

**PERSONNEL
COMMITTEE**

Monday, April 1, 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 the minutes of the meeting held on February 4, 2019.
 - b. Discussion and action regarding minutes of the meeting held March 4, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding the job description and approval to fill the vacancy for the Community Development Director position within the Community Development Department.
 - b. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department.
 - c. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.
 - d. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, May 1, 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, February 4, 2019 - 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: Brad Czebotar, Trish Howen, Dan Kolk, Ken Machtan, Peter Morehouse, Chris Spanos

Members not present: Stephanie Bloechl-Anderson

Staff Present: Village Administrator Schuenke and Clerk/Treasurer Cassandra Suetting

2. PUBLIC APPEARANCES.

None

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes of the regular meeting on January 7, 2019.

The minutes were approved by unanimous consent with the correction of 'members' being removed from the minutes.

4. BUSINESS.

a. Discussion and presentation regarding the 2018 Employee Performance Evaluations.

Village Administrator Schuenke provided an overview of the 2018 employee performance evaluations and the administration of the merit pay program which put wage increases effective January 1st. Additionally, he reported the addition of the 'above average' category was helpful for department heads in the evaluation process.

b. Discussion and action in order to conduct a comparable market survey of wages for Village positions contained within the current wage grid.

Village Administrator Schuenke provided an overview on the proposal to conduct a comparable market survey for the wages of all Village positions. He reported the current manual provides that this update occur every 3 to 4 years. The plan was put in place in 2015, and therefore should be conducted. The purpose would be to re-evaluate the current Village wage grid to ensure the Village is in line with its comparables for each position. The committee agreed maintenance of this nature is crucial to the success of the merit pay program.

Motion by Village Trustee Dan Kolk, second by Ken Machtan, to approve conducting a comparable market survey of wages for Village positions contained within the current wage grid. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and action to recommend approval to the Village Board the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department.

Village Administrator Schuenke provided an overview of the changes to the position description as suggested by the other committees who reviewed the job description including the Public Utilities Committee, Public Works Committee, and Parks, Recreation and Natural Resources Committee. The Committee reviewed the position description and provided feedback on revisions.

Motion by Village Trustee Dan Kolk, second by Ken Machtan, to approval to the Village Board the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department at pay range 15. Motion carries 6 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, March 4, 2019 at 6:30 pm.

The Committee set the next meeting of the Personnel Committee to March 4, 2018 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Dan Kolk, second by Ken Machtan, to adjourn at 8:13 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
Clerk/Treasurer

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, March 4, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.

Members present: Steve Kilpatrick, Ken Machtan, Dan Kolk, Brad Czebotar, Chris Spanos

Members not present: Trish Howen and Stephanie Bloechl-Anderson

Staff Present: Village Administrator Schuenke and Police Chief Craig Sherven

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes of the meeting held on February 4, 2019.*
Postponed.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding revisions to the position description and status for the Clerk III position within the Community Development Department.*

Village Administrator Schuenke provided an overview of the proposed revisions to the position description and status change for the Clerk III position.

The Personnel Committee reviewed the job description and provided edits and revisions.

Motion by Village President Brad Czebotar, second by Ken Machtan, to recommend approval to the Village Board regarding revisions to the position description with the changes provided and the status for the Clerk III position within the Community Development Department. Motion carries 5 - 0 - 0 by acclamation.

- b. Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.

Village Administrator Schuenke provided an overview of the position description for the Public Works seasonal crew position. He highlighted the differences between the seasonal parks employee and the proposed seasonal public works employee.

The Personnel Committee reviewed the position description and provided revisions including changing the position from a seasonal to a limited term employee,

Village Administrator Schuenke provided an overview of the classification. He provided the position is proposed at a Class 3 whereas the Parks LTE is proposed at a class 4. He explained the difference in classification is due to the fact the parks seasonal would handle heavier machinery.

Motion by Village President Brad Czebotar, second by Ken Machtan, to recommend approval to the Village Board regarding the position description, classification of the Public Works Crewperson LTE at pay range 3, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion regarding revisions to Chapter 29 on Harassment within the Personnel Policy Manual.

Village Administrator Schuenke provided an overview of the proposed revisions to Chapter 29 of the Personnel Policy Manual on harassment. He reported staff compiled the changes outlined in previous meetings.

The Personnel Committee reviewed the proposed revisions to Chapter 29 of the personnel policy manual on harassment. The committee recommended the policy be revised to provide a more specific hierarchy for filing complaints. Employees should be provided a clear process for reporting, and there should also be a clear process for how each complaint is handled. The Committee directed staff to consult with the Village Labor Attorney and bring an updated copy of the policy to the next meeting.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 1, 2019 at 6:30 pm.

The Personnel Committee set the next meeting for April 1, 2019.

