

**Monday, July 15, 2024**

**11:30 AM**

**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/86888804762>

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

Webinar ID: 868 8880 4762

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](mailto: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 May 21, 2024 meeting.

4. BUSINESS.

- a. Discussion and recommendation on creation of a Facilities Maintenance Manager and update of the organizational chart for the Public Works Department.
- b. Discussion and recommendation on creation of a Communications Specialist within the Communications division of the Administration department, and the update of the organizational chart for the Administration department.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

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, May 21, 2024 - 11:30 AM*

**1. CALL TO ORDER, ROLL CALL.**

Village Trustee Alisa Leamy called the regular meeting of the Personnel Committee to order at 11:32 AM in Conference Room A of the McFarland Municipal Center.

Members present: Alisa Leamy, Luke Fessler, Lowell Prill

Members not present: None

Staff Present: Cassandra Suettinger, Fire & Rescues Chief Chris Dennis, Andrea Anderson

**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](mailto: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 January 4, 2024 meeting.*

Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to approve the minutes of the January 4, 2024 meeting. Motion carries 3 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion and recommendation on creation of a third Administrative Captain position and update of organization chart for the Fire & Rescue Department.*

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to recommend creation of a third Administrative Captain position and update of organization chart for the Fire & Rescue Department. Motion carries 3 - 0 - 0 by acclamation.

*b. Discussion and recommendation on updates to Chapter 36, Vehicle Use Policy, of the Personnel Policy Manual.*

Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to recommend the updates to Chapter 36, Vehicle Use Policy, of the Personnel Policy

Manual with the addition of language to the proposed changes in section 2.1. allowing the Village to reserve the right to use its discretion in administering exceptions to the policy. Motion carries 3 - 0 - 0 by acclamation.

**5. SCHEDULE NEXT MEETING DATE.**

No future meeting scheduled at this time.

**6. ADJOURNMENT.**

Motion by Village Trustee Luke Fesser, second by Village Trustee Lowell J. Prill, to adjourn at 12:05 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:** Monday, July 15, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist, Lee Igl, Public Works Director

**AGENDA ITEM:** Discussion and recommendation on creation of a Facilities Maintenance Manager and update of the organizational chart for the Public Works Department.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

As part of the approved 2024 Annual Budget, funding was allocated for the addition of a new Facilities Management position within the Public Works Department with a targeted start date in the fourth quarter of 2024. With the addition of the Public Safety Center, and plans for additional facility improvements and expansions, there is a need to allocate staffing resources to proactively care for and maintain Village buildings and facilities.

Staff is recommending the new position of Facilities Maintenance Manager report to the Streets and Utilities Superintendent within the Public Works Department structure. This position would have a primary responsibility to perform preventative maintenance and repairs on Village buildings, mechanical, plumbing, and electrical equipment and utility systems, and streetlights. The facilities that would fall under the purview of the Facilities Maintenance Manager would include the Public Safety Center, Municipal Center, Library, Public Works, well houses, park shelters, and Village-owned rental properties. This position would also provide direct supervision to the full-time and part-time Custodians.

Attached is a proposed job description and scoring. Staff is recommending the new Facilities Maintenance Manager position be classified within Grade 7 of the pay range schedule, which has a salary range of \$59,735 to \$75,698. Grade 7 currently includes the Public Works Mechanic and Utilities Maintenance Worker.

Assuming the Personnel Committee advances its portion of the work, the Village Board could take up all final aspects of the position at their July 23, 2024 meeting in order to create the position, which would allow staff to move forward with authorizing filling the vacancy. Once this occurs, staff will begin the recruitment process in August with a goal of a potential start date around October 1, 2024.

In addition, the creation of the Facilities Maintenance Manager position necessitates a change to the Public Works organizational chart. The new proposed organizational chart for the Public



Works department is attached for the committee's review and recommendation to the Village Board.

**FINANCIAL/BUDGET IMPACT:**

Funding was included as part of the 2024 budget.

