

**PERSONNEL
COMMITTEE**

Monday, January 7, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the regular meeting held December 3, 2018.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.
 - c. Discussion and action to make a recommendation to the Village Board to approve the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.
 - d. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, February 4, 2019 at 6:30 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, December 3, 2018 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village President Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in Conference Room A.

Members present: Village President Brad Czebotar, Member Trish Howen, Member Steve Kilpatrick, Village Trustee Dan Kolk, Ken Machtan, Member Peter Morehouse, Member Chris Spanos

Members not present: Member Stephanie Bloechl-Anderson

Staff Present: Village Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and Chief Craig Sherven.

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the regular meeting held November 19, 2018.

The minutes were approved by unanimous consent.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding revisions to the Organizational Chart for the Communications and Technology Department.

Motion by Ken Machtan, second by Member Peter Morehouse, to recommend approval to the Village Board regarding revisions to the proposed Organizational Chart for the Communications and Technology Department. Motion carries 7 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Technology Specialist position within the Communications and Technology Department.

The Committee reviewed and suggested revisions to the position description and status for the Technology Specialist position within the Comm & Tech Department and suggested revisions.

Motion by Member Chris Spanos, second by Member Steve Kilpatrick, to recommend approval to the Village Board regarding revisions to the position description and status for the Technology Specialist position within the Communications and Technology Department. Motion carries 7 - 0 - 0 by acclamation.

- c. Discussion and action to approve the position description, classification, and authorization to fill vacancy for the Office Manager position within the Public Works Department.

The Personnel committee reviewed the position description and suggested revisions to the job description. Overall, the committee felt there was a disconnect between the title and consistency of duties. Some of the duties were at an extremely high level and some of them at a lower level. The Committee felt the description needed more organization and revision to determine if the position is going to be more financial in nature or whether it will be more administrative, and the job description should consistently reflect that direction.

The Personnel Committee requested the item be postponed to January 7th for staff to review the job description and incorporate the requested changes.

- d. Discussion and recommendation on changes to section 16.04 of the Personnel Policy Manual regarding the deadline for carrying over compensatory time.

Motion by Trustee Kolk, second by Ken Machtan, to move the calculation cutoff date for compensatory time from December 31st to November 30th effective January 1, 2019. Motion carries 7 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, January 7, 2018 at 6:30 pm.

The Personnel Committee set the next meeting date for January 7, 2019 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Kolk, second by Kilpatrick, to adjourn at 7:59 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding revisions to the organizational chart for the Police Department.

PREVIOUS ACTION:

The Public Safety Committee reviewed this change at its meeting on December 12, 2018 and unanimously recommended approval.

ISSUE SUMMARY:

Enclosed is a revised Organizational Chart for the Police Department. The former structure had the Police Clerk III, Police Clerk I (Part-Time), and Crossing Guards all reporting to the Administrative Assistant. Both the Admin Assistant and Clerk III will report to the Chief as their Supervisor; however the Admin Assistant is also charged with providing direction and coordinating the Clerk III position. The Admin Assistant will still be responsible for coordinating the Cross Guards and the part-time Clerk I position as is necessary. No other changes to the organizational chart are needed at this point.

FINANCIAL/BUDGET IMPACT:

None. The actual changes to the structure do not change the budget as it is similar to what is currently in place.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

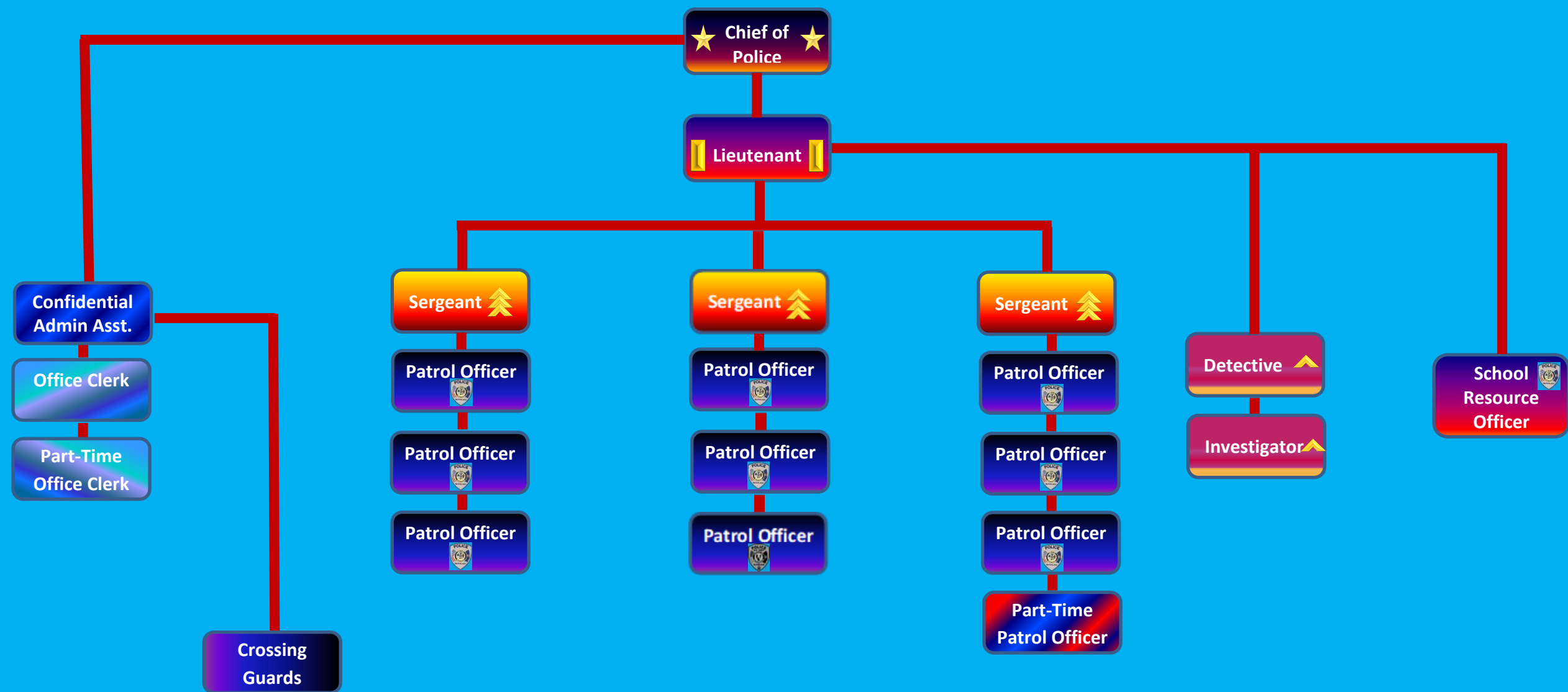
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

