

Tuesday, August 16, 2022

11:30 AM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85681445014>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 856 8144 5014

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Personnel Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the June 7 , 2022 meeting.
4. BUSINESS.
 - a. Discussion and recommendation on amending section 14.04 of the Personnel Policy Manual regarding the Village's background check process.
 - b. Discussion and action to make a recommendation to the Village Board regarding changes to the Village Code of Ordinances to create the Deputy Village Administrator position and revise the Village Administrator position.
 - c. Discussion and action to make a recommendation to the Village Board regarding the creation of a job description for the Deputy Administrator/Clerk position and revisions to the existing job description for the Administrator position.
 - d. Discussion and recommendation on creation of a Village wide Organizational Chart.
 - e. Discussion and recommendation on updates to the Administration Department Organizational Chart.

- f. Discussion and recommendation to the Village Board regarding amendment to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, September 6, 2022 at 11:30 am.
- b. Tuesday, September 27, 2022 at 11:30 am.
- c. Tuesday, October 18, 2022 at 11:30 am.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Tuesday, June 7, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:30 AM in Conference Room A.

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Personnel Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

None.

3. APPROVAL OF MINUTES.

None.

4. BUSINESS.

- a. *Discussion on Village Personnel structure and introduction of Village Labor Attorney Kyle Gulya.*

Village Labor Attorney Kyle Gulya introduced himself to the Personnel Committee. He noted he has represented the Village in legal matters for many many years. Additionally, he provided an overview of the personnel structure of the Village, and delineation of responsibilities as outlined in the Village Code of Ordinances.

Village Trustees asked questions about best practice and thanked Kyle for the information provided.

- b. *Discussion and action on the scope of work of the Personnel Committee for 2022 and setting the meeting schedule.*

Village Clerk/Treasurer Cassandra Suettinger provided an overview of the proposed scope of work for the Personnel Committee and proposed the Personnel Committee meet every three weeks to progress through the scope of work provided.

Committee members agreed to the schedule and scope.

5. SCHEDULE NEXT MEETING DATE.

Clerk/Treasurer Suettinger will send out an email polling Committee availability and formally setting the schedule for the rest of 2022.

6. ADJOURNMENT.

Motion by Village Trustee TJ Jerke, second by Village Trustee Edward Wreh, to adjourn at 12:10 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

To: Personnel Committee, Village Board
From: Andrea Anderson, Human Resources Generalist; Cassandra Suettinger, Clerk/Treasurer
Date: August 11, 2022
RE: BACKGROUND CHECK PROPOSED PROCESS REVISIONS

CURRENT PROCESS: Involves the McFarland Police Department (detective) conducting the background check for all employees and volunteers. It can take 1 week to 4 weeks for completion depending on workload of the detectives. In addition to the background check, the candidate is asked to fill out a lengthy and in-depth 36-page questionnaire. There are currently 5 different levels of checks for new hires and volunteers.

PROPOSED PROCESS: The proposed process would have the background check process run by the Human Resources Generalist. This process could be run internally for most of our employees and would include the following:

- 1) Wisconsin criminal records check through the Department of Justice Wisconsin Online Record Check System (WORCS).
- 2) Nationwide criminal records check through a 3rd party vendor. This check would include national criminal records check, SSN trace, and sex offender registry check. Additional components could be completed through the vendor if we needed to based on position duties, including additional county criminal search, credit history report, etc.
- 3) Wisconsin Department of Motor Vehicle PARS System (only if driving is required for their position).
- 4) Reference check.

Additional components may be necessary based on the duties of the position and due to regulatory or legal compliance requirements. We would propose the following levels of background checks with this new process:

Level	Positions Subject to this Level	Components of Check
Level 1	Volunteers	WORCS Check and Nationwide Criminal Records Check
Level 2	Regular employees	WORCS Check, Nationwide Criminal Records Check, PARS check (If driving is required as part of position), References *Fire & Rescue Employees would require a healthcare provider check **Employees with access to finances/cash would require credit history check
Level 3	Sworn police staff	WORCS Check, Nationwide Criminal Records Check, PARS check, References, and additional requirements based on the duties and sensitive nature of the position
Level 4	Village Administrator, Chief of Police, Fire & Rescue Chief	Use a 3 rd party private investigator to complete the background check in its entirety

GOALS:

- 1) Efficient and effective use of resources (reducing the amount of time the police department must devote to this process).
- 2) Better compliance and reduced liability.
- 3) Better overall candidate experience. The current process is very time consuming and can take weeks to complete, which could result in losing good candidates to other opportunities.

CHAPTER 14 - GENERAL CONDITIONS OF EMPLOYMENT

14.01 Purpose

This chapter sets forth a definition of the relationship that exists between the Village and its employees. This chapter also defines other basic conditions of employment not set forth elsewhere in this manual.

14.02 Public Service Mission

Each employee of the Village is expected to deal with the public at all times in a prompt, polite, and helpful manner. Fulfillment of this requirement may mean occasional personal inconvenience.

14.03 Medical Examinations

(1) Applicants for Village positions may be required to undergo a pre-employment medical examination, including a drug screen, and/or a psychological examination. In designated positions, an annual medical examination may be required. Such exams will measure the individual's physical capabilities in terms of the job to be performed and will be consistent with the provisions of the Americans with Disabilities Act of 1990, as amended.

(2) The Village will pay the cost of any medical examination that it requires of an applicant or employee.

14.04 Background Check

~~Prior to employment, a background check of prospective employees will be conducted by the Police Department. The information resulting from the background check will be reported to the Village Administrator or Department Head prior to hiring. The Village of McFarland requires applicants and employees to satisfactorily complete a background check. The Village will consider the job duties, among other factors, in determining what is necessary for and constitutes satisfactory completion of the background check. The background check will include a criminal background check. Depending upon the position sought, it may also include a driving record review, drug testing, psychological evaluation and credit check. All information obtained as a result of a background check will be used solely for employment purposes.~~

When the Village uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, it complies with relevant requirements under the Fair Credit and Reporting Act (FCRA).

When a background check is required, the candidate or employee must complete the Village's authorization form. Failure to timely complete an authorization may result in termination of consideration for employment. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Village employees who are moving to a position within the organization through transfer, promotion, or otherwise, will not be subject to a criminal background check unless the new position involves increased access to vulnerable populations, increased fiduciary responsibilities, or other factors in the sole discretion of the Village.

All background check information will be kept confidential. The Village of McFarland complies with all applicable federal, state, and local laws regarding background checks.

The Human Resources Generalist is responsible for the administration of this policy.

14.05 Verification of Employment Eligibility

- (1) As an employer, the Village will conform with the Federal Immigration and Control Act in its hiring procedures.
- (2) Federal law requires that, within three (3) days following the start of employment, new employees provide evidence of their identity and of their eligibility to be employed in the United States. Such evidence may be established by providing one or more acceptable documents from the list prescribed by Federal law.

14.06 Work Permit – Hiring Employees Under Age 18

- (1) Part-time or seasonal employees who have not reached their 18th birthday are required to have a work permit issued by the State of Wisconsin. The form used to apply for a work permit is available from any public high school. Each work permit covers only the position or specific kind of work for which it is issued.
- (2) A Department Head intending to employ an individual less than 18 years of age, or another official acting on behalf of the Village, will need to provide the prospective employee with a letter stating the Village's intention to employ the minor, the title of the position in which the minor will be hired, and a description of the duties that will be performed in the position. An application must be approved and a work permit issued before a minor may begin work as a Village employee.

14.07 Personal Status

Employees are required to keep the Department Head and Village Clerk informed of their current residence address, home telephone number, and emergency contact information at all times. Any changes in status should be reported to the Village Clerk without delay so appropriate adjustments, if any, can be made in insurance benefits.

14.08 Outside or Incompatible Employment

- (1) No employee may regularly engage in other remunerative employment or activity without prior approval of the Department Head and Village Administrator. Initial requests are to be made on an Outside Employment Approval Request form and must be renewed annually. The

Department Head and Village Administrator may approve outside employment or activity if it is found to not interfere or conflict with the ability of the employee to perform their duties in an efficient and unbiased manner. Violations of this provision may be grounds for discharge.

