

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



## OFFICIAL NOTICE AND AGENDA **\*REVISED\***

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

Meeting of the:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, May 8, 2023 at 4:45 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

### AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of April 10, 2023 Minutes.
- 2) Human Resources Report for April 2023.
- 3) Discussion and Possible Action Approving the Elimination of the Positions of: Parking Operations Coordinator (1 FTE), Parking Cashier (1 FTE), and Parking Operations Worker (0 FTE) and the Creation of the Position of Building Maintenance Technician (1.5 FTE's).
- 4) Discussion and Possible Action Aproving the Reclassification of the Transit Operations Manager (Grade 14) to Deputy Transit Director (Grade 12).
- 5) Discussion and Possible Action Approving the Change of Administrative Assistant IV DPW-Engineering (Grade 17) to Office Manager DPW-Engineering (Grade 17).
- 6) Discussion and Possible Action Approving the Reclassification of Administrative Assistant III Fire (Grade 19) to Administrative Analyst Fire (Grade 17)
- 7) Discussion and Possible Action Approving the Reclassiciaiton of Occupancy Specialist CDA from Grade 20 to Grade 19.
- 8) Discussion and Possible Action Approving the Reclassification of Administrative Assistant I CDA (Grade 9) 21) to Administrative Assistant II CDA (Grade 20).
- 10) Discussion and Possible Action Approving the Reclassification of Administrative Assistant I Assessment (Grade 21) to Assessment Technician (Grade 20).
- 11) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail [james.henderson@ci.wausau.wi.us](mailto:james.henderson@ci.wausau.wi.us) with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if 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 5/03/2022 at 10:00 AM

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

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

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

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

DRAFT

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

DATE/TIME: April 10, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens  
MEMBERS ABSENT:  
Also Present: Mayor Rosenberg, J. Henderson

**Approval of March 13, 2023 Minutes.**

Motion by Herbst to approve the March 13, 2023 Human Resources Committee Meeting minutes. Second by Killian. No questions or discussion. All ayes. Motion passes 5-0.

**Human Resources Report for March.**

No questions were brought forward by the Committee.

**Discussion of Amalgamated Transit Union Grievance, per Step 3 Grievance Procedure of the Collective Bargaining Agreement.**

Troy Hanson, president of the Local 1168 Amalgamated Transit Union, AFL-CIO handed out a packet of relevant information to the committee members and introduced Scott Burton, grievant, Adrian Rinehart-Balfe, vice president of Local 1168, and Janice Borchardt, IVP, to the committee. Hanson said that the issue in dispute is how the progression scale works. Prior to the current contract, rates for Bus Operator II employees were based on their promotion date to Bus Operator II, not their hire date. The new contract offers the same rate of pay for Bus Operator I and Bus Operator II employees, and employees were moved to steps based on their hire date. Hanson said that the interpretation from HR of the progression from step B to step C is that it takes 12 months, and the unions interpretation is that it takes 6 months. Hanson claimed that Henderson's interpretation of the wage progression is incorrect, and it would take an employee 7 ½ years to reach step E instead of 4 years.

Killian asked if their decision is to determine which interpretation of the progression of the steps is correct; Hanson said yes.

Gisselman asked what the request is from the union. Hanson said the union's request is for Burton to be paid at step C effective 12/2/2022 and proceed accordingly. Hanson claimed that if the committee did not agree with them that it would affect other employee's wage rates.

**CLOSED SESSION pursuant to 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the purpose of considering ATU Local 1168 union grievance regarding an employee compensation issue.**

Motion by Martens to move into Closed Session. Second by Herbst. McElhaney did roll call of committee members present: Gisselman, Herbst, Killian, Martens, and McElhaney. Committee entered into Closed Session.

**Reconvene into Open Session.**

Committee reconvened into Open Session with all members present.

**Discussion and Possible Action on Closed Session item #4, considering ATU Local 1168 Union Grievance Regarding an Employee Compensation Issue.**

McElhaney explained that if a member voted yes, they were voting for the grievance, and if they voted no, they were voting against the grievance.

Motion by Killian to approve the grievance. Second by Martens. Motion failed 1-4 (Gisselman, Herbst, Martens, and McElhaney were the dissenting votes).

**Adjournment.**

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

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Rebecca McElhaney  
Human Resources Committee, Chair



## HR PERFORMANCE REPORT

### Core Services

#### *Classification & Compensation*

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

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

##### **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
40	30	5	5

##### FMLA Denial Reasons

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

##### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
14	1	13



## HR PERFORMANCE REPORT

### 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	Open	02/25/23
Police	Animal Bite	Medical	Open	03/08/23
Police	Animal Bite	Medical	Open	03/08/23
DPW	Hand cut	Medical	Closed	03/08/23
Police	Hand Sprain	Medical	Open	03/16/23
Fire	Back injury	Indemnity	Open	03/22/23
Water	Object to face	Medical	Open	04/14/23
Fire	Ankle	Medical	Open	04/14/23
Fire	Cut to thumb	Medical	Open	04/17/23
Fire	Privacy Case	Medical	Open	04/18/23
Fire	Privacy Case	Medical	Open	04/18/23
Police	Privacy Case	Medical	Open	04/29/23

### Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Back	Indemnity	Open	11/20/22
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
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## HR PERFORMANCE REPORT

Andrew Eberhardy	ATU	Verbal warning for failure to announce transfer corners, stops and ADA locations	3/22/22	Denied at Step 1
Scott Burton	ATU	Movement through pay scale	2/16/2023	At step 3
Multiple Employees	WPPA	OT Pay	4/1/2023	Step 1

### Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

### 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	
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	



## HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
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	
Stacey Severson-Denfeld	Assessment	Property Appraiser	3/20	
Gary Kmiecik	Assessment	Property Appraiser	4/17	
Katherine Breintefeld	Finance	Accountant – Revenue	4/24	

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
23	12	10	1

### Separations by Department for 2023 YTD

Assessment – 2	Clerk/Finance – 1	Fire – 2	Inspections - 2
Metro Ride - 5	Police - 7	Wastewater – 1	Attorney's - 1
Public Works – 2			

### 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



## HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Peggy Steinke	Payroll Coordinator	Accountant (Payroll)	(reclass – n/a)	2/05
Travis Lepinski	Property Inspector	Building Inspector	Richard Grefe	3/19

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III (Finance)	1	1/20	In Process
Assistant City Attorney	1	2/17	Reposted – Closes 5/10
Bus Mechanic II	1	1/31	Reposted – Closes 5/04
Deputy City Clerk	1	1/03/24	Closes 5/14
Equipment Services Mechanic	1	11/17/22	Reposted – Closes 45/04
Firefighter/Paramedic	5	(new positions 2022)	In Process
Law Enforcement Computer Technician	1	2/03	In Process
Police Officer	1	3/03	
Property Inspector	1	3/19	In Process
Utility Worker (Metro Ride)	1	7/24/22	In Process
Wastewater Plant Operations Technician	2	2/05	In Process
Water Plant Operations Technician	2	6/24/22, 7/24/23	In Process

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

Job Title	Number of Vacancies	Date Vacant	Status
Parking Control Specialist	1	7/08	Job Requisition Needed from Department to Start Recruitment.





## HR PERFORMANCE REPORT

### *Vacation Accrual Exceptions*

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		12/31/24	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing Issues

### *Handbook Modifications*

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
4.07 Protected Service Employees	Police Officers who do not accept employment as a sworn law enforcement officer within 12 months of voluntarily separating from employment will not be required to repay for the City's costs of pre-employment process.	03/08/22



## HR PERFORMANCE REPORT

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" of higher.	2/13/23

# Human Resource Committee Packet

May 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the Public Works Director eliminating the 2 Parking Attendant positions and adding 1.5 Building Maintenance Techs to his current Org chart.
<b>Background</b>
With the recent improvements in technology, and the imminent retirements of the Parking Attendants, the PWD would like to give more support to the busy Building maintenance department.  With the elimination of the 2-parking attendants, he is asking to replace them with 1 fulltime and 1 part time Building maintenance techs. If approved, the move will have a net savings of .5 fte's
<b>Fiscal Impact</b>
The fiscal impact will be minimal. The pay will be slightly higher, but the number of FTE will be decreased by .5
<b>Staff Recommendation</b>
Approve the elimination of 2 Parking Attendants, and the addition of 1.5 Building Techs.
Staff contact: James Henderson (715-261-6634)



## JOB DESCRIPTION Building Maintenance Tech

Job Title:	Building Maintenance Tech	Reports To:	Facilities Manager
Department:	Public Works & Utilities	FLSA Status:	Non-Exempt
Division:	Facilities	EEO Code:	8-Service-Maintenance
Salary Grade:	18	Occupational Code:	6110
Employee Group:	General Employee	Training Category:	E-Specialized
Created:	January 2023	Last Revision:	January 2023

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

### **Purpose of the Position**

Under direction of the Facility Manager monitor and perform general operation, maintenance and minor repairs of City Buildings and facilities. Responsibilities include general minor repairs/maintenance of building structures, mechanical equipment, heating and cooling systems, plumbing, electrical, and carpentry. Work and coordinate schedules with contractors.

### **Essential Duties and Responsibilities**

1. Responsible for assisting with general maintenance, including minor repairs of both the interior and exterior of City owned buildings as well as parking ramp and skywalk maintenance
2. Work within interdepartmental team to ensure proper maintenance of facilities
3. Document scheduled inspections and maintenance logs
4. Maintains tools, equipment and supplies along with equipment records and manuals
5. Assist with general maintenance and minor repairs of plumbing, heating and ventilation systems and fixtures, and preventative maintenance and repair
6. Assist with identifying issues and working towards resolution of issues
7. Performs general and preventative maintenance and emergency calls
8. Possess basic knowledge of current safety standards, and building and grounds maintenance principles, techniques, equipment, materials and supplies
9. Assist with maintaining building safety and health compliance
10. Assists with responding to emergencies regarding maintenance matters
11. Performs other related duties as assigned

### **Additional Duties and Responsibilities**

- Work with 3<sup>rd</sup> party contractors and establish work schedules for work completion
- Coordinate work with other city departments operational schedules

## **Education and Experience Requirements**

- Possession of a valid Wisconsin driver's license
- Basic knowledge of mechanical/maintenance standards and practices acquired through completion of a continuing education and/or professional experience
- Ability to establish and maintain working relationships based on mutual confidence and respect, along with the ability to assist with problem solving

**Necessary Requirement:** Possession of a valid Wisconsin driver's license.

## **Knowledge, Skills and Abilities**

- Ability to establish and maintain working relationships based on mutual confidence and respect, along with the ability to identify problems and their resolutions.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, measuring devices, computer terminal and calculator.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.

