

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



## OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, June 12, 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

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- 1) Approval of May 8, 2023 Minutes.
- 2) Human Resources Report for May 2023.
- 3) Discussion and Possible Action Amending Employee Handbook Section 8.06 – Use of Sick Leave.
- 4) Discussion and Possible Action Creating a Communications Officer position (1 FTE).
- 5) 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 6/07/2022 at 9:00 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: May 8, 2023, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Michael Martens  
MEMBERS ABSENT: Tom Killian  
Also Present: Mayor Rosenberg, J. Henderson

**Approval of April 10, 2023 Minutes.**

Motion by Herbst to approve the April 10, 2023 Human Resources Committee Meeting minutes. Second by Killian. No questions or discussion. All ayes. Motion passes 4-0.

**Human Resources Report for April.**

No questions were brought forward by the Committee.

**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).**

Henderson explained that the Public Works Director has brought this request forward. The work of the parking positions has declined with technology, and Lindman would like to create this position to support the Facilities Manager. Henderson said that one of the employees is retiring that he is aware of. This would result in eliminating two full-time positions and creating one and a half full-time positions.

Gisselman asked what the plan is for the employee who has not provided notice. Henderson said the employee may apply for one of the new positions; the employees were notified about a year ago of the desire to eliminate the parking positions. Gisselman asked when this change will happen. Henderson said the plan is to have the change done by July. Lindman said that the employees affected were notified about this over a year ago and are responsible for choosing the direction they wish to go.

Motion by Herbst to approve the elimination of the Parking Operations Coordinator, Parking Cashier, and Parking Operations Worker position and the creation of the Building Maintenance Technician position (1.5 FTE's). Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of the Transit Operations Manager (Grade 14) to Deputy Transit Director (Grade 12).**

Henderson said that the City hired a new Transit Director, and the change of the Transit Manager position to Deputy Transit Director will provide better succession planning for the City and allow the Transit Director to focus on the higher level duties for the department instead of the day-to-day operations.

McElhaney said that she has been on the Transit Committee for some time, and their hope in hiring Rosenbloom-Jones is to be able to change the direction of the department, think more about public-private partnerships, and other changes (routes, schedules, etc.) that could benefit the department. McElhaney said that Newman has a good handle of the day-to-day operations of the department and the hope is for the director and deputy director to work together to strive for changes and to run the department efficiently.

Mayor Rosenberg spoke in support of this change, saying she believes that it will help having two people focusing on the vision, operations, and change for the department.

Gisselman questioned the position changing from a grade 14 to a grade 12. Henderson explained that the change would put the position more in line with the other deputy director positions, and a significant change to the job description will be to have the supervisors report to the deputy instead of the director.

Gisselman questioned if the City worked with Gallagher to determine the grades so that they are placed appropriately according to their structure. Henderson said that the City is currently doing a wage study, not a classification study, and that the City has flexibility and control to place positions in classifications where it sees fit, if needed. Gisselman said that Gallagher did the City's classification in 2019 and plans to have one every five years, and is concerned about positions being placed correctly within the classification system that Gallagher developed for the City. Henderson said that he is worried about losing people if the City waits for the next classification study, and that usually there is an 8-10 year gap in between classification studies, not 3-5 years. Gisselman said he is just concerned about the changes being made meshing with what has been done in the past. Henderson said that there is an art and science to classification, and goals, budget, and equity should be considered internally, as he feels you cannot solely depend on a contractor to do that for an organization. Henderson said that positions being brought forward at this meeting have seen an increase in responsibilities over time and need to be adjusted accordingly.

Motion by Herbst to approve the reclassification of the Transit Operations Manager (Grade 14) to Deputy Transit Director (Grade 12). Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Change of Administrative Assistant IV DPW-Engineering (Grade 17) to Office Manager DPW-Engineering (Grade 17).**

Henderson explained that the difference between an Administrative Assistant III and an Administrative Assistant IV is that a IV has supervisory responsibilities. This position will no longer be supervising but has taken on more responsibilities, including budgeting, which Henderson feels is a management level responsibility, and the position should remain at the current grade level.