(2) No employee will engage in or accept other employment or render service for any person or entity, when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair such employee's independence of judgment or action in the performance of their official duties, unless otherwise permitted by law and unless disclosure is made and approval granted by the Village Administrator as provided above.

(3) No person will hold more than one full or part-time Village position at the same time without the consent of the Village Board. This prohibition will not apply to volunteer positions as long as the volunteer position is in a different department than that to which the regular employment position is assigned.

(4) All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal Village working hours or while being paid by the Village will be turned over to the Village and any such activities for which such compensation is paid will be reported to the Village Administrator. This subsection will not be construed to apply to activities performed after regular work hours, while an employee is on a bona fide vacation or floating holiday, or to part-time employees except during those times when they are actually performing services for the Village, nor will it apply to the reimbursement of actual and necessary expenses occurring under such circumstances. Failure to comply with these conditions will subject the employee to disciplinary action.

14.09 Liability and Representation

(1) Public employees may be held liable for acts they perform or fail to perform in their official capacity. The Village carries professional "errors and omissions" liability insurance on its employees and officers. Generally speaking, if an employee is found liable and required to pay damages, the costs will be paid by the insurer.

(2) There are instances, however, in which a court may require a public employee to pay damages, fines or forfeitures for which the individual may not claim reimbursement from either the employer or the insurer. Violations of the Wisconsin Open Meetings Law and the Public Records Law are two such instances.

(3) Most legal actions claiming liability on the part of a Village employee will usually be handled by the Village Attorney, although in some instances special counsel may be hired to represent the Village. Any Village employee has the right, however, to seek representation by legal counsel of the employee's choice if the employee is willing to bear the expense.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 16, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding changes to the Village Code of Ordinances to create the Deputy Village Administrator position and revise the Village Administrator position.

PREVIOUS ACTION:

In 2021, the Village contracted with GOVHR to do a compensation, classification, and future staffing analysis for the Village. As part of that work, the 2021 Compensation/Classification Study and Future Staffing analysis project was completed and accepted by the Village Board in 2021. Since acceptance of the Plan in 2021, the Village has moved through approval and updating the immediate changes suggested regarding new positions created in the 2022 budget, and name title/org. chart changes for updates in naming.

At the June 7, 2022 Personnel Committee meeting, the Personnel Committee approved a general scope of work to begin with advancing the recommendations from the study regarding creation of a Deputy Administrator Position within the Village and transitioning the duties of Personnel Policy Officer.

ISSUE SUMMARY:

Enclosed within the packet are two documents, the first of which when enacted would create the Deputy Administrator position within the code and the second would revise existing responsibilities of the Administrator position. These changes were recommended as part of the 2021 Classification and Compensation study and discussed at our last meeting as the first step in the process to implement. A summary of these changes are provided as follows:

Village Administrator Position Revisions - The main shift in responsibilities of this position is to shift the Personnel Officer title and many of its essential functions to the Deputy. The Administrator will still retain personnel duties accordingly; however, the duties retained are at an executive level. This transition frees up the Administrator to focus on more strategic initiatives and projects of the Village, and not day-to-day personnel related duties. This is made possible by the hiring of the HR Generalist position which reports to the Deputy Administrator to fulfill the various personnel functions of the Village with the Administrator shifting from a management to general oversight role. There are two other small changes to the description not related to personnel that are proposed to be more consistent with existing essential functions.



Deputy Village Administrator Position- Enclosed is the proposed creation of a Deputy Administrator Position within the Village Code of Ordinances. This position does not presently exist within our code so all of the language proposed here is new and to be added. While the main purpose of the transition surrounds the transfer of the Personnel Policy Officer designation, additional duties are included to provide the full complement of essential functions currently provided in relation to the Administrator position. These duties also align with current duties held within the Administration Department as its Department Head. A couple main areas of the new position to highlight are accomplished with the creation of this position:

- *Ability to Act in Absence* - The purpose of creation of a Deputy Administrator has several main purposes. The biggest of which is to formalize a position that provides assistance to the Administrator and a position that has authority in case of absence, sickness or things that may arise.
- *Transition of day-to-day Personnel Duties*. As the Village has grown larger, so have the Human Resource and Personnel related duties. Transitioning the Personnel Policy Officer duties to the Deputy Administrator, and creating a Human Resource Generalist within the Administration, provide more focused attention on HR duties. With the current structure, there are few resources to dedicate to human resources. We see increasingly how important it is to have dedicated HR staff to assist with recruitment, keep a pulse on employee engagement, provide wellness opportunities, assist with training and safety programs, facilitate alleviating personnel related issues, etc.
- *Function as a Department Head* - The creation of the Deputy Administrator position is created within the ordinance, but the Clerk/Treasurer offices also remain as is within the code. Based on the village's size, the position would function as the Deputy Administrator and also serve as the Clerk/Treasurer Department Head of the Administration Department. Future staffing plans forecast the offices of Clerk and Treasurer eventually separating and being held by separate employees. That transition is not imminent, but the current ordinance allows for consideration of this in the future.

Changes to the ordinance for the Administrator position and creating the Deputy Administrator position within the code setup the essential functions and duties for both positions going forward. The next agenda item addresses then their specific job description that is required of each.

FINANCIAL/BUDGET IMPACT:

Cost consideration for these changes was considered and factored into the 2021 Study that was completed through the new grades and ranges set for each position. This did anticipate the changes noted above as part of its recommendation. Furthermore, the 2022 Budget was adopted to account for the funds needed to fuel the study as will the 2023 Budget as is necessary.

VILLAGE PLAN REFERENCE:

[Village of McFarland Classification/Compensation Study and Staffing Analysis](#) - December 2021

ORDINANCE REFERENCE:



[Chapter 2 - Article VII - Division 2. - Village Administrator](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to make a recommendation to the Village Board to approve changes to the Village Code of Ordinances to create the Deputy Village Administrator position and revise the Village Administrator position.

ATTACHMENTS:

1. McFarland Village Administrator Ordinance - VA - 08092022 mgs
2. McFarland Deputy Village Administrator Ordinance - 08102022 mgs

VILLAGE OF MCFARLAND
VILLAGE ADMINISTRATOR

DIVISION 2. VILLAGE ADMINISTRATOR

Sec. 2-547. Appointment.

The position of Village Administrator is hereby established. The Village Board shall appoint the Village Administrator on the basis of merit, with due regard to training, experience, administrative ability and general fitness for the office, by a two-thirds vote.

(Code 1998, § 2-3-22(a))

Sec. 2-548. Term of office.

The Village Administrator shall enter into an employment contract with the Village. All terms and conditions of employment shall be set forth in the contract.

(Ord. No. 2014-05, § 2, 3-31-2014)

Sec. 2-549. Duties and functions.

The Village Administrator shall be the Chief Administrative Officer of the Village, responsible only to the Village Board for the proper administration of the Village's business affairs. Except as specifically limited by statute, ordinance or resolution, the Village Administrator shall have responsibility in the specific areas provided in this Division.

(Code 1998, § 2-3-22(d); Ord. No. 2014-05, §§ 1, 3, 3-31-2014)

Editor's note(s)—Section 1 of Ord. No. 2014-05, adopted March 31, 2014, repealed former § 2-549 which pertained to term of office, and derived from the 1998 Code, § 2-3-22(c). Section 3 of said ordinance, renumbered former §§ 2-550—2-556 as §§ 2-549—2-555.

Sec. 2-550. Responsibilities.