## **Physical and Working Environment**

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 60 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

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.

# Human Resource Committee Packet

May 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the reclassification of the Operations manager in Transit to Deputy Transit director
<b>Background</b>
<p>The new Transit Director would like to elevate the position of Transit Operations Manager to Deputy Transit director to better position the organizational structure of the department. As the Operations Manager position has continued to expand, the director feels the new title will facilitate the growth needed in the department.</p> <p>If approved, the new position will be mentored by the director to share more responsibility for the management of the department. The new position will have the transit supervisors as direct reports and will act as director in his/her absence</p>
<b>Fiscal Impact</b>
The fiscal impact will be the Transit Operations Manager moving from Grade 14 to Grade 12. She will retain her current step.
<b>Staff Recommendation</b>
Approve the reclassification of the Transit Operations Manager to Deputy Transit Director.
Staff contact: James Henderson (715-261-6634)



## Job Description

Position Title: Deputy Director of Transit

Division: Transit

Reports To: Transit Director

Pay Grade: 12

FLSA: Exempt

Occupation Code:

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

### **Purpose of the Position**

The purpose of this position is to plan, direct and supervise transit system administration and operation for the City of Wausau.

### **Essential Duties and Responsibilities**

1. Serves as acting Transit Director when the Transit Director is absent.
2. Assists with Federal Transit Administration and Wisconsin DOT reports regarding City transit activities.
3. Assists with grant application and management.
4. Responds to customer complaints and escalates to Director when appropriate.
5. Oversees day to day operations of the transit system.
6. Oversees FTA Drug & Alcohol Program, interviewing and hiring for operations positions and street supervision.
7. Serves as first point of contact for issues relating to the labor agreement. Escalates to Director when necessary. Assigns work, trains employees, provides guidance, determines disciplinary action consistent with the labor agreement and department policies.
8. Prepares materials and presents educational information to customers regarding transit opportunities.
9. Prepares training, accident, and discipline and attendance reports.
10. Serves as direct supervisor for Operations Supervisors. Trains, develops, guides and corrects Operations Supervisors.
11. Analyzes operations for efficiency and effectiveness. Evaluates safety procedures, policies and needs. Participates in policy development. Monitor safety training and procedures.
12. Investigates accidents and determines preventability.
13. Develops and implements policies and procedures including the responsibility of employee safety.
14. Consults with insurance carriers on issues of safety and loss.
15. Consults with school districts on issues of student transportation.
16. Consults with police department and emergency government on issues of safety and security.
17. Keeps abreast of State and Federal requirements relating to safety, security and vehicle operations.
18. Performs duties of subordinates as necessary in their absence

### **Additional Duties and Responsibilities**

- Provides written and oral information regarding transit services.
- Supervises drivers.
- Copies and types documents, faxes messages, etc.
- Performs various duties and special projects as assigned.



## **Job Requirements**

Bachelor's degree in Business Administration, Management, Public Administration, Planning, Transportation or related field, three to five years progressively responsible transportation administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid, Wisconsin Commercial driver's license (CDL) required.

## **Performance Specifications**

- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as personnel records, police reports, accident reports, insurance forms, billing invoices, labor grievances, job applications, performance appraisals, worker's compensation forms, schedules, labor agreements, technical operating manuals, computer software operating manual, training manuals, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with customers, Wisconsin DOT personnel, Federal Transit Administration personnel, Transit Commission members, Mayor, City Council members, planning personnel, vendor representatives, other City department personnel, union representatives and Transit employees.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, calculator/adding machine, photocopier, coins sorter, telephone, fax machine and transit bus.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as operating a bus.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

## **Work Environment**

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as odors and toxic agents may cause some discomfort and where there is a risk of minor injury.