6. ADJOURNMENT.

Motion by Ken Machtan, second by Member Steve Kilpatrick, to adjourn at 8:02 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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the job description and approval to fill the vacancy for the Community Development Director position within the Community Development Department.

PREVIOUS ACTION:

The Committee of the Whole has reviewed this description at its meetings on March 11th and 25th.

ISSUE SUMMARY:

Enclosed within your packet is an updated version to the Community Development Director position description based on comments provided from the Committee of the Whole. This Committee reviewed the description to initiate the base changes it desired for the position so that they could be considered as part of the general review for the position. The changes enclosed are meant to address areas of emphasis for position going forward. This description will also be reviewed by the Community Development Authority on April 3rd prior to the Village Board taking final action on April 8th.

FINANCIAL/BUDGET IMPACT:

The present grade for the position is Grade 20 which currently has a range of \$73,237 to \$95,118 with a market rate of \$84,178.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

It is recommended the Committee conduct its review of the description and make a recommendation back to the Village Board.

ATTACHMENTS:

1. 03.20.2019 - Community Development Director mgs



Community and Economic Development Director

POSITION DESCRIPTION

Position Title:	Community and Economic Development Director	FLSA:	Exempt
Department:	Community Development	Represented:	No
Reports to:	Village Administrator	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This department head position is responsible for directing and administering the activities of the Community Development Department, including land use planning, zoning, plan review, inspections, code enforcement, sustainability, and economic development functions. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under general policy direction from the Village Board and assigned Committees, and administrative direction from the Administrator, but exercises considerable independent judgment in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to the Building Inspector, Community Development Clerk III, and Property Maintenance Enforcement Inspector. Also serves as the liaison to contracted Village consultants as assigned.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manages and supervises Community Development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed to improve efficiency and effectiveness of operations.
- Serves as Zoning Administrator and Floodplain Zoning Administrator assisting property owners, business owners, builders, architects, and engineers regarding Zoning Code and Comprehensive Plan application and interpretation.
- Provides professional planning, development advice, meeting management, and staff support to elected and appointed officials; makes private and public presentations to boards, commissions, committees, civic groups and the general public.
- Facilitates and oversees Village sustainability efforts by working with the Village Board, Public, and Staff.

- Serves as a liaison to the business community and other commercial interests as a means to coordinate economic development activities.
- Coordinates site plan review of current development and consistency with long range planning documents.
- Researches, evaluates, and recommends healthy community initiatives that enhance Community livability and general welfare.
- Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex and sensitive customer service issues.
- Oversees the enforcement of a variety of codes, including the Uniform Dwelling Code and pertinent mechanical codes, plumbing codes, electrical codes, housing codes, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.
- Oversees the permit issuance functions of the department, including application, fee determination and collection, plan review, inspections, and occupancy.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlays, and sketches pertinent to urban planning and development programs and projects.
- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Supervises the development and implementation of growth management, land use, economic development, housing, historic preservation, sustainability, or other plans and codes to meet the Village's needs and any intergovernmental agreements or requirements.
- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates the impact of development proposals as they relate to the adopted plans of the Village and makes recommendations. Oversees the application of the land division code for applications as needed.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning, zoning, economic development, and sustainability.
- Monitors intergovernmental decisions and legislation affecting department operations and takes appropriate action.
- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and

Administrator as appropriate to support operating and capital needs of the Department.

- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications including GIS mapping, motor vehicle, calculator, telephone, copier, fax machine, audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional outdoor work may be required under controlled field conditions. Hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles and practices of zoning administration and of local zoning regulations.
- The process of formulating, adopting, and implementing comprehensive project plans.
- Planning programs and processes.
- Economic development techniques, including structuring of financial incentives and development agreements including but not limited to those incentives allowed under Tax Increment Financing law.
- The standards by which the efficiency, effectiveness, and quality of department services and the performance of employees can be evaluated.
- Federal and State grant programs for environmental remediation and development incentives.
- Data processing and GIS applications and basic computer skills.
- 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.

Ability to

- Plan, organize, direct, and evaluate the work of employees supervised.
- Establish and enforce standard departmental policies and procedures.
- Determine proper priorities and to set and accomplish departmental objectives.
- Maintain necessary records and to prepare and analyze technical reports and data.
- Interpret and apply complex regulations.
- Communicate effectively in oral and written form.
- Train and educate staff and committee members on policy, ordinance, and/or State law

related to community development.

