All present are expected to conduct themselves in accordance with our City's Core Values

OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	**Human Resources Committee**
Date/Time:	**Monday, April 10, 2017 at 4:30 PM**
Location:	City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members:	Romey Wagner (C),Gary Gisselman, Becky McElhaney, Tom Neal, Dennis Smith

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1) Approval of 03/13/17 Minutes.
2) Discussion and Possible Action to Approve Elimination of the Financial Systems Analyst/Project Manager position and Creation of Accountant – Revenue & Payroll Position. (Finance Department)
3) Discussion and Possible Action to Reclassify the Administrative Assistant III and Administrative Assistant I Positions in the Inspections Department to Administrative Assistant II Positions. (Lindman)
4) Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.
5) Update on Human Resources Director Recruitment and City Assessor Recruitment.
6) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 04/05/2016 at 2:30PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or Phone (715) 261-6620.

Other Distribution: Media, Alderperson, Mayor, Department Heads, City Departments, Union Presidents.

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CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME: March 13, 2017 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R.Wagner (C), G. Gisselman, R. McElhaney, D. Smith
MEMBERS ABSENT: T. Neal
Also Present: Mayor Mielke, A. Jacobson, T. Kujawa, E. Lindman, R. Mohelnitzky, C. Schock

Approval of 11/14/16 Minutes.
Motion by Gisselman to approve the Human Resources Committee minutes from November 14, 2016. Second by McElhaney. All ayes. Motion passes 4-0.

Discussion and Possible Action to Amend the Title of the City Planner Position to City Planner and Assistant Director of Planning, Community and Economic Development. (Community Development Dept.)
Wagner invited Christian Schock to speak to the committee. Schock said that his department is in a position to do minor reorganization due to his recent promotion to Community Development Director. He would like to change the City Planner title to Assistant Director of Planning, Community and Economic Development as a way to reflect the goal of implementing the new City Comprehensive Plan and ensuring that development decisions tie well to the long-range plans of the City. Schock noted that this change would not have any fiscal impact. Wagner said that he felt this item was a house-keeping item and appropriate to bring to the committee in the absence of an HR Director. Gisselman asked for clarification about the current City Planner position and reporting chain. Schock said that the City Planner reports to him, and this ensures that the planning functions support the development agenda of the City. This position was moved to Community Development in 2015 to ensure better alignment for the City. Schock explained that planning, community, and economic development should be working in concert with each other and be aligned.

Motion by Gisselman to amend the title of the City Planner position to City Planner and Assistant Director of Planning, Community and Economic Development. Second by McElhaney. All ayes. Motion passes 4-0.

Discussion and Possible Action to Change the Administrative Assistant III (.75 FTE) to Administrative Assistant III (1 FTE). (Community Development Dept.)
Wagner started by saying that the cost of the position is irrelevant to the Human Resources Committee and they are to look for the justification for the change in the position. Schock said that the position was created in 2014 as .75 FTE but operates at nearly full-time due to being split with the Clerk's Office. Again, Schock pointed out that with the restructuring of the department, it was time to look at making the position full-time to dedicate time to program implementation and reorganization efforts. Wagner asked if when a position is changed such as this one, from part-time to full-time, if the City is required to post the position internally. Schock said that he worked with Krohn in HR while drafting the materials for the meeting and posting the position was never brought up, but he can certainly check. Jacobson said that, though she does not know definitively, she believes that the current incumbent of the position would be moved to full-time and the position would not have to be posted. Jacobson said that when the same change was done in her office, the incumbent stayed in the position. Wagner asked if the current incumbent has unique qualifications that other administrative staff would not be able to perform. Schock said that if the department were to post the job, it does have a focus of community development-related duties that other administrative staff within the City would not currently possess, not to say that they couldn't learn them. Wagner asked that clarification by found if the position needs to be posted.

Motion by McElhaney to approve changing the Administrative Assistant III position (.75 FTE) to Administrative Assistant III (1 FTE) in the Community Development Department, with current incumbent remaining in the

position if permitted by the handbook. Second by Gisselman. All ayes. Motion passes 4-0. This item will go to Finance Committee for approval.

Discussion and Possible Action on Recommendation to Approve the Elimination of the Economic Development Manager position and Creation of the Assistant Planner Position. (Community Development Dept.)