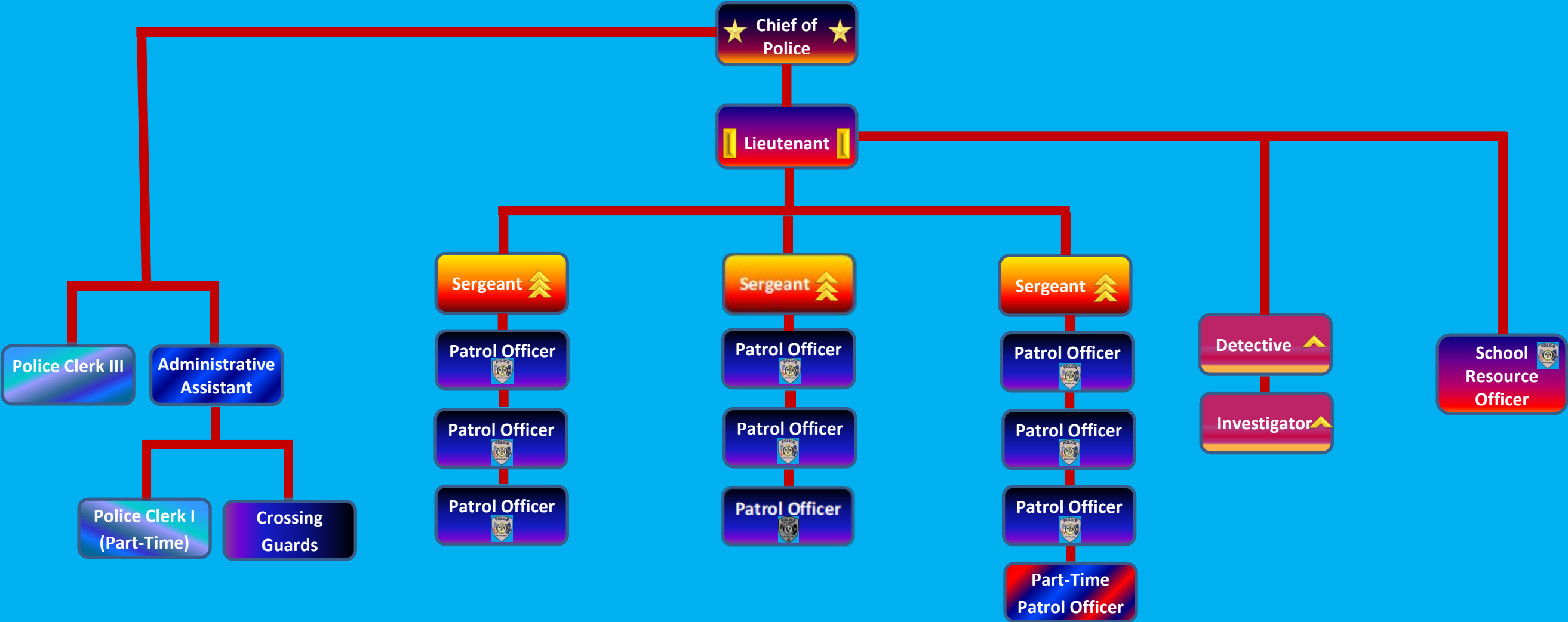
ATTACHMENTS:

1. CURRENT PD Organization Chart
2. PROPOSED PD Organization Chart

McFarland Police Department Organization Chart



McFarland Police Department Organization Chart





PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Craig Sherven, Chief

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding revisions to the position description for the Administrative Assistant position.

PREVIOUS ACTION:

These revisions were reviewed by the Public Safety Committee at their meeting on December 12, 2018 and unanimously recommended for approval.

ISSUE SUMMARY:

Enclosed is a brief update to the current Confidential Administrative Assistant position description. It is proposed to remove "confidential" from the title as it appears that was used solely to keep it from inclusion within the former AFSCME union based on additional language in the first paragraph. State law presently defines this position and others like it as a general municipal employee and as such precludes their ability to join with other represented public safety employees. Regardless, the duties for the position define the "confidentiality" of the position and as presented Staff feels this is consistent with what we have established for the position. There are other references within the document noting tasks that are confidential in nature which is sufficient for this position. Other clarification is provided on the supervision received and work environment.

FINANCIAL/BUDGET IMPACT:

These changes would not substantially change the classification for the position in order for its grade to change in either direction. The wages then for the position remain as they are established and are within currently approved budgetary parameters.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 12.20.2018 - Admin Assistant - Job Description - mgs

~~Confidential~~ Administrative Assistant

POSITION DESCRIPTION

Position Title:	Confidential Administrative Assistant	FLSA: Non-Exempt
Department:	Police Department	Represented: No
Reports to:	Police Chief	Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of very responsible clerical, secretarial, and administrative support work for the Police Department. The work involves coordinating and overseeing all clerical functions of the department, performing the most demanding clerical activities, handling confidential materials, and conducting various administrative assignments in support of the department head and supervisors.

~~This position is paid on an hourly basis and is eligible for overtime compensation, but is exempt from Union representation due to its confidential designation.~~

Supervision Received

Performs under the general supervision and direction of the Police Chief but exercises discretion in establishing work priorities and determining work methods. May also receive direction from Command Staff within the Department.

Supervision Exercised

~~This position does not provide any direct supervision. However, None, although~~ this position does coordinate and provide direction oversee for the work of other clerical support staff Police Clerk(s) in the Department as well as and coordinates the work, schedules, and training /trains of the crossing guards.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Coordinates and oversees the clerical and administrative support services of the department, including setting daily work priorities and establishing standard operating policies, procedures, and forms.
- Coordinates the work, schedule, and training of the ~~Trains and schedules the work of~~ crossing guards.
- Assists with the hiring, training, and evaluation of other departmental clerical staff.
- Provides customer assistance by answering phones or receiving the public, including

answering questions, responding to inquiries, receiving payments, and providing copies of reports. Screens and routes incoming calls to appropriate personnel.