- Interpret and implement policy and procedural direction . .
- Establish and maintain effective working relationships with the Village Board, administrator, other department heads, employees, other governmental agencies, and the general public.
- Represent the department and the Village in meetings, public presentations, and before the media.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Establish effective working relationships with co-workers and other contacts.
- Maintain excellent relations with the public.
- 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

A B.A. degree in land use municipal planning, public administration, urban planning, or closely related field is required. A M.A. degree or an American Institute of Certified Planners (AICP) certification is preferred. A minimum of three (3) years progressively responsible experience in any of the following: municipal planning, land use, and economic development services. 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. Must possess or be able to obtain a valid Wisconsin 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, 2000

Amended: March 2, 2006
May 1, 2014



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, April 1, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Chris Dennis, Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department.

PREVIOUS ACTION:

The Public Safety Committee reviewed the job description at its meeting on March 13, 2019 and unanimously recommended its approval.

ISSUE SUMMARY:

In September of 2014, the Administrative Captain position was created within the Fire & Rescue Department. An individual was hired in the position, and unfortunately, the individual resigned in the spring of 2015 to pursue a chief position elsewhere. The Interim Chief and Administrator in 2015 decided not to fill the position and fill a full-time EMT position instead. In December of 2015, the part-time Captain of the Department that picked up the training development responsibilities when that vacancy was created requested these responsibilities be removed from their position. A second Captain within the Department was and still is currently assisting in coordinating training, but is struggling with the time commitment need to complete this task. The Chief has been required to assume the majority of the duties for coordinating training. The Chief has recognized the need for supervisory support in the department as the majority of the supervisors of the sixty-five-plus members are part-time with other full-time careers and families. The Administrative Captain position would fill the training coordination duties and a portion of the supervisory need of the Department. As it stands now, the only career Staff member within the Department that has supervisory responsibility is the Chief. The addition of this position helps to address shortfalls in training development, supervision of the entire Department on a regular basis, and general high level management support to assist the Chief in overseeing day to day responsibility.

The Job Description was reviewed and updated due to the prolonged vacancy. Additionally, the classification of the position was evaluated based upon the questionnaire, point assessment, and grade assignment that is customary. The previous assignment was 16 and this new analysis would suggest Grade 17. Following review, the final step would be to take action to recommend approval to the Village Board including permission to fill the vacancy.

FINANCIAL/BUDGET IMPACT:

The Administrative Captain position is presently graded at Level 16 within our Wage Grid and based upon the assessment completed here would be elevated to Grade 17. For 2019, this has a range of \$61,492 to \$79,869



with a Market Rate of \$70,680.

The funding for the position would come from not filling the currently vacant Advanced 24 Hour EMT position. Both are full-time and would receive a proportionately similar amount of benefits; however, there is a difference in salaries. The EMT position is a contracted position that in 2019 will start at \$41,893 and for employees with experience of 7 years or greater that would increase to \$47,484. The vacancy has existed since January of this year and would not likely be filled now until July or August of this year. The costs saved due to the vacancy would address the cost variance between the two positions and then the next year's budget would reset the wage allocations for the Department to account for the change.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends the Committee review the description and classification in order to recommend approval to the Village Board and request the vacancy be filled.

ATTACHMENTS:

1. 1 - Administrative Captain - Job Description
2. 2 - Administrative Captain - Position Analysis Questionnaire
3. 3 - Administrative Captain - Position Points Assessment
4. 4 - Administrative Captain - Grade Assignment

Administrative Captain

POSITION DESCRIPTION

Position Title: Administrative Captain
Department: Fire and Rescue
Reports to: Fire and Rescue Chief

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

POSITION SUMMARY

Distinguishing Characteristics of the Class

Under the direction of the Fire ~~and Rescue~~ /EMS Chief, this position is responsible for planning, overseeing, and coordinating administrative and operational activities of the Fire and Rescue Department. The Administrative Captain also responds to emergency calls when available and covers the ambulance schedule as needed during normal working hours.

Supervision Received

Performs under the general supervision of the Fire and Rescue Chief. The Administrative Captain works under the general supervision of the Fire/EMS Chief but exercises considerable independent judgment in planning, organizing, coordinating, and directing day to day administrative operations of the Department. wide activities. The Administrative Captain may act as the designee of the Fire and Rescue Chief in the absence of the Fire and Rescue Chief.

Supervision Exercised

Assists the Fire and Rescue Chief and Command Staff in the supervision of subordinate staff as assigned and necessary. ~~paid on call and LTE/part time employees.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manages department training records, competencies, ~~and~~ certifications, and re-certifications as required by Statute.
- Plans, organizes, schedules, conducts, and evaluates the department's training programs.
- Develops, delivers, and evaluates basic and advanced training courses for members of the department.
- Collects and organizes training material and provides direction and objectives to training assistants.
- ~~Coordinates and tracks certifications and/or re-certifications of staff as required by statute.~~