Schock explained that this is the last component of restructuring the department by re-categorizing the Economic Development Manager position to Assistant Planner and changing the scope of the job in an effort to realize staff salary savings and have the position focus on planning goals. This will also allow for succession planning in the Planning Division, as this position will report to the City Planner instead of the Director. Wagner asked what pay grade this position would be; Schock said that Economic Development Manager is a 7, and the Assistant Planner would be a 9, creating a savings for the department. Wagner asked Schock if his duties as Economic Development Manager have followed him into the Community Development Director position. Schock said that the Assistant Planner job description was written with a slant towards economic development, and the Community Development Specialist position was updated to support the economic development goals. Schock said that his position focuses on economic development, so having supporting staff in the department makes more sense than brining in an Economic Development Manager. Wagner asked about the community development functions in the department. Schock said that those functions are covered with the Community Development Manager and the Community Development Specialist. Smith asked how the City is funding the position. Schock said the funding is the same as for the Economic Development Manager, which is a mix of levy resources, program income and TIF resources. Schock explained further how his position is funded. Smith asked if we have current staff that could fill the role or if the City will have to look outside the organization. Schock said he was not sure of the qualifications of current City staff and therefore couldn't answer the question.

Motion by Gisselman to approve the elimination of the Economic Development Manager position and creation of the Assistant Planner position. Second by McElhaney. All ayes. Motion passes 4-0. This item will go to Finance Committee for approval.

Discussion and Possible Action to Amend the Following Sections of the Wausau Municipal Code: 2.02.020, 2.02.040, 2.05.010, 2.12.010, 2.12.015, 2.20.040, 2.60.120, 13.04.030, 13.12.020, 13.12.030, 13.13.020, 13.64.020, 15.04.020 and 15.04.040.

Wagner said that looking through the supporting documentation it appears that this is updating title searches for the jobs. Jacobson said make a correction to the information provided, stating that where Director of inspections and electrical systems is crossed out, it should be replaced with Chief Inspector/Zoning Administrator. The other change is to the title of Public works director to Director of Public Works and Utilities. An addition is in 2.05.010, "with the approval of the Human Resources Director" to coincide with the Employee Handbook. Gisselman asked for clarification on the change to 2.12.015. Jacobson said that this change was recommended by the City's insurance carrier and insurance counsel when the Public Works Director position was vacant to step down the removal provision to the pleasure of the council and not by cause, as this is in the best interest of the City; this follows the same recommendation for the Human Resources Director. The language in 2.12.015 will include "subject to confirmation by a majority vote of the entire membership of the common council" that was struck out in the materials provided.

Motion by McElhaney to amend the following sections of the Wausau Municipal Code: 2.02.020, 2.02.040, 2.05.010, 2.12.010, 2.12.015, 2.20.040, 2.60.120, 13.04.030, 13.12.020, 13.12.030, 13.13.020, 13.64.020, 15.04.020 and 15.04.040. Second by Gisselman. All ayes. Motion passes 4-0.

Update on Human Resources Director Recruitment and City Assessor Recruitment.

Jacobson said that updates on both positions were included in the packet and provided a verbal update of the recruitments. Mielke said that if everything stays on track that the City should have a new Human Resources Director in place by May 1st. Wagner asked if the City Assessor position limits candidates based on assessor requirements of Wisconsin. Jacobson said that out of state candidates could be hired and employment is contingent on obtaining the Wisconsin certifications required within a certain period of time.

Discussion and Possible Action on Recommendation of Vendor for Wage Compensation Study.

Jacobson explained that she and Krohn developed questions to gather more information from the vendors who submitted proposals last August. All vendors are still interested and the proposals are valid. Jacobson said that it is still hard to compare costs based on the information provided. Wagner asked if the City is committed by legal process to go with the least expensive proposal. Jacobson said that according to the City of Wausau Procurement Policy, the City is required to do an RFP for professional services that will be greater than $25,000. It also says that a selection committee and selection criteria is advisable. Gisselman suggested coming back next month with a ranking of the vendors after review. Wagner agreed that the committee members could review the proposals and information and bring back recommendations next month. Staff has no assignment regarding this item at this time.

No motion was made on this item.

Discussion and Possible Action Recommendation of Adjustments to Part-time, Seasonal, and Temporary Wage Rates.
Jacobson said that background for this item was researched and provided in the packet. Based on the resolution approved by the common council on January 28, 2014, adjustments to part-time and seasonal rates will be made automatically when inflationary adjustments are made to the mid-points of salary ranges for general City employees. Such an adjustment was made December 31, 2016. Jacobson said that in the absence of an HR Director, it was determined that the HR Committee should approve this. The request is for the increase to be effective December 31, 2016 to coincide with the adjustment for general employees. Jacobson also explained the request to authorize the increase for temporary positions of Substitute Crossing Guard and Production Assistant, and the reasoning for making adjustments to positions within the table based on employment category definitions in the handbook.