- Receives, processes, and files law enforcement reports, complaints, and citations of a confidential and sensitive nature.
- Processes personnel and labor relations matters and prepares other confidential documents as directed.
- Processes alcohol beverage and other licensure applications received by the department.
- Logs and processes parking citations.
- Acts as custodian of departmental documents and records. Establishes and maintains centralized filing systems and control records.
- Enters daily work activity reports from the case logbook. Prepares and tracks monthly summaries of officer activity.
- Transcribes, types, composes, and edits correspondence, reports, and memoranda.
- Process documents, images, evidence, and information of a sensitive, disturbing, and confidential nature.
- Inputs statistical data, prepares and sends reports to outside agencies, and responds to requests for information from outside agencies.
- Prepares final dispositions for State records.
- Maintains payroll, leave, and expense records, and provides information for and input into the preparation of the departmental budget.
- Maintains inventories and orders office supplies and materials.
- Accepts and records payments of forfeiture amounts and parking tickets.
- Issues bicycle licenses.
- Backs up computer systems and security systems; oversees the weekly management of building entry/security systems.
- Relays information to police officers via base station radio in non-emergency calls.
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software applications, ~~laser and inkjet printers~~, calculator, dictation equipment, phone, copy machine, fax machine, base station radio, and motor vehicle.

Work Environment and Working Conditions

Works in a secure office setting within the Police Department; moderate noise levels; occasional hours beyond normal workweek may be required; and attendance at evening meetings may be required. Work is subject to frequent interruption.

TECHNICAL REQUIREMENTS

Knowledge of

- Law enforcement clerical policies and procedures.
- Law enforcement terminology.
- Applicable state statutes and municipal ordinances.
- Current office equipment, procedures, methods, and practices.
- Design and maintenance of centralized records systems.
- Data entry and data processing applications.
- Proper grammar, spelling, and punctuation.

Ability to

- Coordinate the work of clerical personnel.
- Determine proper work priorities, delegate work, and meet established deadlines.
- Interpret laws, regulations, and departmental policies and determine the proper course of action.
- Transcribe, type, and edit a variety of written materials at a speed of 45-50 correct words per minute.
- Handle routine administrative details independently.
- Maintain confidentiality of sensitive records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with a diverse public on a one-on-one basis, including in emergencies or in situations where a customer may be angry, unruly, or verbally abusive.

- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation with an Associate's Degree in office management, administration, or related field. ;
A minimum of five (5) years prior work experience in a clerical, secretarial, or administrative field. , including a minimum of two (2) years supervisory or office management experience and a minimum of two (2) years related experience in the law enforcement field; A ability to type 45 wpm with accuracy and to transcribe from dictation equipment. ; or any equivalent Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: May 1, 2014

Amended: January 14, 2019



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Craig Sherven, Chief

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board to approve the position description, classification, and authorization to fill the vacancy for the Police Clerk III position within the Police Department.

PREVIOUS ACTION:

The Village Board took action at their meeting on November 12, 2018 to refer the issue to the Public Safety Committee and Personnel Committee prior to reporting back to the Village Board for consideration.

The Public Safety Committee reviewed the new job description at its meeting on December 12, 2018 and unanimously recommended its approval.

ISSUE SUMMARY:

Prior to 2018, the Police Department has operated with a Confidential Administrative Assistant, a Police Clerk I, and Part-Time Police Clerk I within its "front office". These individuals provide for the bulk of the administrative tasks and customer support within the office at the Municipal Center. All three positions have been vacated in 2018 due to retirement and the 2019 Budget included funds to convert the Police Clerk I position to a second Administrative Assistant. This was presented to the Village Board and they requested it be reviewed further voicing some concern with having two people in the same office with the same title.

To that end and upon further review by Village Staff, elevation of the Police Clerk I position to a Police Clerk III is proposed. The enclosed Job Description shows track changes depicting the difference between a "I" and a "III". The main difference is that the proposed position has more essential duties and responsibilities that are more closely aligned with the Administrative Assistant. The position will still report to the Chief; however, may receive direction from the Admin Assistant in line with their duties. The remainder of the changes are put forth to better align the description with the expectation for the position.

The Classification is also included for the position which includes the questionnaire, point assessment, and grade assignment. The position graded out at Level 9 which is consistent with other Clerk III positions in the Organization and also in line with other front office staff with the Admin Assistant at Level 10 and the former Clerk I position at level 5.

FINANCIAL/BUDGET IMPACT:

Both the former Police Clerk I position (Grade 5) and this proposed Clerk III position (Grade 9) are presented at the same level of full-time employment. The position is presently vacant so its hard to identify a specific



number, but to depict the the financial impact we'll use the market rate for each respective positions grade. As of January 1, 2019, the market rate for Grade 5 is \$16.89 per hour or \$35,131.20 for the year. At Grade 9 the market rate is \$21.32 per hour or \$44,345.60 for the year. The 2019 Budget was approved to fund the position at Level 10 so a grade of Level 9 will meet budgetary parameters.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 1 - PD Clerk III - Job Description
2. 2 - PD Clerk III - Position Analysis Questionnaire
3. 3 - PD Clerk III - Position Points Assessment
4. 4 - PD Clerk III - Grade Assignment

Police Clerk III

POSITION DESCRIPTION

Position Title: Police Clerk III
Department: Police Department
Reports to: Police Chief

FLSA: Non-Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of clerical and routine administrative support work for the Police Department. The work involves functioning as a receptionist for the Department; handling of customer money and other personal property; providing customer assistance to callers and visitors; processing confidential and sensitive documents and information; assisting the Administrative Assistant and/or Department Head with administrative tasks, screening of visitors prior to entry into the Police Station; and executing safety protocols specifically related to the Police environment.~~transcribing and typing officer reports and complaints, entering data, and providing assistance to customers of the department.~~

Supervision Received

Works under the general supervision of the Police Chief and under the direction and coordination of the Administrative Assistant.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- ~~Transcribes, types, and edits reports and complaints of a confidential and sensitive nature.~~
- Provides general clerical assistance, does word processing, creates and maintains spreadsheets as needed, types correspondence, maintains filing systems, makes copies.
- Processes documents, images, evidence and information of a sensitive, disturbing and confidential nature.
- Enters daily work activity reports from the case log book. Prepares monthly summaries of officer activity.
- ~~Provides customer assistance by answering phones or receiving the public, including answering questions, responding to inquiries, receiving payments, and providing copies of reports. Screens and routes incoming calls to appropriate personnel.~~
- Acts as receptionist for the department, refers visitors to appropriate personnel, disperses information on Police Department services, policies and procedures.