- Instructs classes in assigned subject areas.
- ~~Establishes and maintains effective working relationships with other firefighters, EMTs, public officials, and all members of the general public.~~
- Researches, drafts, ~~and recommends,~~ and enforces department policies and guidelines.
- Participates in emergency public safety functions up to and including commanding an emergency incident and other duties as assigned by the Fire and Rescue ~~/EMS~~ Chief.
- ~~Supervises subordinate paid on call officers, firefighters, and EMTs.~~
- ~~Assists with departmental accounts payable and accounts receivable.~~
- Manages and audits the payroll for paid on call ~~Fire & EMS~~ employees.
- Coordinates hiring process for paid on call ~~Fire & EMS~~ employees
- Manages the orientation, ~~of new Fire & EMS paid on call employees and the~~ progress evaluations of paid-on-call probationary employees.
- Conducts and/or coordinates yearly performance appraisals of paid on call employees ~~EMT's~~.
- Conducts and/or recommends disciplinary action as required for paid on call employees.
- Reviews EMS patient care reports, and coordinates with quality assurance program and the medical director.
- Reviews fire incident reports for quality assurance and compliance with National Fire Incident Reporting System.
- ~~Manages and coordinates EMS patient billings with billing company.~~
- Completes various Fire and EMS reports and statistical monitoring/documentation.
- ~~Manages infectious control program for department.~~
- Attends and participates in professional group meetings and committees at the county and local levels; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations, emergency medical practices, and safety.
- Coordinates drills with outside agencies and other outside events as assigned, including specialized drills such as hazardous materials, rescue, and emergency medical services.

~~• Assists in other department administrative activities as assigned.~~

- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, or emergency aid activities.
- Performs other related duties as assigned.

Equipment Used

Fire and ambulance vehicles, motor vehicle, emergency medical equipment; fire pumps, hoses, nozzles, appliances, ladders, and other standard firefighting equipment and tools; mobile and portable radios, pager, personal computer/~~printer~~ with various software applications, ~~phone, copier, fax machine.~~ Also may use printer, copy/fax machine, calculator, and telephone.

Work Environment and Working Conditions

Works in a normal office setting with moderate noise levels; also works under uncontrolled field conditions; attendance at evening meetings and weekend work routinely required; subject to 24 hour emergency call in; work is sometimes performed in emergency and stressful situations; exposure to extreme weather conditions, smoke, fumes, noxious odors, toxic chemicals and hazardous substances can be encountered; requires heavy lifting and strenuous physical activity; exposure to dangers of smoke, fire and explosion, moving mechanical parts, bloodborne/airborne pathogens, risk of electrical shock, vibration, and high noise levels; may work in high or precarious places.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles, practices, methods and techniques of fire suppression, prevention and safety.
- Considerable knowledge and proficiency in performing advance techniques of teaching methodologies.
- Management skills to analyze programs, policies and operational needs.
- Advanced knowledge of National Incident Management standards.
- Thorough and expert knowledge of emergency medical service practices and protocols.

~~• Medical billing practices.~~

• Supervisory principles and practices.~~Human resources laws and practices.~~

• General knowledge of municipal budget process.

~~• Payroll calculation procedures.~~

- Considerable knowledge in computer applications including; Microsoft Office, Firehouse, Image Trend Elite, WebEOC, Aladtec Scheduler, E-Sponder, and iamresponding various online programs used by the Department.
- Demonstrated skills in oral and communications and presentations.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.

Ability to

- Lead, direct and supervise personnel effectively, to maintain discipline, to exercise sound judgment, and to cooperate in a professional manner with other municipal officers.
- Plan, schedule, direct, supervise, train, and review the performance of subordinates in a manner conducive to productivity and high morale.
- Maintain effective working relationships with the public, other fire/EMS departments and other local agencies; ability to communicate clearly and concisely, both orally and in writing.
- ~~Function as Incident Commander on wide variety of emergency incidents.~~
- ~~Plan, organize, direct and coordinate the work level of lower level staff.~~
- Respond to and act ~~Act~~ effectively in emergency and stressful situations.
- Follow verbal and written instructions.
- ~~Select, supervise and train members of the department.~~
- ~~Respond to emergency situations.~~
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ~~Interpret and apply Federal, State and local policies, laws and regulations.~~
- Maintain confidentiality of sensitive records and materials.
- Maintain a valid WI driver's license.
- Maintain physical condition appropriate to the performance of assigned duties and responsibility.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. The employee must possess specific vision abilities as per DMV requirements. 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

An associates degree in fire science, emergency medical management, public, or business administration, or related field. ~~Preferred candidates would have a~~ minimum of three (3) to five (5) years progressively responsible administrative management ~~rial~~ experience in either the Fire or EMS service, Fire or EMS training development, and/or with a minimum of three (3) years supervisory ~~or administrative~~ experience in both services which demonstrates leadership and managerial qualities. Must ~~;- prior experience in recruiting and managing both Fire and EMS paid on-call staff;~~ have current certifications in NIMS 100, 200, 300, 400, 700, and 800; ~~have current~~