Motion by Gisselman to approve the change of Administrative Assistant IV DPW-Engineering (Grade 17) to Office Manager DPW-Engineering (Grade 17). Second by Herbst. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Administrative Assistant III Fire (Grade 19) to Administrative Analyst Fire (Grade 17).**

Henderson asked Chief Barteck to speak about this reclassification request. Barteck explained that during an annual performance review, job descriptions are reviewed. In 2022 when Barteck did the review for this employee, he said it was very apparent that the job description did not cover the scope

of work that the employee was doing. Barteck said that when the employee started in the position, it involved the duties and responsibilities listed on the job description, however, since then, it has morphed into a position that oversees many of aspects of the hardware and software of the department, which seem to increase every year. Barteck said that the department would be lost without the knowledge of this employee. Barteck spoke with the CCITC Director about this position and how to properly classify it, being that it involves administrative duties and technical duties; it was decided that a title of Administrative Analyst was the best fit.

Martens asked if this would open the possibility of the Fire Department adding an Administrative Assistant due to its' size and the workload of the current assistant. Barteck said that he would like to see a position added in the future.

Mayor Rosenberg said that the person in this position has also been helping with the City's new website, as CCIT was not able to assist the City and is in favor of considering the reworking of the job.

Motion by Martens to approve the reclassification of Administrative Assistant III Fire (Grade 19) to Administrative Analyst Fire (Grade 17). Second by Gisselman. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Occupancy Specialist CDA from Grade 20 to Grade 19.**

Henderson said that this position has taken on more responsibilities and it a back up for one of the other positions at CDA. Henderson said that the director is looking for ways to cross train staff for flexibility.

Gisselman asked if this request came from the Community Development Authority Board or administration. Henderson said that this request was from the director. Henderson said that this ties into the next request of reclassifying the Administrative Assistant I to Administrative Assistant II, as this position is currently in the same grade as Administrative Assistant II, and this will put more space between them.

Motion by Herbst to approve the reclassification of Occupancy Specialist CDA from Grade 20 to Grade 19. Second by Martens. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Administrative Assistant I CDA (Grade 21) to Administrative Assistant II CDA (Grade 20).**

Henderson said that he could not differentiate between the Administrative Assistant I and Administrative Assistant II job descriptions, and the director wanted this to be reclassified because the person in the position is doing a really good job not at an Administrative Assistant I level, but at an Administrative Assistant II level, and Henderson agreed.

Motion by Gisselman to approve the reclassification of Administrative Assistant I CDA (Grade 21) to Administrative Assistant II CDA (Grade 20). Second by Herbst. All ayes. Motion passed 4-0.

**Discussion and Possible Action Approving the Reclassification of Administrative Assistant I Assessment (Grade 21) to Assessment Technician (Grade 20).**

Henderson said that Rick Rubow brought this request forward for consideration and explained that the department had previously had an Assessment Technician and the Administrative Assistant I has assumed some of the responsibilities of that previous Assessment Technician position.

Rubow spoke to the committee, explaining that the Assessment Department previously had an Assessment Technician position and an Administrative Assistant I position. When the Assessment Technician retired, the duties of the Technician shifted to the Administrative Assistant I, but no reclassification was done at that time. Since the position gained the responsibilities, Rubow believes that the position should be reclassified to a higher level.

Motion by Gissleman to approve the reclassification of the Administrative Assistant I Assessment (Grade 21) to Assessment Technician (Grade 20). Second by Martens.

Martens asked if this would open the door to creating an Administrative Assistant I position in the future. Rubow said no, that the person in the position is doing all the duties of both positions, as did the previous incumbent of the position.

All ayes. Motion passed 4-0.

**Adjournment.**

Motion by Herbst to adjourn. Second my Martens. Meeting was adjourned.