Motion by Gisselman to approve the adjustments to part-time, seasonal, and temporary wage rates as outlined. Second by McElhaney. All ayes. Motion passes 4-0. This item will go to Finance Committee for approval.

Adjournment. Motion by McElhaney to adjourn. Second by Gisselman. All ayes. Motion passes 4-0. Meeting adjourned at 5:30 p.m.

_____
Romey Wagner
Human Resources Committee, Chair

TO: HUMAN RESOURCES COMMITTEE

FROM: MARYANNE GROAT

DATE: March 30, 2017

RE: Position Reclassification

In early December of 2016, the department's Financial Analyst retired after 35 years of service with the City. The Financial Analyst position description reflected the specific skill set of the incumbent and was modified, prior to the recruitment, to centralize technology responsibilities that were previously shared with the Assistant Finance Director. With the approval of the Common Council, the position was filled mid-October to allow for training. The new hire terminated employment with the City at the end of January. Human Resources initiated a second recruitment, which did not result in a job offer.

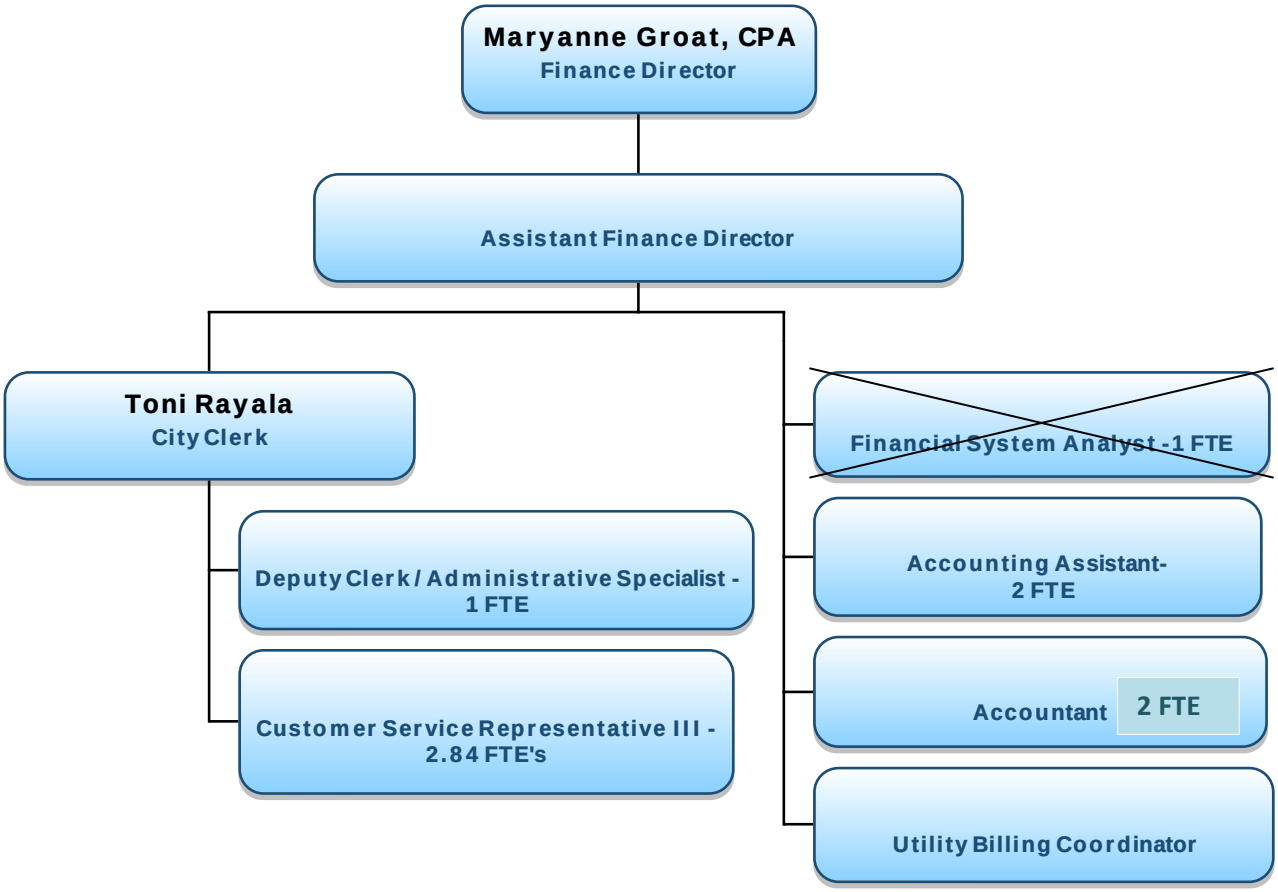
During this vacancy we've reassessed the accounting needs of the department and are proposing to change the job description and job title to more accurately reflect accounting needs within the department. We propose to eliminate the Financial Analyst position and increase our Accountant FTE from 1 to 2, as presented on the attached organizational chart. As shown on the attached job description, the existing Accountant position focuses on Enterprise Fund accounting and capital assets. We propose to create and recruit for a second Accountant position that would focus on cash collection and revenue oversight and payroll review. We believe that two accountant positions will provide additional flexibility within the department to meet peaks and valleys in workloads. Technology responsibilities would revert back to shared responsibilities within the department.