The following are the general responsibilities of the Village Administrator:

- (a) Implement directives of the Village Board, reporting promptly to the Village Board any difficulties encountered in implementation;
- (b) Be responsible for the administration of all day to day operations of Village government, including monitoring of all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;

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- (c) Prepare, direct, and coordinate the implementation of the ~~an~~ administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions and submit the plan for the Village Board for adoption as the official organizational and administrative procedural plan for the Village;
 - (d) Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to the best current practices in local government administration, not inconsistent with Subsection (c) of this Section, or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
 - (e) Assist the Village Board in establishing long-range Village-wide goals and objectives;
 - (f) Serve as ex officio nonvoting member of all authorities, boards, commissions and committees of the Village, except as specifically directed otherwise by Wisconsin Statute or Village Board directive;
 - (g) Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village, and submit appropriate reports and recommendations thereon to the Village Board;
 - (h) Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, assisting department heads and the Village Board in seeking to obtain these funds under the overall direction of the Village Board;
 - (i) Represent the Village in matters involving legislative and intergovernmental affairs within the scope of the directions for such representation provided by the Village Board;
 - (j) Act as the Village's public information officer with the responsibility of assuring that the news media are informed about the operations of the Village and that all open meeting law and public records law rules and regulations are strictly followed;
 - (k) Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer, and to assure that all such matters are resolved as expeditiously as possible;
 - (l) Promote the economic well-being and growth of the Village through public and private sector cooperation.

(Code 1998, § 2-3-22(d)(1); Ord. No. 2014-05, § 3, 3-31-2014)

Editor's note(s)—See editor's note to § 2-549.

Sec. 2-551. Village Board responsibilities.

The Village Administrator's responsibilities concerning the Village Board are as follows:

- (a) Attend all meetings of the Village Board except as specifically excused by the Village President, assisting the Village Board as required in the performance of its duties;
- (b) In coordination with the Village President and Village Board, ensure that appropriate agendas are prepared for all Village Board meetings, as well as the Village's other authorities, boards, commissions and committees, together with such supporting material as may be required; with nothing herein being construed to give the Village Administrator authority to limit or in any way prevent matters from being considered by the Village Board or the Village's other authorities, boards, committees and commissions;
- (c) In consultation with the Village Attorney, assist in the preparation of ordinances and resolutions as requested by individual Village Trustees or the Village Board, or as needed to bring Village ordinances or resolutions into compliance with federal or state law;
- (d) Inform the Village Board regularly about the activities of the Village Administrator by oral or written report at Village Board meetings;
- (e) Take action in consultation with the Village President without prior Village Board approval when necessary for emergency circumstances.

(Code 1998, § 2-3-22(d)(2); Ord. No. 2014-05, § 3, 3-31-2014)

Editor's note(s)—See editor's note to § 2-549.

Sec. 2-552. Personnel responsibilities.

The Village Administrator's responsibilities with other Village personnel are as follows:

- ~~(a) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;~~
- ~~(b) Evaluate in conjunction with department heads the performance of all employees on an annual basis;~~
- (c) Evaluate in conjunction with the Village Board the performance of all department heads and the Deputy Village Administrator on an annual basis;
- (d) Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Board;
- (e) Develop and enforce high standards of performance by Village employees;
- (f) Ensure that Village employees have proper working conditions;
- (g) Work closely with ~~department heads~~ the Deputy Village Administrator to promptly resolve personnel problems or grievances;

~~(h) Be responsible for the administrative coordination and direction of all Village employees in conformity with the Village organizational and administrative procedure plan;~~

(i) Make recommendations to the Village Board regarding appointment, promotion or discipline of department heads and the Deputy Village Administrator when necessary for the good of the Village;

(j) ~~In consultation with the appropriate department head,~~ Be responsible for the appointment, promotion or discipline of employees below the department heads s level;

(k) In consultation with the Village Board's designated bargaining team, participate in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;

~~(l) In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.~~

(Code 1998, § 2-3-22(d)(3); Ord. No. 2014-05, § 3, 3-31-2014)

Editor's note(s)—See editor's note to § 2-549.

Sec. 2-553. Fiscal responsibilities.

The fiscal responsibilities of the Village Administrator are as follows:

(a) Be responsible for the preparation of the annual Village budget for approval by the Village Board, in accordance with guidelines provided by the Village Board and any Budget Committee that may be established from time to time, as well as in coordination with department heads and in accordance with state law;

(b) Administer the budget adopted by the Village Board;

(c) Report regularly to the Village Board on the Village's current fiscal position and future financial needs;

(d) Supervise the Village accounting system to ensure that the system employs methods in accordance with current professional accounting practices;

(e) Serve as the Village purchasing agent, supervising all purchasing and contracting for supplies and services, subject to any purchasing procedures established by the Village Board and any limitations established by Wisconsin Statutes.

(f) In coordination with Department Heads, prepares and recommends annually the 5-year Capital Improvement Program to the Village Board and administers its inclusion into the annual budget as approved.

(Code 1998, § 2-3-22(d)(4); Ord. No. 2014-05, § 3, 3-31-2014)

Editor's note(s)—See editor's note to § 2-549.

Sec. 2-554. Fulfilling other responsibilities.

If authorized by action of the Village Board, the Village Administrator shall fulfill the duties of one or more statutory public officials. In the event such combination of responsibilities occurs, the Village Board shall adopt an ordinance specifying the modifications of such statutory officials' appointment.

(Code 1998, § 2-3-22(e); Ord. No. 2003-02, § 4, 1-27-2002; Ord. No. 2014-05, § 3, 3-31-2014)

Editor's note(s)—See editor's note to § 2-549.

Sec. 2-555. Cooperation.

All officials and employees of the Village shall cooperate with and assist the Village Administrator so that the Village government shall function effectively and efficiently.

(Code 1998, § 2-3-22(f); Ord. No. 2014-05, § 3, 3-31-2014)

Editor's note(s)—See editor's note to § 2-549.

Secs. 2-556—2-575. Reserved.

VILLAGE OF MCFARLAND VILLAGE DEPUTY ADMINISTRATOR

Appointment.

The position of Village Deputy Administrator is hereby established. The Village Board shall appoint the Village Deputy Administrator on the basis of merit, with due regard to training, experience, administrative ability and general fitness for office, by a two-thirds vote.

Term of office.

The Village Deputy Administrator shall hold office at pleasure of the Village Board, subject to removal by majority vote of the Board pursuant to Wis. Stat. § 17.13(1).

Duties and functions.

The Village Deputy Administrator shall act under the authority and direction of the Village Administrator and assist the Village Administrator in the proper administration of the Village's operations and business affairs.

Village Deputy Administrator responsibilities.

The Village Deputy Administrator shall assist in the administration of the Village's business affairs. In case of absence, sickness or other disability of the Village Administrator, or during a vacancy in such office, the Village Deputy Administrator may perform the Village Administrator's duties unless the Village Board appoints a person to act as such Village Administrator.

Village Administrator shall be responsible for the administrative coordination and direction of all Village employees in conformity with the village organizational and administrative procedure plan. The Village Deputy Administrator shall be responsible for managing day-to-day personnel matters, the duties enumerated in this section, and any other tasks as delegated by the Village Administrator.

Responsibilities.

The following are the general responsibilities of the Village Deputy Administrator:

- (a) Under the direction of the Village Administrator, implement the directives of the Village Board and promptly report any difficulties encountered in implementation to the Village Administrator;
- (b) Assist the Village Administrator in the administration of day to day operations of Village government, including monitoring all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;
- (c) Assist with the preparation of an administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions;
- (d) Execute necessary administrative procedures established by Village Administrator to increase the effectiveness and efficacy of Village government that are not inconsistent with the Village administration plan or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
- (e) Assist the Village Administrator and Village Board in establishing and administering long-range Village-wide goals and objectives;

- (f) Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village and collaborate with Village Administrator to evaluate the effects and submit recommendations thereon to the Village Board;
- (g) Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, communicate such availability to the Village Administrator and assist department heads and the Village Board in securing such funds as directed by the Village Administrator;
- (h) Assist the Village Administrator in representing the Village as to matters of legislative and intergovernmental affairs as directed by the Village Board;
- (i) Support the Village Administrator in efforts to inform news media of the operations of the Village and to strictly comply with all open meeting law and public records law rules and regulations;
- (j) Aid and facilitate procedures established by Village Administrator to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer and that such matters are resolved as expeditiously as possible;
- (k) Promote the economic well-being and growth of the Village through public and private sector cooperation.

Village Board responsibilities.