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Rebecca McElhaney  
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=2X9nS-gto6Y>



# HR PERFORMANCE REPORT

## Core Services

### Classification & Compensation

#### Open Reclassification Requests

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

#### Completed Reclassification Requests

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

### Employee Benefits

#### Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
48	34	4	10

#### FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
8		1	1

#### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
18	3	15



## HR PERFORMANCE REPORT

### O 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	Closed	03/08/23
Police	Animal Bite	Medical	Closed	03/08/23
DPW	Hand cut	Medical	Closed	03/08/23
Police	Hand Sprain	Medical	Open	03/16/23
Fire	Back injury	Indemnity	Closed	03/22/23
Water	Object to face	Medical	Open	04/14/23
Fire	Ankle	Medical	Open	04/14/23
Fire	Cut to thumb	Medical	Closed	04/17/23
Fire	Privacy Case	Medical	Open	04/18/23
Fire	Privacy Case	Medical	Open	04/18/23
Police	Privacy Case	Medical	Open	04/29/23
Police	Ear injury	Medical	Closed	04/30/23
DPW	Finger injury	Indemnity	Open	05/09/23
Police	Knee injury	Indemnity	Open	05/14/23
Fire	Back	Indemnity	Open	05/26/23

### Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Water	Shoulder	Medical	Open	02/10/22
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		



## HR PERFORMANCE REPORT

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### Open Grievances

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

### Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

## Recruitment & Selection

### New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Lacy Rodemeier	Community Dev. Authority	Administrative Assistant I	1/03	
Daniel Landwehr	Public Works	Street Maintainer	1/10	5/26
Samuel Reyes	Police	Police Officer	1/20	
Joshua Bergquist	Police	Police Officer	1/20	
Douglas Frick	Police	Police Officer	1/20	
John Shoemaker	Police	Police Officer	1/20	
Fong Moua	Police	Police Officer	1/23	
Samuel Butcher	Metro Ride	Bus Operator II	2/06	2/28
Jon Hanson	Metro Ride	Bus Operator II	2/06	2/10





## HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
Zachery Ihle	Fire	Firefighter/Paramedic	2/06	
Joshua Koll	Fire	Firefighter/Paramedic	2/06	
Derrick Krueger	Fire	Firefighter/Paramedic	2/06	
Benjamin Springob	Fire	Firefighter/Paramedic	2/06	
Koua Xiong	Fire	Firefighter/Paramedic	2/06	
Dylan Shifflett	Fire	Firefighter/Paramedic	2/06	
James Brockman	Fire	Firefighter/Paramedic	2/10	
Ethan Cordova	Fire	Firefighter/Paramedic	2/10	
Ashley Sakis	Fire	Firefighter/Paramedic	2/10	
Sybil Schuenke	Metro Ride	Bus Operator II	2/20	2/21
Thomas Rice	Metro Rice	Bus Operator II	3/06	
Matthew Rosenbloom-Jones	Metro Ride	Transit Director	3/20	
Stacey Severson-Denfeld	Assessment	Property Appraiser	3/20	
Gary Kmiecik	Assessment	Property Appraiser	4/17	
Katherine Breitenfeld	Finance	Accountant – Revenue	4/24	
Jason Schill	Sewer	Wastewater Plant Operations Tech	5/01	
Nolan Bouffleur	Fire	Firefighter/Paramedic	5/08	
John Lauer	Fire	Firefighter/Paramedic	5/08	
Nick Bradfish	DPW	Street Maintainer	5/08	
Austin Cantrell	DPW	Municipal Fleet Technician	5/08	
Benn Her	Sewer	Collection System Technician	5/15	
Kylie Marchel	Police	Law Enforcement Computer Tech	5/15	
Tad Pike	Police	Police Officer	5/15	
Austin Trinko	Sewer	Wastewater Plant Operations Tech	5/30	
David Wilke	Water	Water Plant Operation Tech	5/30	
Evan Garski	Inspections	Property Inspector	5/31	



## HR PERFORMANCE REPORT

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
26	15	10	1

### Separations by Department for 2023 YTD

Assessment – 2	Clerk/Finance – 1	Fire – 2	Inspections - 2
Metro Ride - 6	Police - 7	Wastewater – 2	Attorney’s - 1
Public Works – 3			