- Responsible for properly screening visitors prior to being granted entry into the police facility.
- Answers, screens, and routes incoming phone calls and relays information to the Administrative Assistant, and to other police employees or Village staff.
- Handles and processes the personal property of customers, as well as items of property turned in as found property by residents.
- Relays information to police officers via base station radio in non-emergency situations.
- Accepts and records payments of forfeiture amounts ~~and~~ parking tickets, or posted bonds.
- Issues bicycle licenses.
- Performs other related duties as required.

Equipment Used

Personal computer/printer with various software applications, ~~laser and inkjet printers,~~ calculator, dictation equipment, phone, copy machine, fax machine, base station radio, and motor vehicle.

Work Environment and Working Conditions

Works in a secure office setting within the Police Department; moderate noise levels; occasional hours beyond normal workweek may be required; and attendance at evening meetings may be required. Work is subject to frequent interruption.

TECHNICAL REQUIREMENTS

Knowledge of

- Current office equipment, procedures, methods, and practices.
- Law enforcement terminology.
- Data entry ~~and data processing,~~ spreadsheet, data base management, and word processing software applications, techniques, and procedures.
- Proper grammar, spelling, and punctuation.
- Design and maintenance of filing systems.
- Village policies, procedures and ordinances as well as State and Federal laws.
- Police terminology and numerical codes.
- Special security procedures related to the police environment.
- Court and prosecutorial processes.

Ability to

- Type and proofread a variety of written materials.
- Understand and carry out oral and written directions.
- Handle routine clerical and administrative details independently.
- Maintain confidentiality of sensitive records and materials.
- Establish and maintain positive and effective working relationships with fellow employees and the general public.
- Maintain a calm demeanor in chaotic situations, during high-stress incidents, phone calls and interactions, and while dealing with people in crisis.
- Work with and process materials of a graphic, disturbing and sensitive nature.
- Comprehend and execute safety procedures unique to the police setting.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

Graduation from high school ~~with ;advanced~~ training in modern business office practices, and procedures ~~preferred. ;three~~ Three (3) years of responsible administrative, clerical, or secretarial experience. ~~;a~~ Ability to type at 45 wmp with accuracy and to transcribe from dictation equipment. ~~; or any equivalent~~ Any combination of ~~education training~~ and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet ~~provides~~ the required knowledge, skills, and abilities. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: January 14, 2019

Amended:

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First) VACANT	2. Current Position Title Clerk III	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Police Chief	5. Department/Division Police Department	6. Date of Hire with Village TBD
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☒ 40 ☐ 43 ☐ 56 ☒ Other Possible night meetings <i>Explain shift rotation, stand-by, call back, etc.</i>		8. Date of Hire in Position TBD
9. Is the content listed in the applicable position/class description accurate? ☒ Yes, it is complete and accurate ☒ ☐ No, it is not complete and/or accurate ☐ If no, please use the word version of your position/class description to track/mark/record any changes needed to the content. The remainder of this form must also be filled out.		
10. Education and Experience - Please indicate the <u>minimum</u> education and <u>minimum</u> experience level needed to complete the normal, day-to-day tasks: <i>Employee (check one)</i> ☐ Less than High School Diploma or GED ☒ High School Diploma or GED ☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other <i>Supervisor (check one)</i> ☐ ☒ ☐ ☐ ☐ ☐ ☐ Major/Coursework: _____ Type of Experience <u>Experience with administrative, clerical, and/or secretarial positions, work in a Police Dept.</u> Years of Experience ☐ No experience ☐ ☐ Less than one year (minimal) ☐ ☒ One to three years (moderate) ☒ ☐ Three through five years (considerable) ☐ ☐ Six or more years (extensive) ☐		
11. Licenses, Certificates and Registrations Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license) <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> Wisconsin Drivers License _____ _____ _____ Are these required: ☐ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years <i>If requirement is specific to the license, certification or registration, please indicate timeframe by each one individually.</i>		
12. Special Training Please indicate if there is any special training required to perform your job. <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> 45 words per minute Radio Equipment _____ _____ Use of Dictation Equipment Police Reporting Software _____ _____ Are these required: ☐ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years <i>If requirement is specific to the training, please indicate timeframe by each one individually.</i>		

13. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☐ Handles every day, reoccurring basic assignments and problems.....☐
- ☒ Handles a variety of typical assignments and problems independently.....☒
- ☐ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change☐
- ☐ Managerial in nature; directs all assignments and deals with all problems☐

14. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- ☐ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures☐
- ☒ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.☒
- ☐ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions.....☐
- ☐ Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.....☐
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.☐

15. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- ☐ Little or no contact required except with immediate associates and direct supervisor.☐
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public.☐
- ☒ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters.☒
- ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies and procedures.☐
- ☐ Regular contact with persons of importance and influence involving considerable tact, discretion and persuasion.☐
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.

(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

Internal Police Officers (Co-Workers)

Defense Attorney's

General Public

External Local, County, State Law Enforcement

Court System

16. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions.....☐
- ☒ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries.☒
- ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible☐
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life.☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures.☐

17. Mental Stress and/or Effort

Conditions you are subjected to during your day-to-day duties:

- ☐ Limited mental effort and/or stress.....☐
- ☐ Some mental effort and stress involved resulting in inconvenience and frustration.☐
- ☐ Considerable mental effort and stress.....☐
- ☒ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish.☒
- ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability☐

18. Level of Responsibility

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision.☐
- ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work.....☐
- ☒ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives☒
- ☐ General direction, based on broad goals and policies☐
- ☐ Involves setting policies and goals for the department or organization operation☐

19. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- ☐ Supportive, informational, recording or other services to assist others in producing correct and effective results; minor consequences☐
- ☒ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences ☒
- ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area.☐
- ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact☐
- ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency.....☐

20. Financial

Please indicate the dollar amount over which you have accountability, approval and/or authority. *(Supervisor's comments regarding this information may be provided on Page 5 in the Supervisor's Comments section)*

- | | | |
|--|--|---|
| ☐ \$0 (N/A) | ☐ \$20,000 - \$49,000 | ☐ \$1,000,000 - \$4,999,999 |
| ☐ \$1 - \$999 | ☐ \$50,000 - \$99,999 | ☐ \$5,000,000 - \$19,999,999 |
| ☐ \$1,000 - \$4,999 | ☐ \$100,000 - \$499,999 | ☐ \$20,000,000 - 49,999,999 |
| ☒ \$5,000 - \$19,999 | ☐ \$500,000 - \$999,999 | ☐ \$50,000,000 + |

21. **Supervision and/or Oversight**

The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees. (*Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section*)

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☒ No, continue to next section

Please check all that apply:

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Department ☐ Division ☐ Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

_____	_____
_____	_____
_____	_____
_____	_____

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
☐	☐	Hire	☐	☐	Suspend
☐	☐	Assign Work	☐	☐	Terminate
☐	☐	Direct Work	☐	☐	Discipline (Oral Reprimand)
☐	☐	Reward	☐	☐	Discipline (Written Reprimand)
☐	☐	Transfer	☐	☐	Evaluate Performance
☐	☐	Promote	☐	☐	Demote
☐	☐	Adjust Grievances	☐	☐	Coach and/or Counsel
☐	☐	Train	☐	☐	Develop Staff Schedules
☐	☒	Inspect Work	☐	☐	Other

Supervisor's Comments (*To be completed by immediate supervisor of employee*)

Are the statements provided by the employee accurate and complete? ☒ Yes ☐ No Please indicate any inaccuracies or incomplete items.