**VILLAGE PLAN REFERENCE:**

The 2021 Compensation and Classification study outlined the system for classifying new positions. The attached worksheet follows the procedure and metrics outlined by the study.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion and recommendation to the Village Board.

Motion to recommend to the Village Board the creation of a Facilities Maintenance Manager and update of the organizational chart for the Public Works Department.

**ATTACHMENTS:**

1. Facilities Maintenance Manager - Job Description 07.15.2024
2. Scoring Worksheet - Facilities Maintenance Mgr 7.2024
3. Public Works Organizational Chart 07.15.2024

JOB OVERVIEW	
<b>Job Title</b>	Facilities Maintenance Manager
<b>Department</b>	Public Works
<b>Grade</b>	7
<b>Employment Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited Term Employment (LTE)
<b>FLSA Status</b>	<input type="checkbox"/> Exempt <input checked="" 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 performs routine, complex, and extensive preventative maintenance and repair procedures on Village buildings, mechanical, plumbing, and electrical equipment and utility systems, and streetlights. Village facilities include the Public Safety Center, Municipal Center, Library, Public Works, well houses, park shelters and rental properties. The Facilities Maintenance Manager troubleshoots alterations and repairs involving heating and cooling systems, plumbing systems, electrical systems, mechanical systems, carpentry, doors, keys and locks, and other duties as assigned. This position also oversees the custodial operations and staff. In emergencies or during adverse weather conditions, this position may be required to perform all above duties and assist with snow and ice control duties or other severe weather maintenance operations.</p>	
SUPERVISION	
<b>Received</b>	Performs under the general direction and supervision of the Streets and Utilities Superintendent and Public Works Director, but is expected to exercise a considerable degree of independent judgment in setting work priorities, determining work procedures, and managing the day-to-day operations of the facilities management and custodial workloads and staff.
<b>Exercised</b>	Provides direct supervision to FT and PT Custodian(s). May provide indirect supervision to seasonal employees when assigned to work within the division.

ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> <li>• Installs, maintains, troubleshoots, and repairs plumbing systems, including piping, sinks, and lavatories, along with all supporting components.</li> <li>• Maintains, troubleshoots, and repairs HVAC systems in the Village buildings, performs routine HVAC system preventative maintenance work, determines HVAC system problems and makes recommendations for repair by using test meters, owner’s manuals, blueprints, schematics, and reference manuals.</li> <li>• Installs, maintains, troubleshoots, and repairs centrifugal pumps and valves associated with various building heating and cooling systems, including, but not limited to, hot water boiler systems, chillers, heating pumps, bearings, air handlers, exhaust fans, roof top units, split systems, unit heaters, etc.</li> </ul>	

- Maintains, troubleshoots, and repairs building electrical distribution systems and equipment, including fuses, circuit breakers, light fixtures, relays, electric motors, electric controls, receptacles, switches, and fire alarm systems.
- Installs, maintains, troubleshoots, and repairs lockable hardware such as doors, automatic electric doors, and magnetic keying systems to ensure safety of facilities.
- Performs building maintenance at Village buildings, including, but not limited to, moving furniture, carpentry, light fixture repair, plumbing fixture repair and painting.
- Researches needed parts and supplies; locates suppliers and best prices; prepares and maintains inventory of parts, supplies, tools, and equipment; prepares related reports and maintains updated lists of vendors and contractors. Provides supplies to various facilities.
- Supervises and oversees the work of the full-time and part-time custodial staff.
- Responds to emergency and non-emergency calls 24 hours a day, seven days a week when needed.
- Recommends and specifies new and improved equipment, materials, and work methods for consideration by the Streets and Utilities Superintendent, Parks Superintendent and the Public Works Director.
- Develops long term plans for maintenance, operational, and capital needs to buildings and facilities for incorporation into the capital improvement plans.
- Assists with snow removal from facilities' parking lots, sidewalks, entryways, and other areas as directed.
- Follows safe work practices.

### OTHER JOB FUNCTIONS

- Performs related duties and special projects as assigned, during regular and non-business hours, including providing support as part of any Village response to essential or emergency operations.