## **Acknowledgement**

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

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

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

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

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

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# Human Resource Committee Packet

May 2023\_2

Agenda Item
Request Human Resources Committee approve the reclassification of the Admin IV in PW to Office Manager
Background
The current Admin IV in Public Works has taken on more management level duties in the department. Although she will no longer have direct reports, her job has taken on other roles like budgeting for the department. The PWD feels the title of "Office Manager" more accurately describes her current duties.
Fiscal Impact
The fiscal impact will be none
Staff Recommendation
Approve the position title change of the PW Admin IV to Office Manager
Staff contact: James Henderson (715-261-6634)



## JOB DESCRIPTION

### Administrative Assistant IV Office Manager - DPW

Job Title:	<del>Administrative Assistant IV Office</del> <u>Manager</u>	Reports To:	Director of Public Works & Utilities
Department:	Public Works & Utilities	FLSA Status:	<del>Non-Exempt</del> <u>Non-Exempt</u>
Division:	<del>Public Works &amp; Utilities</del> <u>Engineering/GIS</u>	EEO Code:	6-Administrative Support
Salary Grade:	17	Occupational Code:	0006
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	<del>December 2016</del> <u>February 2023</u>

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

#### **Purpose of the Position**

The purpose of this position is to ~~supervise the Parking Division and~~ provide administrative and secretarial support for the Department of Public Works for the City of Wausau. Perform specialized and complex administrative work of significant responsibility including work with confidential documents and preparing/managing documents with significant financial impacts. Responsible for performing and managing detailed work with frequent disruptions.

#### **Essential Duties and Responsibilities**

1. Performs administrative duties for department director and other management staff including a wide variety of general and **complex administrative** and office management duties; works with professionals requiring knowledge of programs and policies; responds to inquiries for information from other departments, the public, and other public agencies.
2. ~~Reviews established policies and procedures. Number of review are followed when drafting/preparing documents for committee, commission and council meetings.~~
- 2-3. **Assists department** director with confidential matters, including sensitive personnel issues which could result in discipline and confidential closed session committee items which have the potential for large fiscal impacts. Reviews confidential pre-qualification documents for bidding.
- 3-4. **Hires, supervises, manages full-time and part-time employees of the parking division; works with employees to correct deficiencies; oversees routine operations of the parking division facilities.**
4. ~~Prepares capital and operating budgets for Parking Division. Assists director with long range capital and strategic planning.~~
5. Assists in developing, coordinating, and monitoring the Public Works Department operational and capital budgets; provides responsible budget preparation, analysis and monitoring support; performs a wide variety of bookkeeping and accounting functions which include payroll/job costing, accounts payable, accounts receivable, purchase orders, purchase of department supplies.
6. Receives and responds to inquiries, concerns and complaints from Council members, City personnel, outside agencies and the general public by disseminating information of both a routine and complex nature requiring discretionary judgment and extensive knowledge of City policies, procedures, activities, etc., or referring issues and concerns to the appropriate staff member.

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- 6-7. ~~Knowledge of state statute regarding Public Works procurement requirements, contracts, wage determinations and bidding requirements. Manages all aspects of online bidding process.~~
8. Prepares and Administers contract documents for public construction improvement projects and professional services ~~contracts properly following procurement policies.~~
9. Assists in the preparation of contract documents including ~~securing~~ wage rates, schedules ~~ing~~ bid openings, advertising bids, preparing bid proposals, gathering WisDOT Standard Detail Drawings ~~and specifications.~~
10. Reviews contract documents for appropriate insurance and bonding documents. ~~Reviews Certificates of Insurance to ensure proper limits are met for contracts, permits, and licenses.~~
11. ~~Reviews confidential pre qualification documents for bidding.~~
12. ~~Processes contract purchase system, payments and change orders for construction improvement and professional services contracts, monitors construction budgets.~~
13. Assists in the preparation of Request for Proposals (RFP's) for professional services ~~related to technical engineering concepts.~~
14. Schedules and manages all snow/ice complaints related to sidewalks and ensures initial/follow-up inspections are scheduled/completed within city policy and code.
15. Prepares special assessments for public improvement projects and annexations; provides statutory notices to property owners; schedules hearings; assures accuracy and timeliness of assessments to be levied.
16. Prepares meeting agendas and supporting materials; attends meetings; records, transcribes and distributes minutes; prepares resolutions and ordinances from committee action; conducts follow-up assignments as necessary.
17. Maintains City of Wausau website for Engineering, GIS, Streets, Water and Sewer Utilities, Parking, and Garbage and Yard Waste Services.
18. Reviews documents submitted by contractors for ~~Portland Cement Concrete requesting Licenses and Bituminous Concrete Paving Licenses and to ensure documents meet requirements and policies are met. Provides notification to contractors when licenses are nearing expiration.~~
- 7-19. Develops office procedures, routines, and filing systems as necessary; assesses efficiency of department procedures and recommends changes to management.
- 8-20. Prepares and distributes legal notices for public hearings, publications, postings and mailings pursuant to state ~~statutes, local Wausau Municipal codes~~ and established procedures ~~for public hearings before the appropriate committee; Ensures statutory requirements and deadlines are met for public hearings.~~ Prepares legal documents such as partial release of mortgages and easements.
- 9- ~~Compiles complaints pertaining to snow removal and weeds and follows through for compliance.~~
- 40-21. Maintains follow-up system on reports or actions which are required on a periodic basis, such as publication of notices, license renewals, annual action required by committees, collection of fees.
- 44-22. Composes and types hearing notices, public service bulletins, memos, letters, routine correspondence, and other documents from handwritten copy, shorthand notes, and dictation. Proofreads and edits all materials to assure proper layout, correct grammar, spelling, punctuation, composition, and inclusion of all pertinent information.
- 12-23. Schedules appointments and meetings; screens incoming calls, mail, visitors and other requests; provides detailed information on each department or City service or process ~~and answers questions;~~ directs questions to other appropriate staff when necessary; ~~updates department's website.~~

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### Additional Duties and Responsibilities

- Performs various duties and special projects as assigned.