The Village Deputy Administrator's responsibilities concerning the Village Board are as follows:

- (a) Attend meetings of the Village Board when the Village Administrator is unavailable and inform the Village Board about the activities of the Village Administrator, as well as any concerns of which the Village Board should be made aware;
- (b) Assist the Village Administrator in preparing agendas, minutes, and supporting materials for Village Board meetings, as well as the Village's other authorities, boards, commissions and committees.

Personnel responsibilities.

The Village Deputy Administrator's responsibilities with respect to other Village personnel are as follows:

- (a) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;
- (b) Oversee the employee Performance Evaluation process through coordination with departments heads as to their employees and with the Village Board and Administrator as to the department heads on an annual basis;
- (c) Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Administrator;
- (d) Develop and enforce high standards of performance by Village employees;
- (e) Ensure that Village employees have proper working conditions;
- (f) Work closely with department heads to promptly resolve personnel problems or grievances;
- (g) Assist the Administrator and Department Heads with hiring, appointments, promotions and discipline of department heads and employees, and hire, appoint, promote and discipline employees according to policy;
- (h) Assist the Village Board's designated bargaining team and the Village Administrator in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;

- (i) In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.

Fiscal responsibilities.

The fiscal responsibilities of the Village Deputy Administrator are as follows:

- (a) Assist the Village Administrator in preparing the annual Village Budget and administering the budget adopted by the Village Board;
- (b) Report the financial needs of Village departments and programs to the Village Administrator;
- (c) Manage day-to-day financial system including but not limited to accounts payable, accounts receivable, purchasing, bank monitoring, monthly reconciliations, investments, and other related functions; and
- (d) Manages and facilitates process to conduct annual financial audit.

Fulfilling other responsibilities.

The Village Deputy Administrator shall be eligible for appointment to the office of Clerk-Treasurer pursuant to §2-509.

**VILLAGE OF
McFarland**

SUMMARY SHEET

MEETING DATE: Tuesday, August 16, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the creation of a job description for the Deputy Administrator/Clerk position and revisions to the existing job description for the Administrator position.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Following the enactment of changes to Village Ordinance, review and approval is needed to create a new job description for the Deputy Administrator/Clerk position and revise the existing description for the Administrator position. Both job descriptions are presented in order to be consistent with Village Ordinance. Previously, the Administrator position description created essential job functions that were similar but not the same as what was established within code.

Going forward, both of these descriptions are presented to be consistent with Village Ordinance while being specific as needed for what the position is expected to do. The Clerk/Treasurer position is transitioning into the Deputy Administrator/Clerk role and that former job description is included in the packet for reference along with the current Administrator description. Track changes were not provided in these documents as the format change noted above created a lot of change that was difficult to navigate within a marked up document. All former tasks were accounted for within the new tasks that are also outlined within the code.

A bulk of the position responsibilities are synonymous with Village Ordinance covered in the previous agenda item. Additionally, here are things that were not:

- **Administrator Description** - All of the main essential functions for the position are outlined and now proposed to be consistent with Village Ordinance. The main change from before is the shifting of the personnel officer duties to the Deputy and addition of the Capital Improvement Plan under the fiscal section.
- **Deputy Administrator/Clerk Description** - In addition to what was previously presented in the code for the position, there are a few nuances to the position outlined within the essential functions for the job. This includes staffing the Board of Review and Ethics Board as well as Personnel Committee, addresses notices, oversees payroll, and coordinates the insurance portfolio for the Village. All of these things not outlined within the code are tasks previously assigned to the Clerk/Treasurer within the position



description that are proposed to be carried forward. The education requirement for the position is also adjusted upward from a minimum of an Associates Degree to a Bachelor's Degree.

FINANCIAL/BUDGET IMPACT:

Cost consideration for these changes was considered and factored into the 2021 Study that was completed through the new grades and ranges set for each position. This did anticipate the changes noted above as part of its recommendation. Furthermore, the 2022 Budget was adopted to account for the funds needed to fuel the study as will the 2023 Budget as is necessary.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to make a recommendation to the Village Board to approve the creation of a job description for the Deputy Administrator/Clerk position and revisions to the existing job description for the Administrator position.

ATTACHMENTS:

1. Administrator - 07.08.2022
2. Administrator 08092022 mgs FINAL DRAFT
3. Clerk - Treasurer - 07.08.2022
4. Deputy Administrator-Clerk 08102022 mgs

Job Title	Administrator
Department	N/A
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	14

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work

This position provides.....

This position is responsible for the overall administration of Village government, including coordinating and supervising the activities of all Village departments and the delivery of municipal services. In addition, the position serves as the chief administrative officer of the Village, advising the Village Board on policy issues, and carrying out the directives of and implementing the policy decisions of the Village Board.

Supervision

Received	Performs under the general direction and policies established by the Village Board, but exercises considerable initiative and independent judgement in determining organizational goals, priorities and work practices.
Exercised	Oversees the work of the heads of the following Village Departments: Administration; Communications & Technology; Community Development; Fire and EMS; Library; Senior Outreach Services; Police; and Public Works/Utilities.

Essential Job Functions

- Provides leadership and direction to the Village Board in establishing long-range Village-wide goals and objectives.
- Manages and supervises the activities of Village departments and the delivery of municipal services to achieve goals within available resources.
- In coordination with the Department Heads, prepares and recommends an annual budget to the Village Board and administers the adopted budget for all active Village funds.

- In coordination with the Department Heads, prepares and recommends annually the 5 year Capital Improvement Program to the Village Board and administers its inclusion into the annual budget as approved.
- Communicates official plans, policies, and procedures to staff and the general public.
- Supervises financial management, accounting, and reporting activities including the investment and borrowing of funds to assure sound fiscal control.
- Establishes standard policies and procedures and generally oversees the purchase and contracting of services and supplies by Village departments.
- Coordinates and conducts collective bargaining with employee unions.
- Serves as personnel officer, establishes and administers standardized personnel policies and procedures.
- Prepares employee job descriptions and administers employee compensation.
- Coordinates the recruitment, selection, evaluation, disciplining, and termination of employees and the hearing of grievances.
- Identifies issues, opportunities, and policy options for consideration by the Village Board.
- Serves as information officer and represents the Village in dealings with the media, other government agencies, and the general public.
- Coordinates information technology systems and procedures.
- Recommends the placement and level of insurance coverages for risk management purposes.
- Tracks and analyzes the impact of proposed and adopted changes in legislation.
- Recommends the selection of firms to provide professional services, including legal, auditing, property assessment, engineering, architectural, codification, and specialized consulting services.
- Establishes and maintains procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, suggestions and other matters receive prompt attention by the appropriate Village official(s).
- Performs other related duties as required.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

A B.A. degree in public or business administration or related field, with a M.A., M.P.A., or M.B.A. degree highly desirable; a minimum of ten (10) years of progressively responsible administrative experience in a local government setting providing familiarity with the full range of municipal services including utilities and TIF districts, prior supervisory experience; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Current principles and practices of municipal administration and ability to keep abreast of future developments in the field. • Applicable 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 municipal services can be evaluated. • Municipal finance, budgeting, GASB accounting, purchasing and financial management methods and procedures. • The finances and management of municipal utilities and TIF districts. • Personnel administration functions and techniques. • Data processing applications and basic computer skills.
Ability to	• Efficiently and effectively administer a municipal government. • Plan, organize, direct, and evaluate the work of departments and personnel delivering a wide range of municipal services. • Forecast the operational and capital needs of the various departments and formulate and administer an integrated budget for the village. • Establish and enforce standard administrative procedures for all departments. • Determine proper priorities, set work schedules and deadlines, and delegate work to accomplish objectives. • Maintain and manage records and to prepare required reports. • Identify policy issues, analyze policy options, and recommend policy alternatives to the Village Board. • Interpret and implement policy and procedural direction from the Village Board. • Establish and maintain effective working relationships with the Village Board, department heads, employees, other governmental agencies, and the general public. • Represent the Village in meetings, public presentations, and before the media. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	

Necessary Special Requirements

List any special licenses or certificates (i.e., CDL, Water Operator, CPA, P.E., etc.) and include Valid Driver's License if they are required to drive as part of their job.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Adjust these as needed based on the physical demands that employs filled out as part of their JAQ.**

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This 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 is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Job Title	Administrator
Department	N/A
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	14

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work

This position is responsible for the overall administration of Village government, including coordinating and supervising the activities of all Village departments and the delivery of municipal services. In addition, the position serves as the chief administrative officer of the Village, advising the Village Board on policy issues, and carrying out the directives of and implementing the policy decisions of the Village Board.