I certify that the answers to the above questions are my own and to the best of my knowledge and belief are correct and complete.

N/A - Classifying Newly Created Position

Employee Signature

Date

Supervisor or Dept/Div Head Signature

Date

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	☐	☐	☐	☒	☐	☐	☐	☒
Up to 25 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
Up to 50 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
Up to 100 pounds of force	☒	☐	☐	☐	☒	☐	☐	☐
In excess of 100 pounds of force	☒	☐	☐	☐	☒	☐	☐	☐

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	☐	☐	☒	☐	☐	☐	☒	☐
Walk	☐	☐	☒	☐	☐	☐	☒	☐
Sit	☐	☐	☐	☒	☐	☐	☐	☒
Speak or hear	☐	☐	☐	☒	☐	☐	☐	☒
Use hands to finger, handle or feel	☐	☐	☐	☒	☐	☐	☐	☒
Climb or balance	☐	☒	☐	☐	☐	☒	☐	☐
Stoop, kneel, crouch or crawl	☐	☒	☐	☐	☐	☒	☐	☐
Reach with hands and arms	☐	☐	☒	☐	☐	☐	☒	☐
Taste or smell	☒	☐	☐	☐	☒	☐	☐	☐
Push or pull	☐	☒	☐	☐	☐	☒	☐	☐
Lifting	☐	☒	☐	☐	☐	☒	☐	☐
Repetitive Motions	☐	☐	☐	☒	☐	☐	☐	☒

Employee (check all that apply)

Supervisor (verify job requirement)

3. The sensory requirements of the position are:

Visual Acuity

- | | |
|---|-------------------------------------|
| ☒ Standard vision requirements..... | ☒ |
| ☒ Close vision | ☒ |
| ☒ Distance vision | ☒ |
| ☒ Ability to adjust focus | ☒ |
| ☒ Depth perception..... | ☒ |
| ☒ Color perception | ☒ |
| ☐ Night vision | ☐ |
| ☒ Peripheral vision..... | ☒ |

Vocal Communication

- ☒ Expressing or exchanging ideas by means of the spoken word. ☒
- ☐ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly. ☐

Hearing Perception

- ☒ Ability to recognize information at normal spoken word levels. ☒
- ☒ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound. ☒

Sensory Utilization

- ☒ Preparing and analyzing written or computer data. ☒
- ☒ Visual inspection involving small defects and/or small parts ☒
- ☒ Use of measuring devices ☒
- ☐ Assembly or fabrication of parts within arms length ☐
- ☒ Operating machines, including office equipment. ☒
- ☐ Operating motor vehicles or equipment. ☐
- ☒ Observing general surroundings and activities ☒

4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Work near moving mechanical parts	☒	☐	☐	☐	☒	☐	☐	☐
Work in high, precarious places	☒	☐	☐	☐	☒	☐	☐	☐
Fumes or airborne particles	☒	☐	☐	☐	☒	☐	☐	☐
Toxic or caustic chemicals	☒	☐	☐	☐	☒	☐	☐	☐
Outdoor weather conditions	☒	☐	☐	☐	☒	☐	☐	☐
Extreme cold (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Extreme heat (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Risk of electrical shock	☒	☐	☐	☐	☒	☐	☐	☐
Work with explosives	☒	☐	☐	☐	☒	☐	☐	☐
Vibration	☒	☐	☐	☐	☒	☐	☐	☐
Breathing apparatus	☒	☐	☐	☐	☒	☐	☐	☐
Exposure to blood borne pathogens	☒	☐	☐	☐	☒	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

- ☐ Very Quiet (e.g. park trail, storage or file room) ☐
- ☐ Quiet (e.g. library, private offices) ☐
- ☒ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ☒
- ☐ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ☐
- ☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ☐

5. Characteristics of Work by Skill Level

Characteristics of work can be defined as that general of the scope of the work performed by a position or class of positions that serves to distinguish it from other positions and serves to designate the position in an organizations classification system.

Listed and defined below are sixteen (16) work characteristics grouped by skill level that, when used in conjunction with the nine (9) job factors, determines the value of the position or class of positions as it relates to all other positions within the organization. As the first step of job evaluation the work characteristic and skill level for the position must be determined.

Skill Level I

Manual – work requiring the use of basic physical skills in performing uncomplicated tasks.

Skill Level II

Administrative Support – work requiring the use of basic language, mathematical and social skills in the orderly reproduction, processing, recording and maintenance of informational and financial documents requiring word-processing, data entry and/or typing skills.

Human Support – work requiring the use of basic social and physical skills in aiding in the care, comfort, and well-being of human beings.

Semiskilled – work requiring the use of specialized physical skills in performing routine to complicated tasks.

Skill Level III

Skilled Administrative Support – work requiring the use of highly developed language, mathematical, social and specialized skills in the orderly production, processing, recording and maintenance of informational and financial documents and requiring word-processing, data entry and/or spreadsheet skills.

Skilled Human Support – work requiring the use of specialized social and physical skills in aiding in the care, comfort, and well being of human beings.

Skilled Trades – work requiring the use of specialized physical skills and heavy and specialized equipment in performing complicated tasks.

Technical – work requiring the use and application of basic technical procedures and techniques in performing and responding to routine tasks, situations or problems. Work may also require specialized physical skills.

Skill Level IV

Administrative – work requiring the application of specialized procedural knowledge and communication skills in the planning, organizing, coordinating, supervising, managing, and or directing programs, department or division activities, procedures and practices.

Advanced Human Support – work requiring the use of highly developed and specialized social and physical skills in aiding in the care, comfort and well-being of human beings.