### Education and Experience Requirements

This position requires an Associate Degree in a technical field such as an Administrative Assistant program with four to six years of progressive experience or any combination of education and experience that provides

equivalent knowledge, skills, and abilities.

**Knowledge, Skills and Abilities**

Word-Advanced

Excel-Intermediate

PowerPoint-Intermediate & Advanced

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convinces, and trains others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, time sheets, invoices, purchase orders, Department statistical and narrative reports, training records, meeting agendas and minutes, schedules, ordinances, directories, policy and procedure manuals, correspondence and computer software operating manuals.
- Ability to communicate effectively with Department personnel, City committee members, the general public, county personnel and other City Department personnel.
- 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 exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as multi-line telephone, computer keyboard/terminal, fax machine, photocopier, computer printer and calculator.
- 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 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 exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

**Physical and Working Environment**

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited 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

May 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the reclassification of the Admin III in Fire to Admin Analyst
<b>Background</b>
During the 2022 annual performance appraisal of the Fire Department Administrative Assistant, we reviewed her job description. We discovered that a huge portion of her duties was not included in her current job description. None of her software, hardware, data analytics, and IT work were included in the job description.
<b>Fiscal Impact</b>
The fiscal impact will be going from Grade 19 to grade 17. Employee will retain her step
<b>Staff Recommendation</b>
Approve the reclassification of the Admin III to Admin Analyst.
Staff contact: James Henderson (715-261-6634)





## JOB DESCRIPTION Administrative Analyst

Job Title:	Administrative Analyst	Reports To:	Fire Chief
Department:	Fire	FLSA Status:	Non Exempt
Division:	Fire	EEO Code:	6-Administrative Support
Salary Grade:	move to appropriate grade	Occupational Code:	0008
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	February 2023

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### **Purpose of the Position**

The purpose of this classification is to perform administrative analytics to support the mission of the Wausau Fire Department.

### **Essential Duties and Responsibilities**

The following duties are normal for this classification. They are not exclusive or all-inclusive. Other duties may be required and assigned.

- Manage department scheduling software to include, but not limited to, placing employees on an appropriate schedule, building an annual schedule, removing employees after termination or resignation, and transferring employees to different schedules. Review and enter or correct payroll data for department employees.
- Receive all incoming invoices, verify for accuracy, compare to the original purchase order, and apply appropriate accounting codes for payment from specific budget line items. Prepare all accounts receivables to include, but are not limited to, reinspection fees, false alarm fees, etc. Coordinate with the Finance department to transfer unpaid receivable invoices to the tax roll.
- 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.
- Prepare and respond to open records requests for fire incident reports, emergency medical incidents, or environmental record requests.
- Organizes and maintains files and records, both paper-based and electronic, to include supervisor files, fire prevention files, and other department files.
- Researches, prepares, and maintains content for the Department's website and social media.
- Performs data entry from department members such as the clothing officer, vehicle officer, hose officer, testing records, training records, etc.
- Maintains department software, hardware, and applications. Provides training and support to department personnel on the same. Department software includes National Fire Incident Reporting Systems (NFIRS), Electronic Patient Care Reports (ePCRs), Training and Activity tracking, Fire Inspections, Department Policies and Procedures, Computer Automated Dispatching, Fire Department Alerting System, Employee Review/Feedback, Department Identification Cards, and City/County Door/Badge access systems.

- Serve as main account contact for cellular telephone and authorize employee personal devices under FirstNet (not billed under City cellular invoice)
- Department Liaison for the CCITC Committee. Investigate and correct initial department IT questions or problems and coordinate with CCITC to correct issues if they are more complex.
- Maintains department's Material Safety Data Sheets (MSDS) files.
- Records and maintains minutes of various department meetings and functions as directed.
- As required, accompanies senior department personnel to incidents and operations centers for data entry and report development as directed.
- Maintains office supplies and materials for all fire stations, including chairs, desks, and file cabinets.
- Types of various documents such as memos, policies, forms, correspondence, reports, meeting agendas, minutes, and personnel records. Drafts correspondence, reports, memos, etc., for the signature of the appropriate supervisor.
- Assists inspection bureau as required with inspection of and assistance at special events.
- Maintains appointment, meeting, and event calendars of training, tours, programs, and department demonstrations. May schedule appointments, meetings, and events and monitor the same.
- Receives, sorts, and distributes incoming mail and processes outgoing mail.
- Performs reception tasks. Receives, screens, and routes telephone calls.
- Receives and relays messages. Greets and directs visitors. Provides routine information to questions regarding Department policies, procedures, etc. Refers to questions to the appropriate person for resolution.
- Assists with annual department budget preparation.
- Assists Fire Prevention Division in the development, implementation, and execution of their fire prevention public education programs and City-wide Knox box program.
- Maintains knowledge of current office management techniques, policies, and principles.
- Responds to emergency incidents as needed and perform duties of a scribe.
- Prepares hazardous material (HAZMAT) quarterly reports and coordinates with Hazmat Coordinator or Assistant Coordinator for review and submits to the State of Wisconsin. Tracks and updates hazmat roster with the State of Wisconsin.
- Coordinate and assist other local fire departments with fire department alerting system software and computer automated dispatching, as well as troubleshoot any issues.