Wisconsin certification as an -Advanced EMT with CEVO and CPR certifications with preference toward Wisconsin certification as an EMT-Paramedic; have strong oral and written communication abilities; be able to meet established physical fitness standards; or any equivalent combination of training and experience which provides the required knowledge, skill, and abilities. 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. Must be able to 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: April 8, 2019

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First) TBD	2. Current Position Title Administrative Captain	3. Current Annual Salary Grade 16
4. Immediate Supervisor's Title Fire and Rescue Chief	5. Department/Division Fire and Rescue 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 Emergency response, training <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: Employee (check one) ☐ Less than High School Diploma or GED ☐ High School Diploma or GED ☒ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other Supervisor (check one) ☐ Less than High School Diploma or GED ☐ High School Diploma or GED ☒ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other Major/Coursework: <u>Fire Science, Emergency Medical Management, Public/Business Administration</u> Type of Experience <u>Management, supervision, training development, advanced EMT, etc. in fire/emt 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> <u>Wisconsin Drivers License</u> <u>NIMS 300</u> <u>Advanced EMT with CEVO and CPR</u> 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> <u>Fire Service</u> <u>Emergency Medical Technician Services</u> 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.)

Department Career Staff

Village Co-Workers

Public

Boards, Commissions, and Committees

Emergency Room Staff

Department Volunteer Staff

Police and Fire Commission

Patients

External Career and Volunteer Fire and EMS

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:

24 Hour Advanced EMT

40 Hour Advanced EMT

Paid on Call Firefighter

Paid on Call Emergency Medical Technician

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

Effectively
Recommend

Take
Action

☒

☐

Hire

☐

☒

Assign Work

☐

☒

Direct Work

☒

☐

Reward

☒

☐

Transfer

☒

☐

Promote

☒

☐

Adjust Grievances

☐

☒

Train

☐

☒

Inspect Work

Effectively
Recommend

Take
Action

☒

☐

Suspend

☒

☐

Terminate

☐

☒

Discipline (Oral Reprimand)

☐

☒

Discipline (Written Reprimand)

☐

☒

Evaluate Performance

☒

☐

Demote

☐

☒

Coach and/or Counsel

☐

☒

Develop Staff Schedules

☐

☐

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.

The paid on call staff represent the volunteer ranks that fuel emergency response within the Department whether that be for fire or emergency medical services. They are paid members of the Department and compensated by the Village like other employees. They are also part of the hierarchy for the Department and require supervision like other employees. The only career staff member (i.e. full-time) that is a Supervisor within the Department is the Fire and Rescue Chief. The remainder of the Command Staff is filled by paid on call staff which respond as supervisors when assigned and/or available.

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.

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: Equipment, patient or items in emergency response.

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	10 - 160
II. Experience	0 - 125
III. Level of Work	10 - 140
IV. Human Relations Skills	0 - 80
V. Physical Demands	0 - 50
VI. Working conditions and Hazards	0 - 70
VII. Independence of Action	0 - 120
VIII. Impact on End Results	0 - 140
IX. Supervision Exercised	0 - 140

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 **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.)
- 20 **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.)
- 40 **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.)
- 80 **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.)
- 1.5 times Bachelor's **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.)
- 2.0 times Bachelor's **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.)

Add 20 points for certification requirements.

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: Administrative Captain (Fire and Rescue Department)

Skill Level: IV (Protective Services)

Factor	Value
I. Training and Ability	60
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	50
V. Physical Demands	20
VI. Working Conditions and Hazards	45
VII. Independence of Action	60
VIII. Impact on End Results	80
IX. Supervision Exercised	25
Point Total	450

*** 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

450

2016	1.0% Adjustment	57,916.08	66,603.49	75,290.90
2017	2.0% Adjustment	59,074.40	67,935.56	76,796.72
2018	2.0% Adjustment	60,255.89	69,294.27	78,332.66
2019	2.0% Adjustment	61,461.00	70,680.16	79,899.31



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.

PREVIOUS ACTION:

The Public Utilities and Works Committees unanimously recommended approval of this position description at their joint meeting held on March 12, 2019.

ISSUE SUMMARY:

In November of 2018, the Village Board approved the funding to create the divisions of Streets/Utilities and Parks to be led each by their own Superintendents. The new organizational chart created two positions to supervise operations rather than the former structure which had simply the Assistant Director overseeing both functions. The former Assistant Director has now been confirmed as Director and the draft Organizational Chart was confirmed by the Village Board at their meeting on March 11th. The next steps to finalize this reorganization is to pursue approval for the Superintendent positions within the Department that have now been reviewed by their respective Committees.

