

Thursday, January 4, 2024

12:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Conference Room A

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/82887970637>

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

Webinar ID: 828 8797 0637

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 for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the November 27, 2023 meeting.

4. BUSINESS.

- a. Discussion and recommendation on creation of a Finance Manager/Treasurer and update of the organization chart for the Administration Department.

5. SCHEDULE NEXT MEETING DATE.

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

Monday, November 27, 2023 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Luke Fessler called the regular meeting of the Personnel Committee to order at 11:30 AM in Conference Room A of the McFarland Municipal Center.

Members present: Luke Fessler, Ed Wreh, TJ Jerke

Members not present:

Staff Present: Matt Schuenke, Cassandra Suettinger, Andrea Anderson, Lee Igl

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. 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.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public present.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the November 6, 2023 meeting.*
Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to approve the minutes of the November 6, 2023 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on reclassification of the Assistant to the Public Works Director position within the Public Works department.*
Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of reclassification of the Assistant to the Public Works Director position within the Public Works department, with the change to the position title "Public Works & Utilities Financial Specialist" as recommended by the Personnel Committee. Motion carries 2 - 0 - 0 by acclamation, Village Trustee Ed Wreh was absent for this vote.
- b. *Discussion and recommendation on updating the organizational chart of the Public*

Works Department

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of updating the organizational chart of the Public Works Department, including the change in title for the Assistant to the Public Works Director to Public Works & Utilities Financial Specialist, as recommended by the Personnel Committee. Motion carries 2 - 0 - 0 by acclamation, Village Trustee Ed Wreh was absent for this vote.

c. Discussion and recommendation on the job description and classification to create the Communication Manager within the Village.

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to recommend approval of the job description and classification to create the Communication Manager within the Village, with the addition of the bullet point in the Essential Job Functions section of the job description regarding serving as a liaison to the school district for communication initiatives. Motion carries 3 - 0 - 0 by acclamation.

d. Discussion and recommendation on reclassification of the Media Producer position.

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of reclassification of the Media Producer position. Motion carries 3 - 0 - 0 by acclamation.

e. Discussion and recommendation on updates to the Organizational Chart for the Village and Administration Department.

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to recommend approval of the updates to the Organizational Chart for the Village and Administration Department. Motion carries 2 - 0 - 0 by acclamation, Village Trustee Ed Wreh was not present for the vote.

5. SCHEDULE NEXT MEETING DATE.

a. December 18, 2023 - 11:30 a.m. (If needed)

6. ADJOURNMENT.

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to adjourn at 12:49 p.m.

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

Respectfully submitted,
Andrea Anderson
Human Resources Generalist


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 4, 2024

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and recommendation on creation of a Finance Manager/Treasurer and update of the organization chart for the Administration Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has a vacancy for the Deputy Treasurer/Accountant position. In looking to fill the role and position, staff recommend expediting the future staffing plan to make the transition.

The concept of formation of divisions within the Administration Department has been discussed recently with the creation of the Communication Manager position. The future staffing plan has the Administration Department forming divisions in 2026. Within this there would be a Clerk Division, Finance Division, Human Resource Division and Communication Division. With the change on the immediate horizon, staff recommend creating the Finance Manager/ Treasurer position now and recruiting for the advanced skill set. With cost savings from the recent restructuring of communications, the Village has the financial capacity to make this transition now.

The proposed new position would provide a higher level of support than the previous position. The Financial Manager/Treasurer would have increased responsibility for taking over the Treasurer's duties, assisting in creation of the budget, forecasting of operating and capital expenditures, taking the lead on the Village's audit, taking the lead on the Village's borrowing, and among other increased duties, providing additional guidance and support to departments and the Village. Attached is the updated position description as well as the proposed scoring. The previous Deputy Treasurer/Accountant position was located in grade 8. The new Financial Manager/Treasurer position would be contained within Grade 10.

FINANCIAL/BUDGET IMPACT:

Funding for the position is contained within the 2024 budget.

VILLAGE PLAN REFERENCE:

Future Staffing Plan

ORDINANCE REFERENCE:

N/A



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and action.

Motion to recommend creation of a Finance Manager/Treasurer position within the Administration Department.

ATTACHMENTS:

1. Finance Manager-Treasurer - 12.28.23
2. Scoring Worksheet - Finance Manager-Treasurer 12-27-23
3. Administration Organizational Chart Draft 1.4.23

JOB OVERVIEW	
Job Title	Finance Manager/Treasurer
Department	Administration
Grade	10
Employment Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited Term Employment (LTE)
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

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	
<p>This position plays a crucial role in the financial management of the Village. They work closely with the Administrator and Deputy Administrator to develop and implement financial strategies and assist in oversight of financial operations. The position also collaborates with other departments to provide guidance in monitoring budgets and ensuring compliance with financial policies and procedures. Major responsibilities include assisting in budget development as well as continued monitoring of the annual budget, assisting in forecasting operational and capital expenses, maintenance and reconciliation of all financial accounts and records; coordination of accounts payable and receivable functions; coordination of payroll; assists with the development and implementation of financial policies and procedures; conducting year-end closeout activities leading the independent audit firm on the annual financial audit and conducting year-end close out activities; and fulfilling the statutory responsibilities of the Treasurer.</p>	
SUPERVISION	
Received	Performs under the direction and supervision of the Deputy Administrator/Clerk, subject to the directives of the Village Board and the requirements of state statutes, Village ordinances, and generally accepted accounting principles and standards for municipal governments.
Exercised	None.

ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> ○ Maintains the accounting system for all Village funds. Reviews, analyzes and balances all accounts on a monthly basis. ○ Prepares journal entries as appropriate. Prepares monthly internal financial statements and variance reports on a cash basis. ○ Leads and oversees assisting independent auditors with the annual audit by preparing various work papers and schedules and updating of fixed asset records in accordance with generally accepted accounting principles(GAAP). 	

- Perform duties as set forth in Chapter 61.26 of the Wisconsin Statutes and the Village Code of Ordinances as they pertain to Treasurer including preparation and submittal of all related forms, coordination of tax settlement, supervision of collection of taxes process.
- Assists in oversight of the day-to-day financial operations, including accounts payable, accounts receivable, payroll and general ledgers.
- Assists in the preparation of the Village budget including review of revenues and expenditures as well as formatting the budget for review.
- Provides regular reporting to the Village Board, Department heads, and as requested, regarding the Village's current fiscal position and forecasting of operational impacts.
- Assists with preparing the Capital budget and five-year Capital Plan including forecasting debt service implications to fund planned projects.
- Assists with the development, writing, coordination, implementation, and evaluation of financial and budgetary policies and procedures; insures that, where applicable, policies and procedures are implemented and operate as intended.
- Coordinates and manages financial accounting software, implementation, updates, and training.
- Facilitates annual borrowing process with Financial Advisor as authorized by the Village Board.
- Maintains payment schedules for all Village debt and ensures that debt payments are made timely and accurately.
- Assists with utility functions, including serving as the backup for utility posting/processing, Management of the Payment Services Network, performs utility billing adjustments as reported by the Assistant to the Public Works Director.
- Coordinates with payroll regarding benefit deductions.
- Monitors daily cash management procedures and offers maintenance recommendations to all departments.
- Attends meetings as needed, some of which may be in the evening.
- Assists, when necessary, with various financial-related projects or assignments
- Works as part of the team that performs routine clerical and administrative work in answering telephones, receiving the public, providing customer assistance, and data processing.
- 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

- Bachelor's degree in accounting, financial management, public administration or related field, or equivalent work experience.
- 4 to 6 years' experience in finance and accounting roles with increasing levels of responsibility and leadership.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of	<ul style="list-style-type: none"> • Strong financial acumen and understanding of financial principles, regulations, and best practices. • Generally accepted accounting principles. • Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations. • Data entry, spreadsheet, financial software, and word processing software, techniques, and procedures. • Proper grammar, spelling, and punctuation. • The use of standard office equipment, including computers and relevant software programs. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	<ul style="list-style-type: none"> • Carry out tasks with a minimum of direction and supervision. • Be proactive and have a results-oriented mindset. • Work independently and meet deadlines. • Create and maintain documents requiring an exceptional level of detail and accuracy. • Communicate effectively in person, writing, and electronically with staff and the public. • Understand and carry out oral and written directions. • Maintain confidentiality of sensitive records and materials. • Employ tact, courtesy, and good judgment in dealing with staff and the public. • Establish and maintain effective working relationships with supervisors and co-workers. • Follow and provide leadership and guidance on Village policies, procedures, and ordinances. • Multi-task and prioritize work. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Strategic thinking and decision making. • Problem solving and troubleshooting. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

- Must possess or be able to obtain a valid Wisconsin driver's license.

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 30 pounds.

Work Environment and Working Conditions

Works in a normal office setting with moderate noise levels. Occasional hours beyond the normal work week required; attendance at evening meetings required. Must be able to lift and move items up to 30 pounds.

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 (ADA), 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 an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____

Date _____

Print Name _____

Factor 1: Education		Factor 2: Work Experience		Factor 3: Level of Discretion				
1	20	1	25		Minor	Moderate	Serious	Critical
2	40	2	50	Little	10	20	35	55
3	50	3	75	Some	15	25	45	70
4	60	4	100	Often	25	45	55	80
5	80	5	125	High	45	55	75	100
6	90			Very High	50	60	90	115
7	100							
License/ Certificate	+10							

Factor 4: Policy Development	
1	15
2	30
3	40
4	60
5	75
6	85
7*	100

Factor 5: Planning	
1	35
2	50
3	65
4	80
5	95
6*	110

Factor 6: Contact with Others	
1	15
2	30
3	45
4	60
5	75
6	85
7	100

Factor 7: Work of Others	
No Supv	0
1	10
2	25
3	40
4	65
5	80
6	85
7	95
8	105*

Factor 8: Working Conditions		
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements, such as, dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

Factor 9: Technology	
1	0
2	10
3	30
4	50
5A	65
5B	65
6	75
7	85

TOTAL - 575

* These responses reserved for the highest-level of organization-wide authority, i.e. the Administrator/Manager



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

This factor measures the minimum level of education required by the job that is normally acquired through formal instruction.