### REQUIREMENTS OF WORK

- High school diploma or equivalency required.
- Minimum of two years of responsible hands-on experience in plumbing, electrical, HVAC, building, and/or mechanical equipment maintenance and repair is required.
- 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

- Principles, practices, methods, and procedures as applied to HVAC, building, plumbing, electrical, and mechanical maintenance and repair.
- Equipment, facilities, materials, methods, and procedures used in maintenance, troubleshooting, and repair activities
- Heating, ventilation, and air conditioning systems.
- Electrical and mechanical systems.
- Materials, tools, equipment, and procedures used in floor cleaning, repair of cleaning equipment, carpentry, and locks.
- Facility operations and maintenance.
- Occupational hazards, safety measures, and precautions of the plumbing, mechanical, and electrical trade.
- The use of standard office equipment, including computers and relevant software programs.

	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Understand blueprints, drawings, diagrams, manuals, specifications, codes, and ordinances.</li> <li>• Troubleshoot defects in electrical, HVAC, mechanical and plumbing systems, devices, data network connections, and equipment.</li> <li>• Determine the origin of malfunctions and take appropriate action.</li> <li>• Add, subtract, multiply, divide, and perform math calculations needed in determining minimum code-required electrical wiring and conduit size, estimate time required to perform typical repair and maintenance projects, etc.</li> <li>• Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.</li> <li>• Perform strenuous labor for extended periods of time under varying weather conditions in a safe manner.</li> <li>• Operate personal computer and utilize Microsoft Office applications.</li> <li>• Keep daily records of completed tasks.</li> <li>• Work extended and non-standard hours, including participation in snow and ice control and other severe weather operations and other Public Works operations, when needed.</li> <li>• Communicate effectively, both verbally and in written form, with supervisors, vendors, fellow employees, the general public, and Village officials.</li> <li>• Work independently with a minimal amount of supervision and within the boundaries of responsibility.</li> <li>• Prioritize and schedule a variety of tasks in a diversified and fast-paced environment.</li> <li>• Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.</li> <li>• Learn and apply new technology.</li> <li>• Maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.</li> <li>• Maintain a positive attitude and professional demeanor at all times, and address resident and customer concerns in a helpful, courteous manner.</li> <li>• Be reliable, timely, and proactive in completion of duties.</li> <li>• Work effectively as part of a team.</li> <li>• Analyze technical data, identify patterns, draw logical conclusions, and effectively solve problems.</li> <li>• Work nights and weekends when emergency situations arise.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Safely operating a variety of maintenance tools, equipment, and machinery, including HVAC equipment, plumbing, mechanical, and electrical equipment, snowplow, common hand and power tools, computer, and cell phones.</li> <li>• The use of standard tools, equipment, and testing devices.</li> <li>• The repair and installation of mechanical, electrical, plumbing, or building service equipment.</li> </ul>

## NECESSARY SPECIAL REQUIREMENTS

- Must possess or be able to obtain a valid Wisconsin drivers' license.
- Must be available for overtime work when required, including periodic night and weekend work. Subject to 24-hour emergency call-in and may be required to work extended periods at a time.
- Able to respond to emergency call outs within 30 minutes in all weather conditions.

## 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.

- The employee is regularly required to use hands and fingers to handle, feel or operate tools, equipment, and controls.
- The employee is frequently required to stand, talk, walk, sit, climb or balance, stoop, kneel, crouch or crawl, bend, and smell.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside in all weather conditions.
- The employee is occasionally exposed to wet and slippery surfaces and humid conditions, fumes, or airborne particles, toxic or caustic chemicals and elements, noise, and vibrations.
- The employee occasionally works near moving mechanical parts, in precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- The use of Personal Protective Equipment is 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 (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 - 460**

\* 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.

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

**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			
	<b>Minor:</b> Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	<b>Moderate:</b> Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	<b>Serious:</b> Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	<b>Critical:</b> 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
<b>LITTLE:</b> Little discretion or independent judgment exercised	10	20	35	55
<b>SOME:</b> Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
<b>OFTEN:</b> 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
<b>HIGH:</b> High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
<b>VERY HIGH:</b> 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.