The position itself is essentially the former Assistant Director position without the responsibilities for Parks. The Parks responsibilities have been shifted to the new Superintendent position for that Division to carve out those responsibilities separately. This newly titled position will still hold the same key responsibilities of overseeing service delivery for public works, water, sanitary, storm sewer, facilities, and solid waste services. As such the position retains a high level of responsibility within these services and necessity to supervise Staff. Formerly by definition this position would assume the director role when the director was not present, going forward this is not defined in job descriptions and that assignment will be made by the Director as needed and as people are available.

The Personnel Committee will review in order to evaluate the position description and the paperwork associated with completing the classification. Ultimately when all the reviews are complete the Village Board will consider the job description, classification, and approval to fill



the vacancy.

FINANCIAL/BUDGET IMPACT:

The funding for this position in 2019 will be used from what has been established for wages and benefits to fund the Assistant Director position. That position was at Grade 19 within the Wage Grid and this position has graded out at Grade 17. The total allocation for the position in 2019 is \$113,796 which would include the costs for both wages and benefits. The benefits for this position would apply the same regardless of the position given the status for both is full-time. The wage range for Grade 19 is \$69,092 to \$89,740 with a market rate of \$79,416. The wage range going forward for Grade 17 is \$61,492 to \$79,869 with a market rate of \$70,680. As such, we would expect the position to be approximately \$7,500 to \$9,500 under budget depending on the final hire. The 2020 Budget will reset the funding allocation from that point going forward.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for review and consideration to make a recommendation to the Village Board on the position description, classification, and approval to fill the vacancy.

ATTACHMENTS:

1. 1 - StreetsUtilities Superintendent - Job Description
2. 2 - StreetsUtilities Superintendent - Position Analysis Questionnaire
3. 3 - StreetsUtilities Superintendent - Position Points Assessment
4. 4 - StreetsUtilities Superintendent - Grade Assignment

Streets/Utilities Superintendent

POSITION DESCRIPTION

Position Title:	Streets/Utilities Superintendent	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Public Works Director	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for supervising between ten and fifteen employees and coordinating the street, utility, and related operations within the Public Works Department, including street and sidewalk construction and maintenance, construction and maintenance of water, ~~and~~ sanitary sewer, stormwater sewer utilities, vehicle and equipment maintenance, solid waste collection, and maintenance of municipal facilities. This position will also assist the Director with planning and coordinating the programs and services of the department, training departmental employees, formulating departmental goals and short/long range plans, preparing and administering the departmental budget, meeting management, and establishing standard operating policies and procedures for the department.

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 operations of the Division.

Supervision Exercised

Provides direct supervision to the Mechanic, Public Works Crewpersons, and other limited term employees as applicable. Provides indirect supervision of all full-time Parks Crewperson(s), part-time, and other seasonal employees when assigned to work within the Division.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans and organizes workloads and staff assignments and supervises employees to ensure safety, efficiency, and compliance with established policies and procedures, work methods, and internal rules.
- Administers Village personnel policies within the Public Works Department including the hiring and training of employees, conducting performance evaluations, investigating and responding to grievances, recommending necessary employee counseling, and utilizing Village disciplinary process from written reprimand through a recommendation for discharge in compliance with appropriate standards, rules, and policies.
- Assists the Director in coordinating the work of contractors and conducts field inspections of public works and utilities construction projects.

- Responds to and trouble-shoots issues that arise during the daily operations, activities, and projects.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintain inventory of streets, utilities, facilities, vehicles, and equipment in order to recommend replacement within the 5-year capital improvement plan.
- Prepares, implements and oversees a standard plan for annual maintenance of all Village streets, utilities, vehicles, equipment, and facilities including roads, sidewalks, water, sanitary, storm sewer, and buildings as applicable.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of street and utility facilities.
- Interprets and implements policy and procedural direction from the Director of Public Works, Village Administrator, and Village Board.
- Operates various pieces of heavy equipment such as plow trucks, dump trucks, street sweeper, end-loader, and others.
- Uses hand tools and power equipment such as chain saws, mowers, edgers, skid-steers, and others.
- Responsible for the development ing-of programming related to street and utility services to help support their utilization.
- Keeps staff and elected officials informed of new developments or trends in street and utility management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Liaison to the Public Works and/or Public Utilities Committee as needed.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, computer tablet, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and ~~under~~ uncontrolled field conditions. Hours beyond normal work week and weekend work are required and attendance at evening meetings are required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS

Knowledge of

- Current principles and practices of public works and utility service delivery, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Water, sanitary sewer, and storm sewer equipment, operations, and processes.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of public works services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of public works and utility improvements.
- Occupational hazards, safety equipment, and the standard working practices associated with public works and utility service delivery.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual maintenance needs.
- Establish and enforce standard departmental policies and procedures as they relate to service delivery.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- 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 combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. 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 high school diploma or equivalency required with an Associates Degree preferred in the fields of construction, project management, civil engineering, or related field. A minimum of three ~~to five (3-5)~~ years progressively responsible experience in the fields of public works, water utility, sanitary sewer utility, or related field. 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:

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First)	2. Current Position Title Streets/Utilities Superintendent	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Public Works Director	5. Department/Division Public Works	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 Night meeting, 365 service delivery. <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: <u>Construction, Project Management, Civil Engineering, Public Works Services, Utilities</u> Type of Experience <u>Public Works, Water Utility, Sanitary Sewer Utility, Stormwater Utility, Facilities.</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> <u>Wisconsin Drivers License with CDL.</u> <u>Water Operator</u> 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> <u>Meter Reading Equipment</u> <u>PSC Rules and Regulations</u> <u>SCADA System</u> <u>Meeting Management System</u> 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.)

Department Employees

Public

Regulatory Agencies

Contractors

Village Co-Workers

Boards, Commission, Committee

Consultants (i.e. Engineers)

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 + |

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)

Please check all that apply:

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

Effectively
Recommend Take
Action

☒	☐	Suspend
☒	☐	Terminate
☐	☒	Discipline (Oral Reprimand)
☐	☒	Discipline (Written Reprimand)
☐	☒	Evaluate Performance
☒	☐	Demote
☐	☒	Coach and/or Counsel
☐	☒	Develop Staff Schedules
☐	☐	Other

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

[illegible]

N/A - Classifying Newly Created Position

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	10 - 160
II. Experience	0 - 125
III. Level of Work	10 - 140
IV. Human Relations Skills	0 - 80
V. Physical Demands	0 - 50
VI. Working conditions and Hazards	0 - 70
VII. Independence of Action	0 - 120
VIII. Impact on End Results	0 - 140
IX. Supervision Exercised	0 - 140

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

Add 25 points for certification requirements.

- | | |
|----------------------|---|
| 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 | <p>Excellent
Working conditions with absence of disagreeable conditions and little or no accident or health hazards (or) limited mental effort and/or stress.</p> |
| 5 | <p>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.</p> |
| 15 | <p>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.</p> |
| 25 | <p>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.</p> |
| 45 | <p>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.</p> |
| 70 | <p>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.</p> |

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: Streets/Utilities Superintendent (Public Works Department)

Skill Level: IV (Skilled Technical)

Factor	Value
I. Training and Ability	45
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	50
V. Physical Demands	40
VI. Working Conditions and Hazards	45
VII. Independence of Action	80
VIII. Impact on End Results	80
IX. Supervision Exercised	15
Point Total	465

*** 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	

465

2016	1.0% Adjustment	57,916.08	66,603.49	75,290.90
2017	2.0% Adjustment	59,074.40	67,935.56	76,796.72
2018	2.0% Adjustment	60,255.89	69,294.27	78,332.66
2019	2.0% Adjustment	61,461.00	70,680.16	79,899.31



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 1, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the position description, classification, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee unanimously recommended approval of this position description at its meeting held on March 14, 2019.

ISSUE SUMMARY:

In November of 2018, the Village Board approved the funding to create the divisions of Streets/Utilities and Parks to be led each by their own Superintendents. The new organizational chart created two positions to supervise operations rather than the former structure which had simply the Assistant Director overseeing both functions. The former Assistant Director has now been confirmed as Director and the draft Organizational Chart was confirmed by the Village Board at their meeting on March 11th. The next steps to finalize this reorganization is to pursue approval for the Superintendent positions within the Department that have now been reviewed by their respective Committees.

This is a new position made specifically to manage the maintenance, utilization, and future improvements to our Park system. Isolating these tasks as their own division was felt necessary to provide better vision towards the park system as they have grown over the years. The Personnel Committee will review in order to evaluate the position description and the paperwork associated with completing the classification. Ultimately when all the reviews are complete, the Village Board will consider the job description, classification, and approval to fill the vacancy.

FINANCIAL/BUDGET IMPACT:

The funding for this position in 2019 was established assuming a position Grade of 15 and result of this classification process yielded Grade 14. The total allocation for the position in 2019 is \$42,385 which would include the costs for both wages and benefits for half the year. For the total year, it would have been \$84,770.



The wage range for Grade 14 is \$51,629 to \$67,058 with a market rate of \$59,343. This is about \$3,000 to \$4,000 less in wages than Grade 15 as it was budgeted this year. The hiring for this position will commence around July 1st to align with the budget approval. The 2020 Budget will reset the funding allocation from that point going forward.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for review and consideration to make a recommendation to the Village Board on the position description, classification, and approval to fill the vacancy.