Level	Definition	Point Value
1	Level of knowledge that is below what is normally attained through high school graduation.	20
2	High school degree or equivalent (GED).	40
3	High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.	50
4	Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.	60
5	Completion of four-year college degree program.	80
6	Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.	90
7	Completion of graduate coursework equal to a Master's Degree or higher.	100
Add on to any level as needed	License or certificate required to perform job duties	10

JOB EVALUATION INSTRUMENT
FACTOR 2: WORK EXPERIENCE

This factor measures the amount of work experience an employee would need to possess before assuming full responsibility for the position and performing the work effectively.

Level	Definition	Point Value
1	Less than one year experience is required.	25
2	Between one year and three years experience is required.	50
3	Between four to six years experience is required.	75
4	Between seven to ten years experience is required.	100
5	More than ten years experience is required.	125

JOB EVALUATION INSTRUMENT
FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

This factor measures the level of discretion or judgment the individual exercises in making decisions and the potential impact of such decisions or judgments on the overall success of the organization and impact on the community.

Level of Discretion	Potential Impact of Erroneous Decisions or Judgment			
	Minor: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	Moderate: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	Critical: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life
LITTLE: Little discretion or independent judgment exercised	10	20	35	55
SOME: Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors	25	45	55	80
HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization	50	60	90	115

JOB EVALUATION INSTRUMENT
FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

This factor is a measure of the extent to which the position requires the employee to participate in the development of policies and procedures both within the department and between departments in the organization.

Level	Definition	Point Value
1	Position involves only the execution of policies or existing standard operating procedures.	15
2	May provide some input to supervisor when policies or standard operating procedures are updated.	30
3	Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.	40
4	Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.	60
5	Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.	75
6	Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.	85
7	Position involves primary responsibility for the overall development of organization-wide policies.	100

JOB EVALUATION INSTRUMENT
FACTOR 5: PLANNING

This factor measures the degree to which the incumbent plans, either their own daily work or for the use of resources (manpower, equipment, supplies, etc.) in the attainment of departmental objectives and organization-wide goals.

Level	Definition	Point Value
1	Position requires that my daily work load and activities are assigned to me by my supervisor.	35
2	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	50
3	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	65
4	Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).	80
5	Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).	95
6	An extremely high level of planning and analysis is required for the entire organization. Work at this level often includes strategic planning for the organization, long range (five years or more) plans, etc (City Manager/Administrator level).	110

JOB EVALUATION INSTRUMENT
FACTOR 6: CONTACT WITH OTHERS

This factor considers the extent to which the employee requires meeting and dealing with the public and influencing other persons, as well as the level of authority the employee has to make commitments on behalf of the organization.

Level	Definition	Point Value
1	Position involves interaction with fellow workers on routine matters with relatively little public contact.	15
2	Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.	30
3	Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.	45
4	Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.	60
5	Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.	75
6	Position involves frequent internal and external contacts in which position acts as the spokesperson for the department and is authorized to make commitments of significant resources on behalf of the department.	85
7	Position involves frequent internal and external contacts where position represents the entire organization and is authorized to make commitments in matters of broad or critical interest to the entire organization.	100

JOB EVALUATION INSTRUMENT
FACTOR 7: WORK OF OTHERS

This factor measures the extent to which the employee is responsible for determining work levels and work content for other employees.

Level	Size of Group	Point Value
0	No responsibility for the work of others.	0
1	Responsible for assigning work to an employee or employees, without acting in a supervisory role.	10
2	Responsible for the supervision of one full time or several part time employees.	25
3	Responsible for the supervision of two to five full time (or full time equivalent) employees.	40
4	Responsible for the supervision of six to 15 full time (or full time equivalent) employees.	65
5	Responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.	80
6	Responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.	85
7	Responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.	95
8	Responsible for direct and indirect supervision of the entire organization.	105

JOB EVALUATION INSTRUMENT
FACTOR 8: WORKING CONDITIONS

This factor considers the physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous, and may impact the employee's physical well-being.

Level	Definition	Point Value
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements such as dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

JOB EVALUATION INSTRUMENT
FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

This factor considers the extent to which the employee utilizes and supports technology, enhancing the efficiency and communication on behalf of the organization.

Level	Definition	Point Value
1	Position has no responsibility for, or use of, technology.	0
2	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	10
3	Position has daily use of computers for data entry and use of the telephone, radios, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.	30
4	Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.	50
5A	Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.	65
5B	Position uses, repairs, and/or troubleshoots specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.	65
6	Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).	75
7	Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).	85