### **Job Requirements**

High school diploma with supplemental education with one to three years of administrative experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in web-based programs and website maintenance preferred.

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

Advanced Level-MS Word, Excel, PowerPoint

Proficient with specific software for departmental functions

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare counts and differentiates measure and sort information. Ability to assemble, copy, record, and transcribe data and information.
- Ability to advise and provide interpretation to others on 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.
- Judgment and Situational Reasoning Ability
- Ability to use functional reasoning and independently apply rational judgment in performing diversified work activities.
- Ability to exercise judgment, decisiveness, and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate, maneuver and steer 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 lifting, carrying, pushing, and pulling.
- Environmental Adaptability
- Ability to work under safe and comfortable conditions where exposure to environmental factors poses some risk of injury.

**Physical and Working Environment**

Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury. This position may be required to accommodate different shifts and City locations on occasion.

**Acknowledgment**

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: \_\_\_\_\_

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

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# Human Resource Committee Packet

May 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the reclassification of the Occupancy Specialist from Grade 20 to Grade 19
<b>Background</b>
The Economic Development Director desires to use the Occupancy Specialist as a back-up to the Housing Project Coordinator. The job descriptions of both positions are very similar, asking for HS diploma and 1 to 3 years of experience.
<b>Fiscal Impact</b>
The fiscal impact will be the Employee going from Grade 20 to Grade 19. The employee will retain current step.
<b>Staff Recommendation</b>
Approve the reclassification of Occupancy Specialist in CDA to go from Grade 20 to Grade 19
Staff contact: James Henderson (715-261-6634)



## JOB DESCRIPTION Occupancy Specialist

Job Title:	Occupancy Specialist	Reports To:	Community Services Analyst
Department:	Community/Economic Development	FLSA Status:	Non Exempt
Division:	Public Housing Authority	EEO Code:	6-Administrative Support
Salary Grade:	<del>20</del> 19	Occupational Code:	2568
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	March 2022

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### **Purpose of the Position**

The purpose of this position is to assist in administering the Section 8 Housing Choice Voucher and Public Housing programs and provide program information to tenants, applicants, landlords and related businesses and agencies; and determine program eligibility, rents, and housing assistance payments for the City of Wausau and the metropolitan area.

### **Essential Duties and Responsibilities**

1. Provides information regarding Section 8 Housing Choice Voucher and Public Housing programs, requirements and application process to tenants, applicants, landlords, businesses, agencies and community groups including non-English speaking people.
2. Conducts HCV and public housing inspections ~~maintaining and maintains~~ compliance with HUD standards.
3. ~~Meets-Completes briefings with~~ tenants/applicants ~~and collects certification and recertification data.~~ ~~DA's needed, may determine applicants' eligibility, rents and housing assistance payments.~~ ~~determine applicants' eligibility, rents and housing assistance payments.~~ As needed, may determine applicants' eligibility, rents and housing assistance payments.
4. ~~Assists in overall program administration including application, eligibility determination to lease or contract. Performs other related duties as assigned.~~ Assesses and verifies income, assets, utilities, family composition and other documentation relative to Public Housing and HCVP eligibility and continued participations. Initiates repayment agreements when necessary.
- 4-5. Calculates and updates annual flat rents and utility allowances for public housing properties.
- 5-6. Coordinates information dissemination regarding Section 8 Housing Choice Voucher and Public Housing Programs to potential applicants, landlords, property managers, community groups, human service agencies and the general public.
- 6-7. ~~Completes updates tenant files audits, provides unit shows units tours,~~ conducts tenant screening process, ~~and~~ landlord verifications, ~~and credit reports.~~ and landlord verifications, and credit reports.
- 7-8. ~~Assesses program compliance~~ Makes recommendations regarding program termination. Prepares documentation for termination hearing; ~~and assist in representing the CDA during the informal hearing process or court proceedings.~~
- 8-9. ~~Maintains current knowledge of HUD~~ Interprets HUD program rules and regulations. ~~Communicates necessary policy changes. Recommends appropriate amendments and policy changes to the Administrative Plan or Admissions and Continued Occupancy Policy (ACOP) to the Community Services Analyst or Housing Project Coordinator.~~
- 9-10. Serves as a liaison between management, landlords and residents.