ATTACHMENTS:

1. 1 - Parks Superintendent - Job Description
2. 2 - Parks Superintendent - Position Analysis Questionnaire
3. 3 - Parks Superintendent - Position Points Assessment
4. 4 - Parks Superintendent - Grade Assignment

Parks Superintendent

POSITION DESCRIPTION

Position Title: Parks Superintendent
Department: Public Works
Reports to: Public Works Director

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

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for managing and supervising the operations of the Parks Division. This is also a hands-on position that performs critical and routine direction to ensure the Village park system is properly funded, maintained, and necessary capital improvements are properly planned. Key responsibilities include: plan development for maintenance activities, land management activities, maintain inventory, program development, customer service, marketing, revenue development, budgeting, forestry, planning, meeting management, and other related tasks to support the operations of the Department and Division.

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 operations of the Village park system.

Supervision Exercised

Provides direct supervision to the Parks Crewperson(s) and Seasonal Parks employees as applicable. Provides indirect supervisions of all full-time Public Works Crewpersons, part-time, and other seasonal employees when assigned to work within the Village park system.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Prepares, implements and oversees a standard plan for annual maintenance of all Village Parks including recreational facilities, passive recreation areas.
- Perform land management activities for village properties to include tree planting, and invasive species control as needed for Village property.
- Maintain inventory of parks amenities, equipment and vehicles in order to recommend replacement within the 5 year capital improvement plan.
- Responsible for the developing of programming related to Village Park offerings to help support their utilization.

- Keeps staff and elected officials informed of new developments or trends in park management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Creates and implements a local and regional marketing program for the McFarland Park System.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Participates in the planning and coordination of prescribed burns as it affects park and recreational lands in the Village.
- Oversees and performs grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, park equipment maintenance, use area maintenance, herbicide application, hazardous tree removal, brush removal, and establishing/maintaining the ice skating rink.
- Reviews opportunities to integrate the Lower Yahara River Trail into the community.
- Oversees the implementation of the Indian Mound maintenance program for all mounds in the Village.
- Evaluates and recommends use of Park impact fees throughout the Village.
- Oversees the forestry duties of the Village including tree trimming and emerald ash borer response plan.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintains compliance with the parks and open spaces plan and works with Community Development to provide updates to the plan when necessary.
- Liaison to the Parks, Recreation, and Natural Resources Committee.
- Maintains relationships with School District, local recreation groups and other community organizations to help manage utilization of Village park facilities.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS**Knowledge of**

- Current principles and practices of parks and urban forestry administration, development, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of park services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- Occupational hazards, safety equipment, and the standard working practices associated with parks and urban forestry functions.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual park maintenance needs.
- Establish and enforce standard departmental policies and procedures as they related to the Village park system.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- 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 combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. 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 QUALIFICATIONS

A high school diploma or equivalency required with the minimum of an Associates Degree preferred in the fields of parks, land management, urban forestry, or related field. A minimum of three to five (3-5) years progressively responsible experience in the fields of parks, land management, urban forestry, or related field. 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:

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First)	2. Current Position Title Parks Superintendent	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Public Works Director	5. Department/Division Public Works	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 Night meeting, 365 service delivery. <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: <u>Parks, land management, urban forestry, project management.</u> Type of Experience <u>Public Works services, landscaping, construction, program development, supervision.</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> <u>Wisconsin Drivers License with CDL.</u> _____ _____ 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> <u>Meeting Management System</u> _____ _____ <u>Urban Forestry</u> _____ _____ 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.)

Department Employees

Public

Regulatory Agencies

Contractors

Village Co-Workers

Boards, Commission, Committee

Consultants (i.e. Engineers)

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:

<u>Parks Crewperson</u>	<u>Parks Crewperson LTEs x 5</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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

☐ OtherPage 4
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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	10 - 160
II. Experience	0 - 125
III. Level of Work	10 - 140
IV. Human Relations Skills	0 - 80
V. Physical Demands	0 - 50
VI. Working conditions and Hazards	0 - 70
VII. Independence of Action	0 - 120
VIII. Impact on End Results	0 - 140
IX. Supervision Exercised	0 - 140

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

Add 10 points for certification requirements.

- | | |
|----------------------|---|
| 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: Parks Superintendent (Public Works Department)

Skill Level: IV (Skilled Technical)

Factor	Value
I. Training and Ability	30
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	30
V. Physical Demands	40
VI. Working Conditions and Hazards	45
VII. Independence of Action	60
VIII. Impact on End Results	40
IX. Supervision Exercised	5
Point Total	360

*** 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	

360

2016	1.0% Adjustment	48,627.46	55,921.58	63,215.69
2017	2.0% Adjustment	49,600.01	57,040.01	64,480.00
2018	2.0% Adjustment	50,592.01	58,180.81	65,769.60
2019	2.0% Adjustment	51,603.85	59,344.43	67,084.99