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Alfred Buch	Firefighter/Paramedic	Engineer	William Resch	1/1
Lea Wilde	Admin Asst III (Finance)	Admin Asst II (Inspections)	Denise Pody	1/20
Nathaniel Stetzer	Detective	Patrol Lieutenant	Cord Buckner	1/20
Bradley Wendtland	Plant Maintenance Mechanic	Wastewater Plant Operations Supervisor	Pat Van Ouse	2/05
Christopher Savickis	Equipment Services Mechanic	Senior Equipment Services Mechanic	Aaron Moss	2/05
Peggy Steinke	Payroll Coordinator	Accountant (Payroll)	(reclass – n/a)	2/05
Travis Lepinski	Property Inspector	Building Inspector	Richard Grefe	3/19

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III (Finance)	1	1/20	In Process
Administrative Assistant III (Metro Ride)	1	5/18	In Process
Assistant City Attorney	1	2/17	In Process
Bus Operator I (PT)	3		On-going
Deputy City Clerk	1	1/03/24	In Process
Equipment Services Mechanic	1	11/17/22	Reposted – Closes 6/11
Firefighter/Paramedic	5	(new positions 2022)	Closes 6/18
Police Officer	1	3/03	In Process



## HR PERFORMANCE REPORT

Water Distribution Maintainer	1	6/09	Closes 6/14
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### 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.

### 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	8/24/20



## HR PERFORMANCE REPORT

	months but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
4.07 Protected Service Employees	Police Officers who do not accept employment as a sworn law enforcement officer within 12 months of voluntarily separating from employment will not be required to repay for the City's costs of pre-employment process.	03/08/22
2.04 Personal Appearance	Added casual attire for all days with the exception when schedules call for traditional attire. Added language for religious accommodation.	05/23/22
8.04 Vacation	Add The Mayor may, at his/her discretion, grant temporary exceptions to the maximum vacation accumulation limits. However, the limits approved by Council shall still apply to any vacation payouts upon separation.	6/8/22
4.06 Separation of Employment	At time of voluntary retirement employees who subsequently leave the employ of the City, upon giving a six (6) month written notice to the Human Resources Department and applied for retirement under WRS, shall receive a payment of \$2000.00 (subject to payroll tax and deductions allowed by law) on final payroll. Employees who change their separation date, will have the six (6) month timeframe restart from the new notice date. No time from first notice to next notice will be credited. Rehired retiree's do not qualify for this payment.	07/12/22
4.07 Protected Service Employees Repayment Commitment	Add repayment of all costs associated with the Paramedic Certificate program if an employee resigns within three years of hire.	10/10/22
5.19 Tuition Reimbursement	Added clarification of Satisfactory completion to be defined as a grade of "C" or higher.	2/13/23
8.08 General Leaves of Absences	Requires all available leave be taken before taking leave without pay	2/13/2023
4.01 Employment Categories	Differentiates seasonal from temporary employment category	2/13/2023

# Human Resource Committee Packet

June 2023

<b>Agenda Item</b>
Request Human Resources Committee approve amending employee handbook section 8.06 B Use of sick time
<b>Background</b>
<p>Employees have expressed concern over ambiguity in section 8.06 of the employee handbook. Employees are concerned the policy is not being applied consistently.</p> <p>The question came up about the care of a sick child and accompanying a spouse to doctor's office for treatment. Some say they have been forced to use vacation in these instances. The amendment of the policy helps to clarify other uses of sick time, which include transporting a spouse to doctor's appointments and having to care for a sick child on an emergency basis.</p>
<b>Fiscal Impact</b>
The fiscal impact will be none
<b>Staff Recommendation</b>
Approve the amendment of policy 8.06 to include transporting a spouse to doctor and caring for a sick child in an emergency situation.
Staff contact: James Henderson (715-261-6634)

## 06 – Sick Leave

The City's sick leave policy is designed to compensate for unavoidable absences from work caused by injury or illness. This policy's intent is to prevent the financial hardship of loss of wages for an extended period of time.

- A. Accumulation: Regular full-time employees and sworn public safety personnel working a 40-hour work week shall receive an amount equal to 8 hours per month of service which will accrue on a bi-weekly basis at 3.6923 hours. Sick leave will accrue up to a maximum of 133 days (1,064 hours).