Supervision

Received	Performs under the general direction and policies established by the Village Board, but exercises considerable initiative and independent judgement in determining organizational goals, priorities and work practices.
Exercised	Oversees the work of the heads of the following Village Departments: Administration; Communications & Technology; Community Development; Fire & Rescue; Library; Senior Outreach Services; Police; and Public Works/Utilities.

Essential Job Functions

- The following are the general responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-550:
 - Implement directives of the Village Board, reporting promptly to the Village Board any difficulties encountered in implementation;
 - Be responsible for the administration of all day-to-day operations of Village government, including monitoring of all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;

- Prepare, direct, and coordinate the implementation of the administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions and submit the plan for the Village Board for adoption as the official organizational and administrative procedural plan for the Village;
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to the best current practices in local government administration, not inconsistent with Subsection (c) of this Section, or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
- Assist the Village Board in establishing long-range Village-wide goals and objectives;
- Serve as ex officio nonvoting member of all authorities, boards, commissions and committees of the Village, except as specifically directed otherwise by Wisconsin Statute or Village Board directive;
- Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village, and submit appropriate reports and recommendations thereon to the Village Board;
- Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, assisting department heads and the Village Board in seeking to obtain these funds under the overall direction of the Village Board;
- Represent the Village in matters involving legislative and intergovernmental affairs within the scope of the directions for such representation provided by the Village Board;
- Act as the Village's public information officer with the responsibility of assuring that the news media are informed about the operations of the Village and that all open meeting law and public records law rules and regulations are strictly followed;
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer, and to assure that all such matters are resolved as expeditiously as possible; and
- Promote the economic well-being and growth of the Village through public and private sector cooperation.
- The following are the Village Board responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-551:
 - Attend all meetings of the Village Board except as specifically excused by the Village President, assisting the Village Board as required in the performance of its duties;
 - In coordination with the Village President and Village Board, ensure that appropriate agendas are prepared for all Village Board meetings, as well as the Village's other authorities, boards, commissions and committees, together with such supporting material as may be required; with nothing herein being construed to give the Administrator authority to limit or in any way prevent matters from being considered by the Village Board or the Village's other authorities, boards, committees and commissions;
 - In consultation with the Village Attorney, assist in the preparation of ordinances and resolutions as requested by individual Village Trustees or the Village Board, or as needed to bring Village ordinances or resolutions into compliance with federal or state law;
 - Inform the Village Board regularly about the activities of the Village Administrator by oral or written report at Village Board meetings; and

- Take action in consultation with the Village President without prior Village Board approval when necessary for emergency circumstances.
- The following are the personnel responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-552:
 - Evaluate in conjunction with the Village Board the performance of all department heads and the Deputy Village Administrator on an annual basis;
 - Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Board;
 - Develop and enforce high standards of performance by Village employees;
 - Ensure that Village employees have proper working conditions;
 - Work closely with the Deputy Village Administrator to promptly resolve personnel problems or grievances;
 - Make recommendations to the Village Board regarding appointment, promotion or discipline of department heads and the Deputy Village Administrator when necessary for the good of the Village;
 - Be responsible for the appointment, promotion or discipline of employees below the department heads;
 - In consultation with the Village Board's designated bargaining team, participate in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;
- The following are the fiscal responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-553:
 - Be responsible for the preparation of the annual Village budget for approval by the Village Board, in accordance with guidelines provided by the Village Board and any Budget Committee that may be established from time to time, as well as in coordination with department heads and in accordance with state law;
 - Administer the budget adopted by the Village Board;
 - Report regularly to the Village Board on the Village's current fiscal position and future financial needs;
 - Supervise the Village accounting system to ensure that the system employs methods in accordance with current professional accounting practices;
 - Serve as the Village purchasing agent, supervising all purchasing and contracting for supplies and services, subject to any purchasing procedures established by the Village Board and any limitations established by Wisconsin Statutes;
 - In coordination with Department Heads, prepare and recommend annually the 5-year Capital Improvement Program to the Village Board and administer its inclusion into the annual budget as approved.
- Provide effective and efficient customer service and promote and maintain responsive community relations.
- Follow safe work practices.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

A B.A. degree in public or business administration or related field, with a M.A., M.P.A., or M.B.A. degree highly desirable; a minimum of ten (10) years of progressively responsible administrative experience in a local government setting providing familiarity with the full range of municipal services including utilities and TIF districts, prior supervisory experience; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Current principles and practices of municipal administration and ability to keep abreast of future developments in the field. • Applicable 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 municipal services can be evaluated. • Municipal finance, budgeting, GASB accounting, purchasing and financial management methods and procedures. • The finances and management of municipal utilities and TIF districts. • Personnel administration functions and techniques. • Data processing applications and basic computer skills.
Ability to	• Efficiently and effectively administer a municipal government. • Plan, organize, direct, and evaluate the work of departments and personnel delivering a wide range of municipal services. • Forecast the operational and capital needs of the various departments and formulate and administer an integrated budget for the village. • Establish and enforce standard administrative procedures for all departments. • Determine proper priorities, set work schedules and deadlines, and delegate work to accomplish objectives. • Maintain and manage records and to prepare required reports. • Identify policy issues, analyze policy options, and recommend policy alternatives to the Village Board. • Interpret and implement policy and procedural direction from the Village Board. • Establish and maintain effective working relationships with the Village Board, department heads, employees, other governmental agencies, and the public. • Represent the Village in meetings, public presentations, and before the media. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	• Oral and written communications. • Strategic thinking and problem solving. • Public relations.

Necessary Special Requirements

Possess or be able to obtain a Wisconsin Driver's license or equivalent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.
- Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This 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 is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

Job Title	Clerk/Treasurer
Department	Administration
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	12

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work

This position provides.....

The very responsible technical work of this single position class involves performing various functions of the offices of municipal clerk and treasurer, as defined by State Statute and Municipal Code, and management of Administration Department. The work involves issuing licenses and permits, overseeing the collection of taxes and fees, conducting elections, serving as Clerk of the Board of Review and Ethics Board, attending Village Board meetings, and taking and preparing minutes, overseeing the preparing of biweekly payrolls and related reports, administering employee benefit plans, developing, and maintaining policies and procedures, and representing management for collective bargaining. This position also supervises support staff within the Administration Department.

Supervision

Received	Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the requirements of State Statutes, Village Ordinances, and standards of Municipal Governments.
Exercised	Oversees the work of the Deputy Clerk, Deputy Treasurer/Accountant and Confidential Assistant. Provides policy direction to Department Heads and supervisory staff accordingly.

Essential Job Functions

- Hires, supervises, and directs the work of other administrative support personnel, including coaching and conducting performance evaluations.