- ~~10. Answers telephone and inquiries regarding housing, receives and receipts in rents as needed.~~
11. ~~Able to e~~Complete general accounting tasks including ledger reports, correspondence, and reports.
12. Maintains records and work processes consistent with State, Federal, and local guidelines.
13. ~~Follows Administers compliance for regulations on Lead Paint Safety,~~ Fair Housing and Equal Opportunity, Violence Against Women (VAWA), Resident Rights and Responsibilities, NSPIRE and Housing Quality Standards (HQS) ~~and other as assigned.~~

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### **Additional Duties and Responsibilities**

- Performs various duties and special projects as assigned.
- [Initiates files.](#) [Culls inactive files.](#)

### **Education and Experience Requirements**

High School Diploma with supplemental education and one to three years Housing Choice Voucher (HCV) experience is preferred, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Written and conversational English and a valid Wisconsin motor vehicle operator's license and access to transportation is required.

Must have the ability to obtain the following HUD/WHEDA-approved certifications within one (1) year of hire:

- Housing Choice Voucher (HCV) Specialist
- Public Housing Specialist
- Housing Quality Standards

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

MS-Word- **Intermediate**

MS-Excel- **Intermediate**

MS-Power Point - **Basic**

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure and/or sort data, as well as assembles, copy, record and transcribes data and information. Ability to classify, compute and tabulate data.
- 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 Section 8 Housing Choice Voucher or Public Housing regulations, time sheets, housing applications, inspection reports, income verification forms, contracts, leases, PHA software, city code manual, fair housing regulations, occupancy standards, and correspondence.
- Ability to communicate effectively with housing applicants, tenants, landlords, social service personnel, Community Development personnel and Community Development Authority Board members both orally and in writing.
- Ability to add and subtract, multiply and divide, calculate percentages, fractions and decimals.
- Ability to perform and produce detailed and accurate work.
- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard, typewriter, calculator, electrical circuit tester and motor vehicle.
- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as data entry.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some



combination of stooping, kneeling, crouching and crawling, listing, carrying, pushing and pulling.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job related objects, materials and tasks.
- Ability to work and interact with employees and citizens in accordance with the City's Core Values.

**Physical and Working Environment**

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

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited 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: \_\_\_\_\_

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# Human Resource Committee Packet

May 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the reclassification of the Admin I in CDA to Admin II
<b>Background</b>
<p>The Economic Development Director requested the Admin I in Community Development Association to be reclassified as an Admin II. Upon a closer examination of the job duties of an Admin I and II, I found no discernable differences.</p> <p>The City only has 2 Admin I positions, and both are being put before the committee to reclass to Admin II. If approved, from this point forward, I would like to get rid of the Admin I classification.</p>
<b>Fiscal Impact</b>
The fiscal impact will be the Employee going from Grade 21 to Grade 20. The employee will retain current step.
<b>Staff Recommendation</b>
Approve the reclassification of Admin I to Admin II in CDA.
Staff contact: James Henderson (715-261-6634)



## JOB DESCRIPTION

### Administrative Assistant III

Job Title:	Administrative Assistant I	Reports To:	Community Services Analyst
Department:	Community/Economic Development	FLSA Status:	Non Exempt
Division:	Community Development Authority	EEO Code:	6-Administrative Support
Salary Grade:	2024	Occupational Code:	0005
Employee Group:	General Employee	Training Category:	D-Staff
Created:	December 2013	Last Revision:	October 2022

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#### **Purpose of the Position**

The purpose of this classification, under general direction, is to perform general advanced and non-routine administrative duties which involve dealing directly with employees or citizens.

#### **Essential Duties and Responsibilities**

1. Proficient operation using Microsoft Programs, personal computer, calculator, copier, postage meter, and related office equipment.
2. Performs reception tasks. Receives, screens and routes 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.
3. Schedules and coordinates appointments, meetings, and events for the Director and staff.
4. Intake housing applications, schedule appointments, provide unit tours and tenant wellness checks; coordinate and assist in carrying out tenant activities.
5. Compose correspondence, reports, and other materials.
6. Create and distribute monthly activity calendars, newsletters, postings, and notices. Conducts tenant activities.
7. Post agendas, collate, organize, and distribute multi-paged and complex document packets to committees and staff under tight deadlines.
8. Maintain CDA department website; maintain, monitor, and create social media postings for CDA department.
- ~~9.~~ Responsible for payroll entry and reporting for all division employees.
- ~~10-9.~~ Accept and receipt monthly rents and related payments; maintain accurate tenant accounting in housing software; compile and prepare monthly bank deposits.
- ~~11-10.~~ Research, compile, and respond to information requests from City staff and outside entities for local, state, and federal grants and Community Development Authority projects.
11. Maintain program spreadsheets, including but not limited to, applicant wait lists and tenant lists.
12. Researches and complies rent reasonableness for the Housing Choice Voucher program.
13. Prepare and coordinate maintenance work orders and maintain work order log.
14. Compile and prepare annual rent certificates and year-end tax documents.

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### **Additional Duties and Responsibilities**

- Perform various duties and special projects as assigned.
- Assist with work within the other divisions of the Community Development Department as needed.

### **Education and Experience Requirements**

High school diploma or equivalent with one or more years of increasingly responsible administrative experience.