Protective Services – work requiring the use of basic and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Skilled Technical – work requiring the use and skilled application of detailed technical procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.

Skill Level V

Advanced Protective Services – work requiring the use of highly developed and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Advanced Technical – work requiring the use and application of highly developed and detailed technical procedures and techniques to a variety of situations or problems. Work may also require specialized physical skills.

Professional – work in providing highly developed planning or implementation of professional activities requiring the application of advanced knowledge and communication skills, research, data the analysis, client assistance and/or other activities.

Skill Level VI

Executive – work requiring the application of advanced knowledge, communication skills, personal integrity, creativity, judgment, evaluation or related input to the solution of complex problems or situations.

6. Job Factors

Listed and defined below are the nine (9) job factors that, when used in conjunction with the skill level of the work characteristic, determine the value of the position as it relates to all of the positions in the organization. The sum of the numerical values for each factor determines the total point value for each position.

Factors		Point Brackets
I.	Training and Ability	20 10 - 160
II.	Experience	30 0 - 125
III.	Level of Work	30 10 - 140
IV.	Human Relations Skills	15 0 - 80
V.	Physical Demands	10 0 - 50
VI.	Working conditions and Hazards	25 0 - 70
VII.	Independence of Action	30 0 - 120
VIII.	Impact on End Results	30 0 - 140
IX.	Supervision Exercised	0 0 - 140
		190

It should be noted that some factors have degrees at “0” point value, indicating that the factor may not be present at all in some positions. Other factors are presumed to be present at least to some extent, in all positions.

Training and Ability This factor evaluates the job requirements in terms of training and ability which an employee must have acquired to satisfactorily perform the essential functions of the position, whether acquired in school or by independent study.

Point Value

- | | |
|-------------------------|---|
| 10 | <p>Less than High School Diploma/GED
Can read sentences with common vocabulary; can copy information from one record to another accurately; can add, subtract, multiply and divide whole numbers. (Equivalent - less than high school graduation.)</p> |
| 20 | <p>High School/GED
Can read and prepare a variety of written or non-technical reports; communicates effectively with others; can make a variety of mathematical calculations, such as fractions, decimals and percentages, or can operate machines, tools or equipment requiring extended instruction and some formal on-the-job training; comprehends moderately complex technical instructions and graphic material. (Equivalent to high school/vocational school graduation.)</p> |
| 40 | <p>Associates/Technical
Fundamental study of a specialized field such as sociology, accounting, sub-professional engineering, recreation, business studies; or high school diploma or GED and completion of specialized training, and/or attainment of required licenses and certifications; able to research and compose related original material; able to apply basic theoretical principles in the solution of practical problems; or the knowledge and ability to operate highly specialized machinery, tools or equipment requiring extended theoretical study and training. (Equivalent to completion of technical school/junior college graduate.)</p> |
| 80 | <p>Bachelor's
Thorough study of a social, technical or artistic field of study (i.e., business, social work, art, engineering, nursing, journalism, accounting, etc.); or Vocational/Associates Degree, and completion of specialized training, and/or attainment of required licenses and certifications; must be able to define problems, collect data, establish and interpret facts and draw valid conclusions; manipulates data with complex mathematical or other systems related to the field of work. (Equivalent - Bachelor's degree.)</p> |
| 1.5 times
Bachelor's | <p>Master's
Advanced study of the principles, philosophies, methods, procedures, management and administration of a complex field of study. Able to develop theories and approaches to solve highly complex or technical problems. (Equivalent - graduate degree.)</p> |
| 2.0 times
Bachelor's | <p>PhD
Comprehensive study of a specialized and complex field of study requiring extensive independent research and creative work; ability to write and edit complex theoretical and informational material; ability to define and resolve complex and intricate problems and to develop corresponding theory. (Equivalent - postgraduate degree.)</p> |

Experience

This factor evaluates the time usually required for a person with the requisite educational background to develop the necessary skills and abilities to do a specific job under normal supervision. Only that experience acquired through related work qualifies for consideration.

Minimal Experience

Experience sufficient to enable an employee to acquire some familiarity with the methods and procedures found in common work situations of the occupational field. Usually less than one year of related experience.

Moderate Experience

Experience sufficient to enable an employee to acquire moderate familiarity with the methods and procedures found in common work situations of the occupational field. Usually one to three years of related experience.

Considerable Experience

Experience sufficient in an occupational field to enable an employee to perform work as assigned with little direct supervision; work calls for a journeyman comprehension of standard work situations. Usually three to five years related experience.

Extensive Experience

Broad experience in both commonplace and unusual work situations and problems of the occupational field; sufficient to enable an employee to plan and administer major work programs. Usually six years or more related experience.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
None	0	0	0	0	0	0
Minimal	5	10	15	20	30	40
Moderate	10	20	30	40	50	60
Considerable	15	25	35	50	65	85
Extensive		35	45	65	95	125

Level of Work

This factor, when applied to the characteristic of work/skill level, determines a uniform foundation upon which the balance of the factor evaluation process builds. It also serves to refine and evaluate the position or rank of the specific position to all positions in the organization.

Basic

Typically entry level of the type of work performed requiring the incumbent to handle a restricted scope of fundamental assignments or problems.

Intermediate

Intermediate level of the type of work performed requiring the incumbent to handle a variety of assignments or problems independently.

Difficult

Advanced and often supervisory level of this type of work requiring the incumbent to handle all assignments or problems except those requiring unit or departmental policy or procedural change.

Complex

Highest level of mastery of this type of work and is an expert and often a managerial position. It requires the incumbent to handle or direct the handling of all assignments or problems including the establishment of policy and procedures, in the field of work.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Basic	10	15	20	35	45	60
Intermediate	15	20	30	45	60	80
Difficult	0	30	40	60	80	100
Complex	0	40	55	80	110	140

Human Relations Skills

This factor evaluates the responsibility for working with or through other people to achieve the desired results. The rating should be based on the extent, frequency and purpose of the contacts and the importance of the resulting actions.,

Point Value

- 0 **Limited**
Little or no contact required except with immediate associates and direct supervisor.
- 10 **General**
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on non-specialized matters.
- 15 **Reactive**
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on specialized matters.
- 30 **Proactive**
Requires outside and inside contacts to carry out organization programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.
- 50 **Influential**
Requires regular contacts with persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult interpersonal relationships.
- 80 **Managerial**
Requires continuing contacts involving difficult negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and/or the handling of very difficult interpersonal relationships.