<b>Level</b>	<b>Definition</b>	<b>Point Value</b>
<b>1</b>	Position requires that my daily work load and activities are assigned to me by my supervisor.	<b>35</b>
<b>2</b>	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	<b>50</b>
<b>3</b>	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	<b>65</b>
<b>4</b>	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).	<b>80</b>
<b>5</b>	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).	<b>95</b>
<b>6</b>	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).	<b>110</b>

**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.

<b>Level</b>	<b>Definition</b>	<b>Point Value</b>
<b>1</b>	Position involves interaction with fellow workers on routine matters with relatively little public contact.	<b>15</b>
<b>2</b>	Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.	<b>30</b>
<b>3</b>	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.	<b>45</b>
<b>4</b>	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.	<b>60</b>
<b>5</b>	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.	<b>75</b>
<b>6</b>	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.	<b>85</b>
<b>7</b>	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.	<b>100</b>

**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.

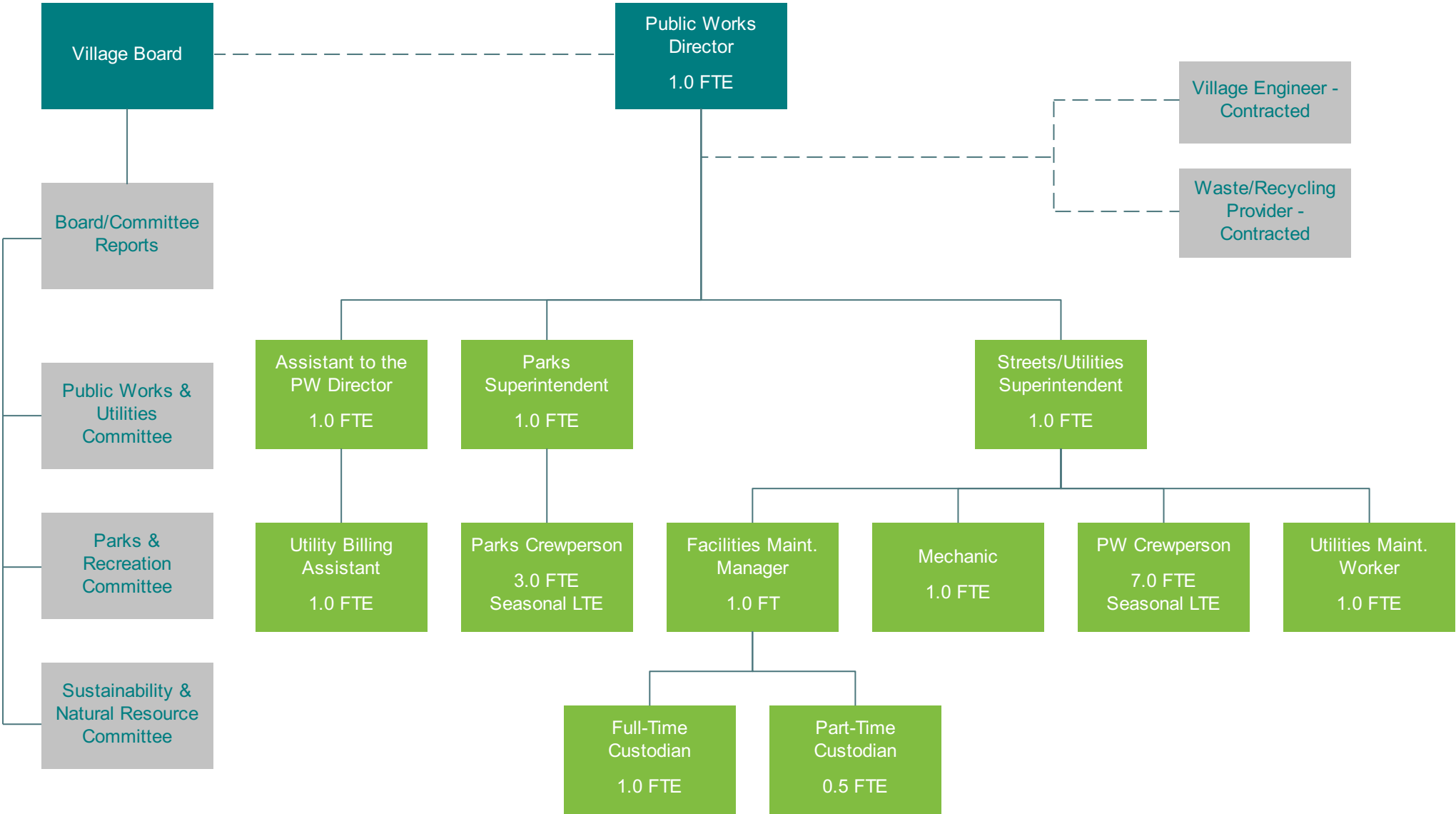
Level	Definition	Point Value
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	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.