Regular part-time employees shall receive a proration of the bi-weekly accrual equal to 4 hours per month of service, which will accrue on a bi-weekly basis at 1.85 hours. Sick leave will accrue up to a maximum of 66 days (528 hours).

Employees earn sick leave immediately upon starting employment with the City. Employees must have six (6) days of paid time (hours worked or paid leave) in a pay period in order to earn sick leave during that pay period.

- B. Use of Sick Leave: An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. In addition, an employee may use sick leave to attend his or her medical and dental appointments. An employee may also use sick leave for a member of his/her family's serious health condition. Immediate family is defined as the employee's spouse, child, parent or a relative living in the same household as the employee. Sick leave use for an immediate family member is allowable only when certified under the Family Medical Leave Act or where the immediate family member requires the constant attention of the employee. An employee may also use sick leave to transport an immediate family member to doctor's appointments and care for sick children in their household in case of an emergency. Though we can't cover every situation in policy, the city strives to distress employees in these trying times. Unique situations can be brought before the Human Resources Director. Generally, employees who will be missing work due to illness or injury must notify their immediate supervisor as soon as reasonably practical but not later than two (2) hours prior to the start of their scheduled work day. Employees should consult their immediate supervisor to learn the proper procedure for notifying the City of the need to use sick leave as notification policies may differ between departments. The employee shall provide, upon request of the employer, a statement from a physician verifying the need for leave when requested by the City at any time. Sick leave may be used in increments of no less than 15 minutes for non-exempt employees.
- C. Catastrophic Sick Leave Accounts (CSLA): Individuals who have a catastrophic sick leave account as of January 1<sup>st</sup>, 2012 will continue to have such balances available to them; however, additional sick leave accrual will not accrue into an individual's catastrophic sick leave account (CSLA). Sick leave in the CSLA may only be used after an employee's regular sick leave account had been exhausted. Sick leave in the CSLA may not be used to supplement salary in the event of a Worker's Compensation injury and all unused sick leave in the CSLA shall be forfeited upon termination of employment.

Sick Leave During Vacation: In the event that an illness or injury should occur during vacation, an employee may make a request to substitute sick leave for vacation leave. Such requests must be made within the affected pay period and be approved by the supervisor who

# Human Resource Committee Packet

June 2023

<b>Agenda Item</b>
Request Human Resources Committee approve the addition of Communications Officer position.
<b>Background</b>
<p>As the City has grown and complexity, the mayor feels the City needs a Communications Officer to send a centralized message to outside entities. Today, the flow of information is critical, and when there is not one consistent message form the city, problems can arise.</p> <p>The Communications Officer would also work the market and brand the city. The mayor feels it is critical to staff this position to continue to facilitate the growth in our community.</p>
<b>Fiscal Impact</b>
The fiscal impact will be a proposed salary grade 15. The salary range is from \$56,617.60 to \$ 84,905.60
<b>Staff Recommendation</b>
Approve creation of the position of Communications Officer.
Staff contact: James Henderson (715-261-6634)





# JOB DESCRIPTION

## Communications Officer

Job Title:	Communications Officer	Reports To:	Mayor
Department:	Mayor	FLSA Status:	Exempt
Division:	Communications	EEO Code:	2-Professional
Salary Grade:	15	Occupational Code:	
Employee Group:	General Employee	Training Category:	
Created:	July 31, 2022	Last Revision:	

*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 position is responsible for planning, developing, and managing the strategic internal and external City of Wausau communications, supporting mayoral and City of Wausau initiatives, and stewarding community partnerships. The Communications Officer is expected to coordinate City communication efforts with residents and elected officials to improve transparency and understanding of City operations. This role maintains positive relationships between the City, media and citizens, while providing responsive, accurate, and timely information relating to public interest.