Physical Demands

This factor measures the job requirements which induce physical fatigue through exertion and strain.

**Point
Value**

- | | |
|----|---|
| 0 | Sedentary
Requires little or no physical effort or exertion. |
| 10 | Light
Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in difficult work positions. |
| 20 | Medium
Requires moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) or occasional requirements for continuing periods in difficult work positions. |
| 40 | Heavy
Requires considerable physical effort working continuously with average and frequently with heavy weight or frequent requirements for long periods in difficult work positions. |
| 50 | Substantial
Requires heavy physical effort continually working with heavy weight materials for the entire work period. |

Working Conditions and Hazards

This factor measures the surroundings and environmental or physical conditions under which the job must be done and/or the hazards present on the job, even though all reasonable safety precautions have been taken, the frequency and duration of undesirable conditions or hazards encountered are also taken into consideration. The mental effort and/or stress of the position is included under this factor.

Point Value

- 0 **Excellent**
Working conditions with absence of disagreeable conditions and little or no accident or health hazards (or) limited mental effort and/or stress.
- 5 **Good**
Working conditions, may be slightly dirty or involve occasional exposure to some disagreeable elements (dust, heat, fumes, cold, noise, vibration or wetness) and accidents are improbable other than minor injuries such as abrasions, cuts or bruises; health hazards negligible (or) some mental effort and stress involved resulting in inconvenience and frustration.
- 15 **Somewhat Disagreeable**
Working conditions due to exposure to one or more of the elements listed above; may be exposed to one element regularly or several elements occasionally, but usually not at the same time; work involves frequent exposure to hazards where lost-time accidents are definitely possible, such as injuries to a hand or foot, etc.; some exposure to health hazards, although not incapacitating (or) considerable mental effort and stress involved which could result in tension or anxiety.
- 25 **Disagreeable**
Working conditions where several of the above elements are occasionally present to the extent of being objectionable or regular exposure to work situations which could result in incapacitating accidents or health hazards that could result in serious injury or, on occasion, loss of life (or) serious mental stress involved which could, over a period of time, result in a temporary mental disorder and/or physical illness.
- 45 **Hazardous**
Working conditions where one or more of the above elements are regularly present and objectionable, or continuing exposure to work situations which could result in incapacitating accidents or periodic exposure of work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures (or) severe mental stress involved that could result in a serious mental disorder and/or impair physical health.
- 70 **Very Hazardous**
Constant exposure to work situations involving hazards which could result in total disability, critical illness or loss of life despite the provision and/or implementation of available safety measures.

Independence of Actions

This factor evaluates the extent to which the job requires or allows the employee to work independently.

Prescribed

Work subject to direct and detailed instruction with close supervision.

Standardized

Work subject to general instructions, established routines and/or standardized practices and procedures with supervision of progress and results.

Directed

Work subject to general policy direction, practices and procedures covered by precedents and general supervisory review.

Broad

Work, by nature and scope, is subject to functional policies and goals under general managerial direction.

Strategic

Work, by reason and scope, complexity and effect on overall organizational results, is subject only to broad policy and general management guidance.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Prescribed	0	0	10	20	30	40
Standardized	5	10	20	30	40	50
Directed	15	20	30	40	60	80
Broad	-	-	40	60	80	100
Strategic	-	-	-	80	100	120

Impact of End Results

This factor evaluates the extent to which the job directly influences and affects actions impacting the end results.

Incidental

Supportive, informational, recording or other service to assist others to meaningful and correct end results. (Minor consequences).

Advisory

Work efforts and actions assisting and supporting others or individually providing data or facilitating services for use by others. (Moderate consequences).

Operational

Daily actions or services affect individual clients/citizens, activity has meaningful impact on specific cases within service area. (Moderate consequences).

Contributory

Participating with others (within and/or outside organizational unit) in program development, service delivery and supervision of subordinate staff. (Serious consequences).

Primary

Major individual impact on and accountability for end results affecting organizational unit or total organization. (Serious consequences).

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Incidental	0	5	15	20	30	40
Advisory	0	15	20	30	40	50
Operational	5	20	30	40	60	80
Contributory	-	-	40	60	80	100
Primary	-	-	-	80	120	140

Supervision Exercised This factor evaluates the employee's responsibility for exercising supervision over other employees. The determination of the point rating for supervisory responsibility is based on the organizational level, the size and the work characteristics of the group over which the supervision is exercised and the level of supervisory responsibility of the position.

Number of Staff	Point Value
0	0
1-5	5
6-10	15
11 - 19	30
20 - 49	40
50 - 99	50
100 - 199	60
200 - or more	70

Occasional or Limited Supervision

Above value x 0.5

Continuous and/or Full Supervision

Above value

Division Head or Assistant Department Head

Above value x 1.5

Department Head

Above value x 2.0

Supervision of Volunteers

Utilize occasional or limited supervision value multiplied by percentage of time involved in supervision of volunteers.

Position or Class Title: Clerk III (Police)

Skill Level: III (Skilled Administrative Support)

Factor	Value
I. Training and Ability	20
II. Experience	30
III. Level of Work	30
IV. Human Relations Skills	15
V. Physical Demands	10
VI. Working Conditions and Hazards	25
VII. Independence of Action	30
VIII. Impact on End Results	30
IX. Supervision Exercised	0
Point Total	190

*** As of January 5, 2015

			% Between Grades:	6%		
			Range:	30.0%		
			Starting midpoint:	25,958.63		
				Salary Range		
Pts			Grade	Min	Mid	Max
0	-	55	1	22,572.72	25,958.63	29,344.54
56	-	68	2	23,927.09	27,516.15	31,105.21
69	-	83	3	25,362.71	29,167.12	32,971.52
84	-	103	4	26,884.47	30,917.14	34,949.81
104	-	124	5	28,497.54	32,772.17	37,046.80
125	-	145	6	30,207.39	34,738.50	39,269.61
146	-	167	7	32,019.84	36,822.81	41,625.79
168	-	189	8	33,941.03	39,032.18	44,123.34
190	-	211	9	35,977.49	41,374.11	46,770.74
212	-	235	10	38,136.14	43,856.56	49,576.98
236	-	262	11	40,424.31	46,487.95	52,551.60
263	-	292	12	42,849.77	49,277.23	55,704.69
293	-	325	13	45,420.75	52,233.86	59,046.98
326	-	361	14	48,146.00	55,367.90	62,589.79
362	-	400	15	51,034.76	58,689.97	66,345.18
401	-	442	16	54,096.84	62,211.37	70,325.89
443	-	487	17	57,342.65	65,944.05	74,545.45
488	-	532	18	60,783.21	69,900.69	79,018.17
533	-	577	19	64,430.20	74,094.73	83,759.26
578	-	622	20	68,296.02	78,540.42	88,784.82
623	-	667	21	72,393.78	83,252.84	94,111.91
668	-	712	22	76,737.40	88,248.01	99,758.62
713	-	757	23	81,341.65	93,542.89	105,744.14
758	-	802	24	86,222.15	99,155.47	112,088.79
803	-	847	25	91,395.47	105,104.80	118,814.12