<b>Level</b>	<b>Definition</b>	<b>Point Value</b>
<b>1</b>	Position has no responsibility for, or use of, technology.	<b>0</b>
<b>2</b>	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	<b>10</b>
<b>3</b>	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.	<b>30</b>
<b>4</b>	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.	<b>50</b>
<b>5A</b>	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.	<b>65</b>
<b>5B</b>	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.	<b>65</b>
<b>6</b>	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).	<b>75</b>
<b>7</b>	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).	<b>85</b>

# Public Works Department



  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Monday, July 15, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on creation of a Communications Specialist within the Communications division of the Administration department, and the update of the organizational chart for the Administration department.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In 2023, the Village undertook a Communications and Engagement audit, and a Communications and Engagement Plan was adopted and prompted a reorganization of Village Communications. As a result of this reorganization, the Communication functions for the Village shifted to be housed in the Administration Department under the Deputy Village Administrator. The current structure of the Communications' staffing and functions include:

- The Communication & Technology Director position changed to a Communications Manager who manages communications and serves as the Public Information Officer. This position reports directly to the Deputy Administrator/Clerk.
- The Media Producer and Camera Operator positions remained and report to the Communications Manager.
- The Village contracts with Revelation PR, Advertising & Social Media for social media services at a cost of \$15,000/year (\$1,200 per month). The Village has been utilizing Revelation for contracted social media services since August of 2023.

As part of the reorganization, the Technical Specialist position was dissolved, and the AV support functions previously performed by this position are now overseen by the Media Producer, with additional funding added to have an outside company support the Village's audio/visual equipment needs.

The Communications Manager position was filled in February of 2024. One of the reasons for continuing to outsource social media services after the Communications Manager vacancy was filled, was to allow the manager to focus their time managing communications, serving as the Public Information Officer, and rolling out the Communications and Engagement Plan. The intent was always to allow the manager to have the ability to study the social media functions once they were onboard and had the time to determine how these services would be performed



in the future.

The Communications Manager and Deputy Administrator have engaged in discussions regarding the current department staffing structure, and have evaluated the workload and corresponding department needs. It has been determined that the funding would be better spent on in-house staffing for the department to provide more rounded support to the Department. Subsequently, the addition of more staff would allow the Village to take the social media services back in-house and to cancel the contract with Revelation PR. The current agreement for social media services with Revelation can be terminated by the Village with a 30-day notice period.

The proposal to shift these services in-house with the creation of a Communication Specialist position is budget neutral given the savings from the original reorganization and available funding within the 2024 budget.

Staff is recommending the creation of a new position, Communications Specialist, within the Communications division of the Administration Department. This position would be part-time (0.75 FTE or 30 hours per week) and would report to the Communications Manager. Primary responsibilities for this position would include assisting with the communication needs of the Village, including creation of written and visual content for all means of communication, assisting with social media administration, assisting with Village newsletters and website, and assisting in the coordination and promotion of Village and Community Engagement events.