- Prepares and distributes agendas for Village Board and committee meetings; attends Village Board meetings and takes and prepares minutes.
- Serves as Clerk for the Board of Review and Ethics Board. Provides Staff Support on Personnel Committee.
- Prepares legal and public hearing notices for publication and/or mailing.
- Responsible for the posting of tax assessment rolls, the issuance of alcohol beverage and pet licenses and various permits, and the process of collecting real estate and personal property taxes, fees, and special assessments.
- Performs the work of the Treasurer as defined in the Municipal Code and State Statutes including but not limited to responsibilities for taxation.
- Responsible for pre and post elections administration, schedules, and trains election inspectors, oversees election-day activities and the tabulation and reporting of election results, and coordinates and serves on the Municipal Board of Canvassers.
- Ensures compliance with open meetings and public records laws.
- Manages the financial processing of accounts payable, accounts receivable, special assessment transactions, and utility billing.
- Performs monthly bank statements.
- Manages the preparation of biweekly payrolls for all Village employees and related reports to outside agencies, including the Department of Employee Trust Funds and the Internal Revenue Service.
- Manages employee benefit plans, orients, and enrolls new employees in benefit programs.
- Coordinates the Employee Appreciation Program.
- Establishes and maintains a system of personnel records.
- Prepares and handles confidential labor relations materials, including collective bargaining and disciplinary matters. Participates in the determination of collective bargaining strategies and represents management in collective bargaining negotiations.
- Establishes and implements office and administrative policies and procedures.
- Coordinates risk management operational functions and processes insurance claims as appropriate.
- Performs other related duties as required.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

An Associate's degree in office management or related field, Certified Municipal Clerk, Wisconsin Municipal Clerk designation or completion of Wisconsin Municipal Clerk Institute and Wisconsin Municipal Treasurer's Completion Course; a minimum of six years of office management; payroll/personnel, preferably in a municipal government setting; previous supervisory training and/or experience; working knowledge of

commonly used software and web site applications; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• 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 and performance evaluation techniques. • Wisconsin tax collecting process and procedure, assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations. • Current office methods, practices, and procedures. • Commonly used data processing applications and the design and function of web sites. • Records management practices. • Labor relations procedures.
Ability to	• Perform the statutory duties of the clerk and treasurer offices. • Supervise the work of administrative support personnel and evaluate their performance. • Maintain accurate payroll, personnel and fringe benefit records. • Prepare accurate and timely financial reports. • Determine proper priorities, delegate work and meet established deadlines. • Take and prepare accurate and detailed minutes of meetings. • Establish and maintain effective working relationships with the Village Board, Administrator, department heads, fellow employees, other governmental agencies, and the general public. • Maintain confidentiality of payroll, personnel, and labor relations information. • Serve as a notary public. • Assign and supervise the work of others; motivate employees to work toward common goals
Skill in	

Necessary Special Requirements

List any special licenses or certificates (i.e., CDL, Water Operator, CPA, P.E., etc.) and include Valid Driver's License if they are required to drive as part of their job.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Adjust these as needed based on the physical demands that employs filled out as part of their JAQ.**

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Work Environment and Working Conditions

- Works in normal office setting with moderate noise levels. Regular hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This 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.

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Job Title	Deputy Administrator/Clerk
Department	Administration
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	12

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Scope of Work

This position serves as the Department Head for the Administration Department and provides high level oversight of the Village's day-to-day operations under the direction of the Administrator. The very responsible technical work of this position involves performing various functions of the offices of municipal clerk and treasurer, as defined by State Statute and Municipal Code, and serving as the Personnel Officer for the organization. The work involves issuing licenses and permits; overseeing the collection of taxes and fees; conducting elections; serving as Clerk of the Board of Review and Ethics Board; attending Village Board meetings and taking and preparing minutes; overseeing the preparing of biweekly payrolls and related reports; overseeing various personnel responsibilities including but not limited to administering employee benefit plans; developing and maintaining policies and procedures. This position also supervises support staff within the Administration Department.

Supervision

Received	Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the requirements of State Statutes, Village Ordinances, and standards of Municipal Governments.
Exercised	Oversees the work of the Deputy Clerk, Deputy Treasurer/Accountant, HR Generalist, and Administrative Assistant. Provides policy direction to Department Heads and supervisory staff accordingly. In the absence of the Village Administrator oversees the work of the Administration; Communications & Technology; Community Development; Fire & Rescue; Library; Senior Outreach Services; Police; and Public Works/Utilities Departments.

Essential Job Functions

- The following are the general responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Under the direction of the Village Administrator, implement the directives of the Village Board and promptly report any difficulties encountered in implementation to the Village Administrator;
 - Assist the Village Administrator in the administration of day to day operations of Village government, including monitoring all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;
 - Assist with the preparation of an administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions;
 - Execute necessary administrative procedures established by Village Administrator to increase the effectiveness and efficacy of Village government that are not inconsistent with the Village administration plan or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
 - Assist the Village Administrator and Village Board in establishing and administering long-range Village-wide goals and objectives;
 - Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village and collaborate with Village Administrator to evaluate the effects and submit recommendations thereon to the Village Board;
 - Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, communicate such availability to the Village Administrator and assist department heads and the Village Board in securing such funds as directed by the Village Administrator;
 - Assist the Village Administrator in representing the Village as to matters of legislative and intergovernmental affairs as directed by the Village Board;
 - Support the Village Administrator in efforts to inform news media of the operations of the Village and to strictly comply with all open meeting law and public records law rules and regulations;
 - Aid and facilitate procedures established by Village Administrator to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer and that such matters are resolved as expeditiously as possible; and
 - Promote the economic well-being and growth of the Village through public and private sector cooperation.
- The following are the Village Board responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Attend meetings of the Village Board when the Village Administrator is unavailable and inform the Village Board about the activities of the Village Administrator, as well as any concerns of which the Village Board should be made aware; and
 - Assist the Village Administrator in preparing agendas, minutes, and supporting materials for Village Board meetings, as well as the Village's other authorities, boards, commissions and committees.

- The following are the personnel responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;
 - Oversee the employee Performance Evaluation process through coordination with departments heads as to their employees and with the Village Board and Administrator as to the department heads on an annual basis;
 - Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Administrator;
 - Develop and enforce high standards of performance by Village employees;
 - Ensure that Village employees have proper working conditions;
 - Work closely with department heads to promptly resolve personnel problems or grievances;
 - Assist the Administrator and Department Heads with hiring, appointments, promotions and discipline of department heads and employees, and hire, appoint, promote and discipline employees according to policy;
 - Assist the Village Board's designated bargaining team and the Village Administrator in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements; and
 - In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.
- The following are the fiscal responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Assist the Village Administrator in preparing the annual Village Budget and administering the budget adopted by the Village Board;
 - Report the financial needs of Village departments and programs to the Village Administrator;
 - Manage day-to-day financial system including but not limited to accounts payable, accounts receivable, purchasing, financial institution monitoring, reconciliations, investments, and other related functions; and
 - Manage and facilitate process to conduct annual financial audit.
- Perform duties as set forth in Chapter 61.25 of the Wisconsin Statutes and the Village Code of Ordinances as they pertain to Clerk.
- Perform duties as set forth in Chapter 61.26 of the Wisconsin Statutes and the Village Code of Ordinances as they pertain to Treasurer.
- Serve as Clerk for the Board of Review and Ethics Board. Provide staff support on Personnel Committee.
- Prepare legal and public hearing notices for publication, archiving, recording, and/or distribution as is required of the position within State Statutes and Village Code of Ordinances.
- Oversee the preparation of biweekly payrolls for all Village employees and related reports to outside agencies, including the Department of Employee Trust Funds and the Internal Revenue Service.
- Coordinate risk management operational functions and process insurance claims as appropriate.
- Provide effective/efficient customer service, promote and maintain responsive community relations.
- Follow safe work practices.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

A Bachelor's degree in business administration, finance, public administration, office management or related field, a minimum of four years of office management; payroll/personnel, finance, preferably in a municipal government setting; previous supervisory training and/or experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• 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 and performance evaluation techniques. • Wisconsin tax collecting process and procedure, assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations. • Current office methods, practices, and procedures. • Commonly used data processing applications and the design and function of web sites. • Records management practices. • Labor relations procedures.
Ability to	• Perform the statutory duties of the clerk and treasurer offices. • Supervise the work of administrative support personnel and evaluate their performance. • Maintain accurate payroll, personnel and fringe benefit records. • Prepare accurate and timely financial reports. • Determine proper priorities, delegate work and meet established deadlines. • Take and prepare accurate and detailed minutes of meetings. • Establish and maintain effective working relationships with the Village Board, Administrator, department heads, fellow employees, other governmental agencies, and the general public. • Maintain confidentiality of payroll, personnel, and labor relations information. • Serve as a notary public. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	• Oral and written communications. • Strategic thinking and problem solving. • Public relations.