### **Essential Duties and Responsibilities**

1. Develops and regularly updates an overall integrated communications strategy to support the City's strategic plan. Coaches and trains City leaders and elected officials on the content and execution of the communications strategy.
2. Creates and maintains communication programs and initiatives to ensure public and internal awareness and understanding key City initiatives and current projects.
3. Plan, organize, write, edit, design, produce, proof, and distribute internal and external communication materials for the City of Wausau, the Mayor's office, and other City departments as appropriate, using a variety of platforms, including print, electronic, audio, video, website, and other digital platforms to promote awareness of City operations, services, programs, projects, events, and issues.
4. Proactively identifies opportunities to leverage a range of outreach tools and technology to connect with residents and enable interdepartmental collaboration.
5. Manages City's social media presence and newsletter, including engaging with customers both proactively and responsively as necessary.
6. Develops effective working relationships with key stakeholders, elected officials, community groups, media contacts, and City departments.
7. Collaborates with Information Technology to develop and maintain the City's website.
8. Coordinates City wide external communications and ensures message clarity and consistency.
9. Manages media relations for the City of Wausau, Office of the Mayor, and other City departments as appropriate, will plan, coordinate and facilitate media interviews and City press conferences including writing and editing press releases.
10. Develops content and drafts for print materials, correspondence, reports, and advertising for all audiences.

11. Serves as a spokesperson to media and external audiences.
12. Develops and maintains metrics for measuring the effectiveness of organizational communication initiatives by collecting and analyze data. Will prepare written reports as required on content reach, media tracking, civic engagement measurement, and other research findings.
13. Analyze and communicate web statistics and social media traffic to tailor future messaging and grow City social media and digital presence.
14. Communicate logistical details of special events, community outreach activities, employee activities, and significant projects.

#### **Additional Duties and Responsibilities**

- Maintains regular punctual and predictable attendance, works extra hours as required.
- Must be able to work evenings and weekends as needed.
- When required, selects and oversees work with consultants and agencies on communications initiatives.
- Proactively identifies and pursues national, state, and local media opportunities that may benefit the City of Wausau.
- Assists in developing, updating, maintaining, and facilitating City wide crisis and emergency communications.
- Other duties as assigned.
- Handle marketing and branding for the city.

#### **Education and Experience Requirements**

- Bachelor's degree in Communications, Public Relations, Marketing, or related field, and/or three to five years communications, public relations, or community relations experience.
- A combination of equivalent experience and/or education may be considered.

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

- Superior communication skills, including listening, speaking, and written word.
- Knowledge and experience developing, managing, and maintaining communication through websites, social media, and written press releases.
- Thorough knowledge of print, broadcast, and media principles and practices and thorough knowledge of social media platforms.
- Ability to develop and maintain effective and positive working relationships with internal and external constituents, including citizens, visitors, elected officials, and City employees.
- Conduct formal and informal research to determine public relations and attitudes. Advise and assist City staff and elected officials on public information needs, requirements, and limitations.
- Knowledge of principles and techniques of public, media, and community relations.
- Demonstrated ability to think strategically and implement solutions.
- Ability to communicate effectively, in written and oral form, to a variety of audiences.
- Superior presentation skills.
- Ability to work effectively, meet deadlines, and manage projects independently.
- Excellent people skills and an upbeat enthusiastic attitude.
- Strong organizational skills and keen attention to detail.
- Ability to communicate complex and technical information in a clear and concise manner to diverse audiences, including City employees, elected officials, local businesses, City residents, and members of the media through a variety of platforms.

- Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe information. Ability to classify, compute, tabulate, and categorize data.
- Ability to communicate orally and in writing with city department heads, city personnel, elected officials, and the general public.
- Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.
- Strong organizational and time management skills are required. Must be able to work independently to prioritize and manage urgent requests as well as structured long-term projects. Must be flexible and able to adapt quickly to changing priorities and be able to work within deadlines.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to apply principles of logical or synthesis functions involving planning and directing interrelated activities or multiple departments.
- Ability to deal with several concrete and abstract variables in working out approaches or solutions to major problems.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

**Physical and Working Environment**

- Ability to operate a variety of office equipment including computer terminal, phone, and multi-function photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary light work, but which may involve some stooping, crouching, climbing, lifting, carrying, pushing, and pulling.
- Ability to sustain prolonged visual concentration.
- Normal office working conditions within minimal exposure to disagreeable elements.

**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.