Attached is a proposed job description and scoring. Staff is recommending the new part-time Communications Specialist position be classified within Grade 4 of the pay range schedule, which has a wage range of \$22.03/hour to \$27.92/hour.

Assuming the Personnel Committee advances its portion of the work, the Village Board could take up all final aspects of the position at their July 23, 2024 meeting in order to create the position, which would allow staff to move forward with authorizing filling the vacancy. Once this occurs, staff will begin the recruitment process in August with a goal of a potential start date around October 1, 2024.

In addition, the creation of the Communications Specialist position necessitates a change to the Administration Department organizational chart. The new proposed organizational chart for the Administration department is attached for the committee's review and recommendation to the Village Board.

**FINANCIAL/BUDGET IMPACT:**

Cost savings were realized as part of the original reorganization. Creation of the Communication Specialist position is available within current funding.

**VILLAGE PLAN REFERENCE:**

The 2021 Compensation and Classification study outlined the system for classifying new positions. The attached worksheet follows the procedure and metrics outlined by the study.



**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion and recommendation to the Village Board.

Motion to recommend to the Village Board the creation of a Communications Specialist within the Communications division of the Administration department, and the update of the organizational chart for the Administration Department.

**ATTACHMENTS:**

1. Communications Specialist Job Description 07.15.2024
2. Scoring Worksheet - Communications Specialist PT 07.2024
3. Administration Organizational Chart Draft 7.15.2024

JOB OVERVIEW	
<b>Job Title</b>	Communications Specialist
<b>Department</b>	Administration
<b>Grade</b>	4
<b>Employment Status</b>	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Limited Term Employment (LTE)
<b>FLSA Status</b>	<input type="checkbox"/> Exempt <input checked="" 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 is primarily responsible for assisting with the communication needs of the Village, including but not limited to creating written and visual content for all means of communication, assisting with the Village’s social media presence, editing content for the Village’s newsletters and website, and assisting in the coordination and promotion of Village and community engagement events. Secondly, this position also assists as needed with the operations of McFarland’s local Public, Education, and Government (PEG) channel (WMCF), the provision of audio-visual support to the Village, and the recording of Village government and community meetings and events.</p>	
SUPERVISION	
<b>Received</b>	Performs under the general direction and supervision of the Communications Manager.
<b>Exercised</b>	None.

ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> <li>• Creates written content for online and print materials including blog and social media posts, newsletter articles, informational postcards and pamphlets, reports, advertisements, and news releases for mass distribution.</li> <li>• Creates visual content for online and print materials, providing graphic design, photography, and videography support.</li> <li>• Assists in the coordination and implementation of social media tools, mass email campaigns, and other forms of electronic communication to keep the public informed of Village programs, services, accomplishments, and other pertinent information.</li> <li>• Assists in implementing and maintaining consistent Village branding protocol across all Village departments.</li> <li>• Assists with the development, compilation, editing, and distribution of the Village newsletter and e-newsletter.</li> <li>• Assists with the management and oversight of updates to the Village website.</li> </ul>	

- Works collaboratively with staff across various Village departments to ensure effective communication of their work and public awareness of their services.
- Assists in coordination and promotion of Village and community engagement events.
- Assists as needed with the programming development and operations of the Village’s cable channel, WMCF. This may include preparing scripts, conducting interviews, providing taped narration, and/or operating video, audio, and related equipment used in the recording and production of Village programs.
- Assists with responding to citizen inquiries or complaints relating to the Village’s communications services.
- Follows safe work practices.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

### OTHER JOB FUNCTIONS

- Performs related duties as assigned.

### REQUIREMENTS OF WORK

- High school diploma or GED equivalency is required.
- Associate’s degree in communications, marketing, journalism, public relations, or a related field is preferred.
- Minimum of 1 year of professional experience in communications, marketing, journalism, public relations, or a closely related field is preferred.
- Any combination of education and experience which, at the sole discretion of the Village, would demonstrate an applicant’s ability to meet the required knowledge, skills, and abilities for the position.

