customer service and public image; provides information and counseling to animal owners regarding provisions of ordinances and law.
9. Provides information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions; participates in public school and community group presentations.
10. Exercises independent judgment and initiative in ensuring proper care for animals; exhibiting tact, courtesy and firmness in frequent contact with animal owners and general public.
11. Prepares reports, compiles records and various forms such as daily activity sheets, receipts for fees received, citations, quarantine and investigative reports, and logs of controlled drugs used.
12. Testifies in court and at hearings on the enforcement of animal control citations and other matters relating to animal control.

Additional Duties and Responsibilities

Performs various other duties and special projects as assigned.

COMPENSATION:

Pay Grade 4 of the General Employee Pay Matrix as follows: Minimum (starting) \$27,599.28 per year - Maximum (step 10) \$38,549.79 per year. Employee will progress through the pay matrix annually.

SELECTION PROCEDURE:

Selection procedure may include all or some of the following: Application screening, interview/s, various forms of testing, reference checks, background checks, pre-employment physical, drug/alcohol screening.

Final candidates will be required to sign a waiver consent form permitting the City to perform a criminal background check and to obtain information from present and/or prior employers regarding work history and alcohol and/or drug test results (including refusals).

SPECIAL ACCOMMODATIONS:

The City of Wausau will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Human Resources Department or phone (715) 261-6630 to request special accommodations prior to the application deadline.

NOTICE TO APPLICANTS:

Wisconsin Statutes, Sections 19.36 (7), 64.09 (5), and 64.11 (7) require public employers to treat the following items as a public record: Each applicant's application, records, recommendations and qualifications except as provided in Section 19.36 (7), Wis. Stats. that allows the identity of an applicant to remain confidential if the applicant requests in writing that the City not provide access to this information.

If you choose not to have this information become a public record, you must make such a request in writing to the Human Resources Department. If you become a finalist for the position, your identity may be disclosed as required by law.

Human Resource Committee Packet

July 2024

Agenda Item
Discussion and Possible Action to address extending vacation accrual past the maximum allowed by Employee Handbook
Background
<p>In the past couple of years, we have some employees that have received extensions on their maximum vacation accruals. Circumstances have ranged from ERP installation to staff shortages in the Assessment department. In 2022, the committee allowed the mayor to extend accruals in extraordinary situations.</p> <p>The committee is being asked to address the unintended fallout from accrual extensions. What time limits are put on the employee to get back below the accrual threshold? What happens if an employee terminates while their accruals are over the maximum? Is the committee still allowing the mayor to unilaterally extend accruals? What is the timetable to discontinue extensions for ERP installation?</p>
Fiscal Impact
Unknown. The fiscal impact could be great if an employee terminates while their accruals are well over maximum. The extra cost to a departments salaries and wages could be greatly impacted.
Staff Recommendation
Discuss and possible action on addressing leave accruals past the maximum. Give the HR Director direction in crafting policy to address the process for extending accrual, the length of time given to be back under maximum limits, and the amount of payout if the employee terminates before getting their accruals back under the minimums.
Staff contact: James Henderson (715-261-6634)

8.04 – Vacation

Regular full-time employees shall earn paid vacation based on the number of years of service in accordance with the following schedule:

<u>Years of Service</u>	<u>Annual Vacation</u>	<u>Bi-weekly Accrual</u>	<u>Max. Vacation Accum. Allowed</u>
At time of hire	15 days	4.6154 hours	160 hours
Upon completion of 5 years of service	20 days	6.1540 hours	200 hours
Upon completion of 10 years of service	25 days	7.6924 hours	240 hours
Upon completion of 15 years of service	30 days	9.2308 hours	280 hours

For example, an employee who is hired on 1/1/2000 and works continuously will complete 5 years of service on 1/1/2005, and will complete 10 years of service on 1/1/2010.

Regular part-time employees shall receive a proration of the annual vacation accrual as described above based on the number of hours they worked in the previous year. Annual vacation will be awarded on the 2nd payroll of each year. Regular part-time employees may accrue vacation to carry over to the following year. The maximum vacation accrual allowed will be the budgeted full-time equivalency of the position.

Annual vacation shall be credited according to an employee's anniversary date. In the first six months of employment, employees may borrow up to half their annual vacation accrual amount. The scheduling and limitations on number of employees permitted to be on vacation at the same time shall be scheduled according to the policy established by individual departments as determined by the Department Director and based on the needs of the City.

Department Directors, upon initial appointment, shall accrue vacation time as a 5th anniversary employee and shall be allowed to accumulate vacation time up to a maximum of 360 hours, regardless of their length of service.

The city realizes there are times when employees may be allowed to exceed the maximum accruals. The mayor may approve an extension of the maximum accrual for purposes of unusual circumstances to allow the employee to use vacation in a reasonable time frame. Upon requesting extension, employee must justify circumstance in writing and submit a plan to get back under the maximum accrual. All justifications and requests must be submitted to the mayor in writing.

Vacation above the maximum will not be paid out upon termination or retirement. For example, if a department head has 500 hours of accrued vacation, and they separate employment voluntarily or involuntarily, they would only be paid out for the maximum of 360 hours.

Vacation may be used in no less than one-fourth (1/4) hour increments for all non-exempt employees.

The Human Resources Department may negotiate vacation accrual amounts outside of the above schedule for executive or other high-level positions, and to positions that have been identified by Human Resources as difficult to fill. The Human Resources Department shall establish quantifiable criteria for a determination of difficult to fill, including but not limited to having a previously unsuccessful recruitment.