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

Preferred Qualification:

- Associate degree in secretarial science or directly related field

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

- Intermediate knowledge and skill level with Microsoft Word, Excel, PowerPoint, Outlook, and Publisher.
- Ability to utilize other software specific to job and departmental functions.
- Ability to maintain confidentiality with sensitive tenant, client, staff, and agency information.
- Ability to use correct grammar, spelling, punctuation, and sentence structure in writing.
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate 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.
- Ability to be detail oriented.

**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: \_\_\_\_\_

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# Human Resource Committee Packet

May 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the reclassification of the Admin I in Assessments to Assessment Tech
<b>Background</b>
The history of this position were the duties that were once classed under the Assessment Office Technician position held by Denise Will. When she retired from the department those duties became part of the admin 1 position. After a review of the position and duties performed, including a review of how other assessment departments reference their office technician, I would like to reclass the current Admin Assistant 1 to an Assessment Office Technician.
<b>Fiscal Impact</b>
The fiscal impact will be the Employee going from Grade 21 to Grade 20. The employee will retain current step.
<b>Staff Recommendation</b>
Approve the reclassification of the Admin I in the Assessment office to Assessment Tech
Staff contact: James Henderson (715-261-6634)



# JOB DESCRIPTION Administrative Assistant I

Job Title:	Assessment Office Technician	Reports To:	City Assessor
Department:	Assessment	FLSA Status	Non Exempt
Division:	Assessment	EEO Code	6-Administrative Support
Salary Grade: 20		Occupational Code	
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	March 2023

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

### **Purpose of the Position**

*This position provides department customer service requiring a broad knowledge of assessment practices, and policies. This position performs specialized administrative work of considerable responsibility and complexity and is responsible for moderately complex technical and clerical support to the department staff including the maintenance and operation of moderately complex departmental software programs and the State of Wisconsin Department of Revenue software.*

### **Essential Duties and Responsibilities**

1. Create legal property records for property assessment and taxation, through collecting, recording, and verifying all data pertaining to annexations, legal descriptions, ownership, deeds, certified surveys, GIS maps, and other data. Maintain quality control of assessment records and various other assessment documents for assessment and taxation.
2. Perform specialized tasks such as maintaining and reconcile monthly budgetary expenses and subscription services. Maintaining and reconciling travel reimbursements and advances for department employees.
3. Support a complex state-wide property assessment data system by obtaining necessary property information on real estate sales. Gathers, compiles and update property assessment information for entry into moderately complex State software systems for Electronic Real Estate Transfer Returns, State Sales System, along with Marathon County Land Records tax System and the State of Wisconsin PAD system.
4. Recording, indexing and maintaining submitted proprietary Business Income and Expense information, for appraiser use in the Income approach on commercial property.
5. Audit, verify and reconcile submitted Business Personal Property Statements for mathematical computations errors and omissions.
6. Perform the Valuation Process of Business Personal Property Statements and assist in other valuation processes.
7. Data entry of recorded deeds, building permits and Department of Revenue sales verifications.
8. The creation of new tax parcels and deletion of old tax parcels based on new plats, certified surveys and CSM recordings. Verification of property ownership to ensure the chain of ownership is as legally recorded.
9. Perform moderately complex administrative procedures, including but not limited to obtaining information, recording, indexing, and providing information to interested parties.
10. Type and prepare a variety of reports, documents, correspondence, and memorandum routine to matters covered by departmental procedures and practices.
11. Maintain office supply inventory for the assessment department, including ordering new supplies as needed.
12. Responsible for departmental purchasing procedures and maintaining departmental purchasing files



13. Create and maintain department **real estate assessment** files and records.
14. **May assist appraiser staff in making physical inspections of all types of real and personal property.**
15. Research and provide support for special projects. Gather and compile information for the department.
16. Verify property **legal** descriptions and **property** ownership on deeds and **real estate** transfers.
17. Create legal descriptions on new **real estate** annexations, parcel property splits and combinations.
18. Maintain current index property owners and their mailing addresses.
19. Answer phone, maintain appointment calendars for the professional appraisal staff, and provide callers with general and specific information regarding the work of the department in a clear and concise manner.
20. Other duties as assigned.

## **Education and Experience Requirements**

High school diploma plus additional training in a specialized or technical field with one to three years' experience in appraisal office, property assessment, real estate or related field, or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the job.

Requires the ability to read and understand written instructions, standard practices and procedures; some knowledge of or training in a specialized field or process; intermediate administrative support skills, bookkeeping/accounting or office routines, data entry; ability to compose and/or edit standard business correspondence. Also includes basic knowledge of mechanical or technical equipment.

Necessary Requirement:

- Certification by the State of Wisconsin as Assessment Technician (must be obtained within six (6) months or first possible opportunity, whichever is later). A valid Wisconsin motor vehicle operator's license is also required.

## **Knowledge, Skills and Abilities**

MS-Word-**Intermediate** MS-Excel-**Intermediate**

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

- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate 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 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.
- Ability to operate computer keyboard/terminal, calculator, multi-line telephone, photocopier, fax machine and computer printer.
- Able to work in a team environment.
- 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

**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.

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

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