### KNOWLEDGE, ABILITY, AND SKILL

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

<p><b>Knowledge of</b></p>	<ul style="list-style-type: none"> <li>• Strategies and best practices for promoting Village services, events, and programs.</li> <li>• Principles and methods of public outreach, relations, and engagement.</li> <li>• Website administration, social media platforms, mass email distribution, and other forms of electronic communication, including best practices for use and optimization.</li> <li>• The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, gender identity or expression, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.</li> </ul>
<p><b>Ability to</b></p>	<ul style="list-style-type: none"> <li>• Proficiently develop and create clear, concise, effective, professional, and grammatically- and factually-accurate content for print and digital distribution.</li> <li>• Effectively “translate” the intricacies, important facts and data, and technical verbiage surrounding complex and interconnected Village projects, systems, and processes into accurate and accessible content that informs the public and drives civic engagement.</li> <li>• Exercise excellent judgement in determining key project stakeholders, audiences, and messaging for various communications projects, as well as assessing “newsworthiness.”</li> <li>• Plan, organize, and prioritize multiple competing projects and tasks, often under tight deadlines.</li> <li>• Work independently with a minimum amount of supervision.</li> <li>• Monitor both social media and traditional media inquiries and route requests or respond as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficiently use Microsoft Office and Adobe software, Canva, social media management software, mass email list management and distribution services, and web content management systems.</li> <li>• Operate photo, video, and audio production equipment, including cameras and recording devices, smart phones, and related software applications for processing and editing recorded content.</li> <li>• Operate office equipment, including phones, printers, and copiers.</li> <li>• Appropriately handle confidential and sensitive information.</li> <li>• Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, vendors, media, and the public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral, written, and visual communications.</li> <li>• Vocabulary, grammar, and proofreading.</li> <li>• Social media utilization and website administration.</li> <li>• Strategic thinking and decision making.</li> <li>• Public relations.</li> </ul>

**NECESSARY SPECIAL REQUIREMENTS**

- Must possess or have the ability 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.
- Occasionally requires work in an outdoor setting in uncontrolled weather conditions when holding a production or event in the field.
- The employee must occasionally lift and/or move up to 20 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 - 365

\* 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.

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

**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			
	<b>Minor:</b> Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	<b>Moderate:</b> Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	<b>Serious:</b> Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	<b>Critical:</b> 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
<b>LITTLE:</b> Little discretion or independent judgment exercised	10	20	35	55
<b>SOME:</b> Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
<b>OFTEN:</b> 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
<b>HIGH:</b> High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
<b>VERY HIGH:</b> 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.

<b>Level</b>	<b>Definition</b>	<b>Point Value</b>
<b>1</b>	Position involves only the execution of policies or existing standard operating procedures.	<b>15</b>
<b>2</b>	May provide some input to supervisor when policies or standard operating procedures are updated.	<b>30</b>
<b>3</b>	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.	<b>40</b>
<b>4</b>	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.	<b>60</b>
<b>5</b>	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.	<b>75</b>
<b>6</b>	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.	<b>85</b>
<b>7</b>	Position involves primary responsibility for the overall development of organization-wide policies.	<b>100</b>

**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.

<b>Level</b>	<b>Definition</b>	<b>Point Value</b>
<b>1</b>	Position requires that my daily work load and activities are assigned to me by my supervisor.	<b>35</b>
<b>2</b>	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	<b>50</b>
<b>3</b>	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	<b>65</b>
<b>4</b>	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).	<b>80</b>
<b>5</b>	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).	<b>95</b>
<b>6</b>	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).	<b>110</b>

**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.

<b>Level</b>	<b>Definition</b>	<b>Point Value</b>
<b>1</b>	Position has no responsibility for, or use of, technology.	<b>0</b>
<b>2</b>	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	<b>10</b>
<b>3</b>	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.	<b>30</b>
<b>4</b>	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.	<b>50</b>
<b>5A</b>	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.	<b>65</b>
<b>5B</b>	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.	<b>65</b>
<b>6</b>	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).	<b>75</b>
<b>7</b>	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).	<b>85</b>

# Administration Department