190

2016	1.0% Adjustment	36,337.26	41,787.85	47,238.45
2017	2.0% Adjustment	37,064.01	42,623.61	48,183.22
2018	2.0% Adjustment	37,805.29	43,476.08	49,146.88
2019	2.0% Adjustment	38,561.40	44,345.60	50,129.82



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

PREVIOUS ACTION:

The Personnel Committee reviewed this at its meeting on December 3, 2018.

ISSUE SUMMARY:

The Committee has discussed at length the position description for the proposed Office Manager within the Public Works Department. Some direction, comments were provided at the last meeting meant to be addressed for continued discussion at the upcoming meeting. Staff has also proceeded to place review solely of the job description on the agendas for Public Works and Public Utilities Committees in January. The objective is to complete our review this month and work on the remainder of what's necessary to fill the position next month. Our review for Monday is specific only to the position description.

Enclosed is an updated position description (clean and revised version) with a summary of the major changes made since last reviewed:

- Title - The position title across most Committee's has not been uniformly agreed upon. Staff is proposing to re-title the position to Assistant to the Public Works Director. These types of positions are common in high level professional capacities to assist the Director in fulfilling the essential administrative services of the Department beyond general admin support.
- Theme - Changing the title in this capacity allows for the position to serve in a broader capacity across the Department which spans Public Works, Parks, Utilities, Facilities, Solid Waste, Utilities, and Stormwater Utility. Several of the changes to the duties presented are meant to reflect this theme and make it less specific to the former leadership role it had managing the utilities.
- Financial - This remains a larger part of this position but again is presented more in a way to assist the Director in this capacity. They would also work with other Departments as needed to facilitate their duties.



The intent of this review is to continue to discuss this proposed job description in order to finalize what the job is meant to be.

FINANCIAL/BUDGET IMPACT:

This will remain to be determined. The 2019 Budget was approved funding the position at Grade 18; however, once the positions description is complete we will restart the classification process and likely review that at our next meeting. At that time we would have a more direct correlation to what the financial impact is; however, funds should be sufficient for what is intended.

VILLAGE PLAN REFERENCE:

Compensation and Benefits Manual
Personnel Policy Manual

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended the Committee review the job description and affirm as a draft it is acceptable in order to begin the classification.

ATTACHMENTS:

1. 01.03.2019 - Asst to PW Director Job Description mgs REDLINE
2. 01.03.2019 - Asst to PW Director Job Description mgs CLEAN

Assistant to the Public Works Director **Office Manager**

POSITION DESCRIPTION

Position Title:	<u>Assistant to the Public Works Director</u>	FLSA: Non-Exempt
Department:	Public Works	Represented: No
Reports to:	Public Works Director	Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves assisting the Public Works Director in managing and supervising the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include: customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.

Supervision Exercised

Supervises a part-time Utility Clerk and Meter Reader that assist in the fulfillment of the administrative duties for the Department and related utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manage customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Assist in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee. Serves as direct liaison to the Public Utilities Committee.

- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approve check refunds of applicable utility credits and issue notification of NSF payments for certain bills.
- ~~Notification of NSF payments for utility bills.~~
- ~~Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.~~
- Assists the Public Works Director in forecasting ~~Forecast~~ the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources on revenue requirements and recommend rate increases ~~when necessary.~~
- Monitor and track impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees. ~~and recommend projects for its use.~~
- Maintain inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement. ~~of meters, hydrants, valves, and mains including annual meter change outs.~~
- Supervise ~~Oversee~~ the utility customer billing for residential, commercial, industrial, and government accounts for all utility services. ~~the utilities.~~
- Manage the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- ~~Forecasting short term and long term capital needs of the utilities including annual review of asset replacement.~~
- Ensure the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) ~~PSC, WI DNR, and GAAP~~ rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections ~~ors~~ for residential, commercial, and government accounts.
- Maintain storm water Equivalent Runoff Units (ERU)s for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.

- ~~Supervise and coordinate the work of the Utility Clerk.~~
- ~~Assist the Public Works Director with various financial related projects or assignments.~~
- Coordinate with the Treasurer to administer tax certification process including but not limited to for delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintain data and process grant applications to support Department projects as well as process all necessary and follow-up reports as directed by the Public Works Director.
- ~~Prepare rate applications for the PSC.~~
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. ~~Occasional a~~ Attendance at a minimum of two ~~n~~ evening meetings per month will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern ~~governmental and utility accounting~~ theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department, GAAP, GASB, PSC, and DNR.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- Supervisory principles and practices.
- Municipal accounting software, preferably Caselle Clarity.

Ability to

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

A B.A. degree in accounting, finance, public, or business administration, or related field. A minimum of three to five (3-5) years progressively responsible ~~experience~~ municipal accounting experience, public works administrative operations, and/or utility management. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended: None.

Assistant to the Public Works Director

POSITION DESCRIPTION

Position Title:	Assistant to the Public Works Director	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Public Works Director	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves assisting the Public Works Director in managing and supervising the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include: customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.

Supervision Exercised

Supervises a part-time Utility Clerk and Meter Reader that assist in the fulfillment of the administrative duties for the Department and related utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manage customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Assist in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee. Serves as direct liaison to the Public Utilities Committee.
- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approve check refunds of applicable credits and issue notification of NSF payments for certain bills.

- Assists the Public Works Director in forecasting the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources when necessary.
- Monitor and track impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees.
- Maintain inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement.
- Supervise the utility customer billing for residential, commercial, industrial, and government accounts for all utility services.
- Manage the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- Ensure the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections for residential, commercial, and government accounts.
- Maintain storm water Equivalent Runoff Units (ERU) for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.
- Coordinate with the Treasurer to administer tax certification process including but not limited to delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintain data and process grant applications to support Department projects as well as process all necessary follow-up reports as directed by the Public Works Director.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

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- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.

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Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended: None.