Necessary Special Requirements

Must possess or be able to obtain a Wisconsin Driver's license (or equivalent); must be a Certified Municipal Clerk, or have completed the Wisconsin Municipal Clerk Institute and Wisconsin Municipal Treasurer's Completion Course or be able to obtain certification/completion of Institute courses.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.
- Works in normal office setting with moderate noise levels. Regular hours beyond the normal work week required; attendance at evening meetings required.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This 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 is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 16, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on creation of a Village wide Organizational Chart.

PREVIOUS ACTION:

Creation of the Deputy Administrator/Clerk position in Personnel Business items b and c.

ISSUE SUMMARY:

With the changes proposed in items b and c, and creation of the Deputy Village Administrator/Clerk position, staff recommends creation of a Village wide organizational chart. A Village wide organizational chart help provide the overall structure of the Village with its Board, Committees, and Commission as well as applicable delegation of responsibility and oversight by each respective department.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

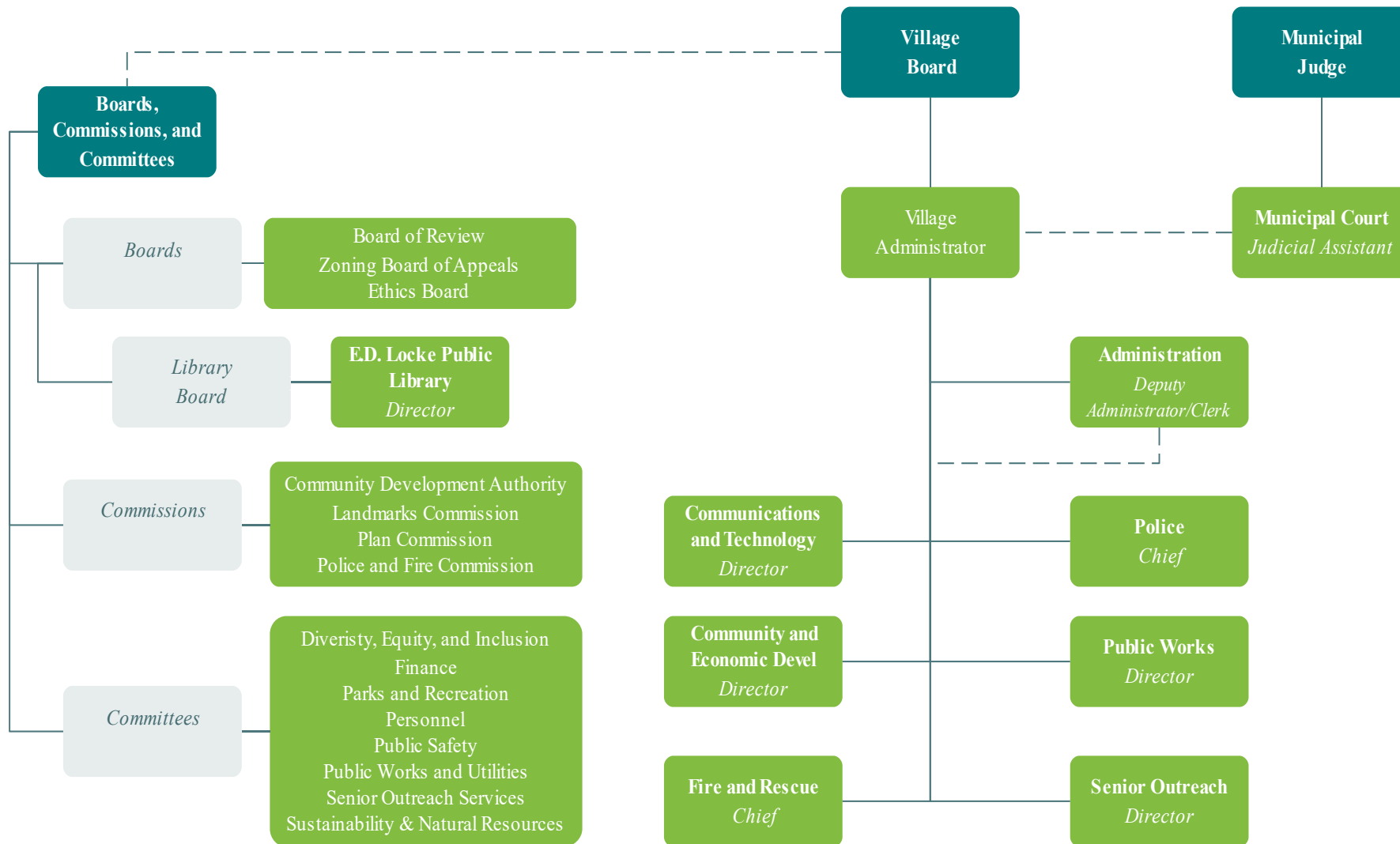
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion to recommend to the Village Board approval of the creation of a Village wide Organizational Chart.

ATTACHMENTS:

1. Village Organizational Chart 08102022 DRAFT



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 16, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on updates to the Administration Department Organizational Chart.

PREVIOUS ACTION:

Creation of Deputy Administration Position in business items b. and c.

ISSUE SUMMARY:

With the title change from Clerk/Treasurer to Deputy Administrator/Clerk, it is also necessary to update the organizational chart for the Administration Department to also show the updated title.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Personnel Policy Manual - Chapter 3 - Section 3.02 (1) the Village Board will be responsibility for approval the Departmental Tables of Organization as set forth in the adopted version of the annual Village Budget.

ORDINANCE REFERENCE:

N/A

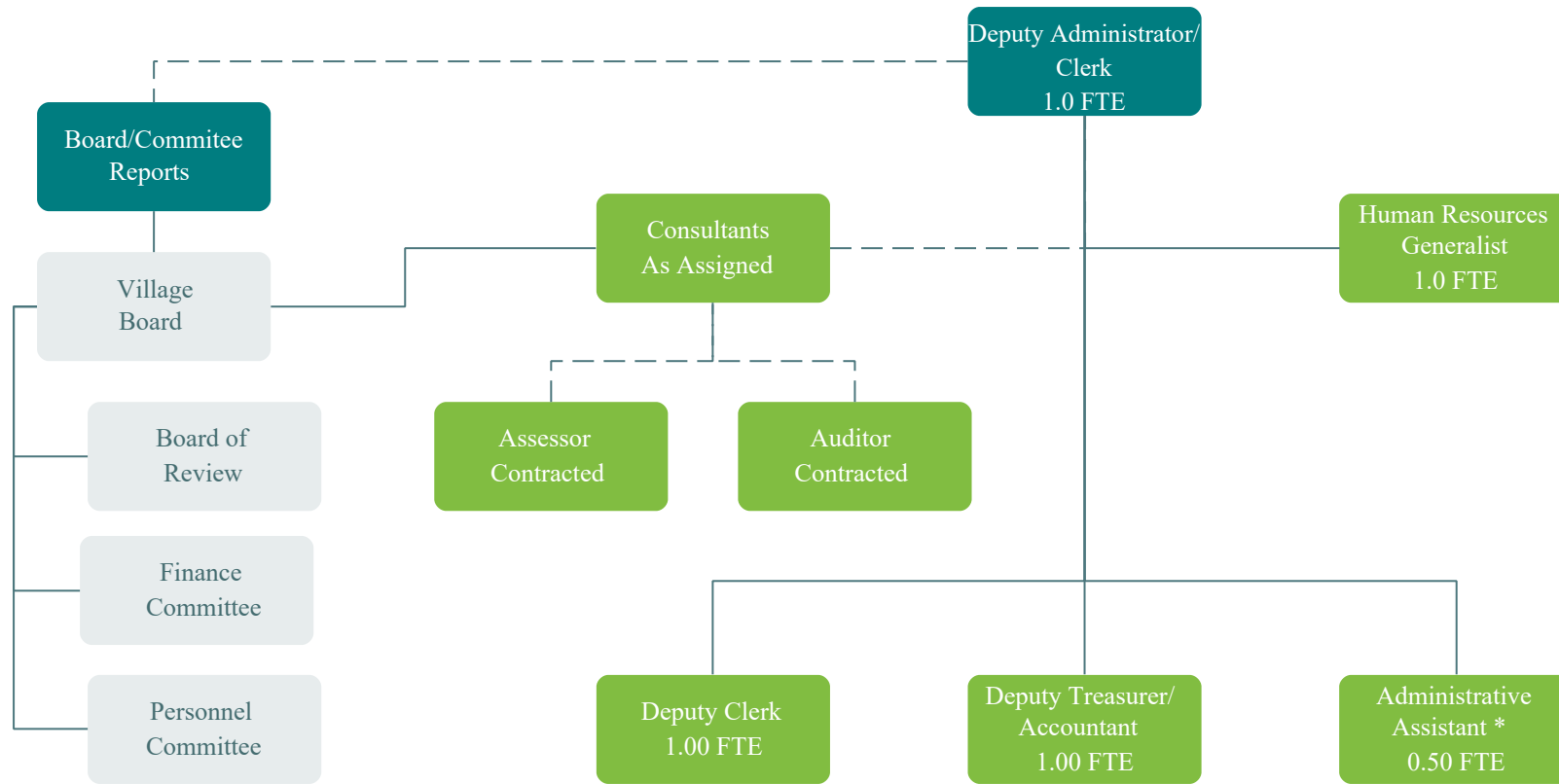
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion to recommend approval of updates to the Administration Department Organizational Chart.

ATTACHMENTS:

1. Administration Organizational Chart 08232022



* Position is full-time and splits utilization with Fire and Rescue Department.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, August 16, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation to the Village Board regarding
amendment to Chapter 3 of the Personnel Policy Manual regarding
Organization and Administration.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

With the creation of the Deputy Village Administrator Position within the Village Code of Ordinances, it is also necessary to revise Chapter 3 of the current Personnel Policy to follow through and codify the delineation of responsibilities within the Personnel Policy Manual. Attached are proposed revisions to Chapter 3 that also confirm the delineation of personnel related duties within the Personnel Policy manual.

In addition to the changes regarding creation of the Deputy Administrator Position, staff is also recommending review and change of the authority provided to approve the filling of vacancies as they arise. The current requirement to obtain Village Board approval before filling a vacancy creates a delay in the process to fill vacant positions. The Village Board currently approves the budget annually. Within that budget, funding is approved to fund staffing levels for the year. The current requirement that the Village Board approve the filling of a vacancy creates a delay for departments, which has implications for both morale and budgetary considerations, as staff often have to pick up the additional workload through overtime and additional hours. If positions were to be cut, laid off, or hours reduced, that decision would most certainly happen during budget proceedings and be approved by the Village Board. It is unlikely the Village Board would ever approve the filling of a vacancy with the staffing levels the Village currently has. Larger organizations such as the state and/or County utilize an approval process of this nature to implement hiring freezes or other practices to cut costs when needed. It is not practical at the Village level.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Personnel Policy Manual



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.

Motion to recommend approval to the Village Board regarding amendment to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration.

ATTACHMENTS:

1. PPM Chapter 3 - 07.08.2022

CHAPTER 3 - ORGANIZATION AND ADMINISTRATION

3.01 Purpose

This chapter sets forth the delineation of authority and responsibilities in the administration of the Village personnel system.

3.02 Delineation of Authority and Responsibilities

(1) Village Board

The Village Board will be responsible for:

- (a) Approving the Departmental Tables of Organization as set forth in the adopted version of the annual Village Budget.
- (b) Authorizing the creation of any and all new classified positions.
- (c) Approving the compensation policies and pay plans for all Village employees.
- (d) Hiring and removing Department Heads consistent with applicable provisions of the Municipal Code. (Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and the Fire Chief and Fire Department employees. The Library Board is responsible for the hiring and firing of the Library Director.)
- (e) Conducting fourth step grievance hearings.
- (f) Approving Village personnel policies.
- (g) Delegating such duties and responsibilities as necessary to the Village Administrator.

~~(h) Approving the filling of vacancies.~~

(2) Village Administrator

The Village Administrator will be responsible for:

- (a) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (b) ~~Serving as personnel officer, administering the personnel policies adopted by the Village Board, establishing procedures consistent with such policies, and recommending changes to these policies as necessary. As personnel officer, the~~

~~Village Administrator may modify specific benefits offered to an external experienced applicant for employment consistent with the provisions of these policies.~~

- (c) Reviewing and approving appointments and removal of non-Department Head personnel from Village positions.
- (d) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (e) Coordinating collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.

~~(f) Maintaining complete employment and performance records of all Village employees.~~

~~(g) Establishing and maintaining a roster of all employees in the Village service which will include the class title, pay status, and other pertinent data.~~

(h) Making reports and recommendations to the Village Board as required.

(i) ~~Maintaining and recommending modifications~~Overseeing the to the classification plan.

~~(j) Administering the recruitment and selection program.~~

~~(k) Monitoring temporary and emergency appointments and overtime assignments.~~

~~(l) Coordinating training programs to provide employees with adequate opportunities to maintain and improve their job related knowledge and skills.~~

~~(n) Establishing standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.~~

(o) Conducting second step grievance hearings.

~~(p) Preparing and implementing such forms, reports, and procedures necessary to carry out the Village personnel program.~~

~~(q) Disseminating information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.~~

~~(r) Investigating unemployment compensation claims and participating in unemployment compensation hearings.~~

- (s) Overseeing safety programs that serve the general needs of all Village departments to ensure proper working conditions.
- (t) Delegating appropriate authority to Department Heads and administrative personnel.
- (u) Conduct probationary and annual performance evaluations of Department Heads.
- (v) Approve the filling of vacancies for approved and budgeted positions.

(3) Deputy Administrator

The Deputy Administrator shall be responsible for:

- (a) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;
- (b) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (c) Reviewing and approving appointments and removal of non-Department Head personnel from Village positions.
- (d) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (e) Assists in collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.
- (f) Maintains complete employment and performance records of all Village employees.
- (g) Maintaining and recommending modifications to Village's Classification plan.
- (h) Establishing and maintaining a roster of all employees in the Village service which will include the class title, pay status, and other pertinent data.
- (i) Making reports and recommendations to the Village Board as required or directed.
- (j) Administering the recruitment and selection program.
- (k) Monitoring temporary and emergency appointments and overtime assignments.
- (l) Coordinating training programs to provide employees with adequate opportunities to maintain and improve their job related knowledge and skills.
- (m) Establishing standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.
- (n) Preparing and implementing such forms, reports, and procedures necessary to carry out the Village personnel program.
- (o) Disseminating information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (p) Investigating unemployment compensation claims and participating in unemployment compensation hearings.
- (q) Overseeing safety programs that serve the general needs of all Village departments.

- (r) Assists in conducting probationary and annual performance evaluations of Department Heads.
- (s) Overseeing the employee engagement and employee benefit workgroups.
- (a) Serve as Affirmative Action Officer for the Village and regularly review and administer the program.

(3) Department Heads

Department Heads will be responsible for:

- (a) Enforcing the personnel policies, rules and regulations in their respective departments.
- (b) Keeping employees informed of current personnel policies.
- (c) Conducting performance evaluations of employees.
- (d) Conducting first step informal resolutions.
- (e) Notifying the Village Administrator and Deputy Administrator of any proposed changes in personnel and, as appropriate, participating in the screening and selection process.
- (f) Developing appropriate employee orientation programs.
- (g) Assessing employee training needs and developing, conducting, or arranging for in-service training programs to ensure department employees improve their job related knowledge and skills.
- (h) Administering discipline and delegating such authority to supervisory personnel as appropriate.
- (i) Recommending the appointment or removal of employees subject to the approval of the Village Administrator. ▸
- (j) Delegating appropriate authority to subordinate supervisory personnel.

(4) Supervisory Personnel

To the extent that Department Heads delegate authority to them, supervisors will be responsible for:

- (a) Implementing the personnel policies, rules and regulations in their unit.
- (b) Participating in the selection of new employees.

- (c) Participating in performance reviews of employees.
- (d) Administering discipline to employees.
- (e) Make work assignments for section employees and monitor work status and completion.
- (f) Conducting performance evaluations of employees.