The proposed position changes would result in a savings for the City as shown below:

	Pay Grade	Minimum	Midpoint	Maximum
Financial Analyst	7	$ 26.39	$ 32.99	$ 39.59
		$ 54,891.20	$ 68,619.20	$ 82,347.20
Accountant	9	$22.82	$28.53	$34.25
		$ 47,465.60	$ 59,342.40	$ 71,240.00

The proposed organizational chart, and job descriptions for the existing Financial Analyst and Accountant and proposed Accountant-Revenue & Payroll are attached.

FINANCE DEPARTMENT



JOB DESCRIPTION
Accountant-Revenue & Payroll

Job Title:	Accountant	Reports To:	Finance Director
Department:	Finance	FLSA Status:	Exempt
Division:	Finance	EEO Code:	2-Professional
Salary Grade:	9	Occupational Code:	0315
Employee Group:	General Employee	Training Category:	C-Professionals
Created:	March 2017	Last Revision:	March 2017

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this classification, under general direction, is to perform a wide variety of specialized financial, accounting, analytical and administrative duties to support the Finance division of the City of Wausau.

Essential Duties and Responsibilities

1. Performs professional accounting work including, preparing, maintaining, analyzing, verifying and reconciling , complex financial transactions, statements, records and reports, maintaining the accuracy of the City's financial records and general ledger; prepares financial and statistical reports, provides information to City staff regarding accounting practices and procedures; prepares year-end reports, returns and schedules; trains and provides technical advice to departments and staff, and performs related work as required.
2. Coordinates, trains and monitors customer service activity as it pertains to revenue collection procedures, software and cash handling procedures. Works with staff and customers to resolve complex transactions, revenue issues or collection disputes.
3. Performs daily cash reconciliation. Exports data from the cash collection system to subsidiary receivable systems and general ledger and performs related reconciliations. Maintains cash collection software system including but not limited to adding users, payment types and point of sale types.
4. Assists department directors in managing banking relationships, cash management and investments.
5. Performs daily operations including but not limited to lock box, credit card payments, electronic payments and bank check remittance activity.
6. Performs monthly bank reconciliations.
7. Oversees the processing of bi-weekly payroll, including reviewing work for accuracy, supporting the resolution of complex problems. Such processing requires adherence to strict schedules and demands a high degree of accuracy. Takes responsibility for the proper application of collective bargaining contract provisions, and city, federal and state policies pertaining to compensation administration covering represented and non-represented employees. Collaborates with CCITC and payroll coordinator to support the automated payroll and time and attendance system including yearend rollovers. Serves as back up to payroll processing.
8. Participates in the development of the City's annual budget; including but not limited to preparing payroll budgets for each department on an individual employee basis; prepare revenue and expense projections and analyze budget variances; provide support and assistance to individual departments on budget development; and prepare financial reports and correspondence as required.
9. Collaborates with and advises Human Resources and the payroll coordinator with confidential matters as it pertains to payroll, union contract negotiations and budget preparation.

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10. Performs room tax accounting and manages the Room Tax Grant program for the City and Room Tax Commission.
11. Oversees the City's participation in the State of Wisconsin Tax Intercept Program.
12. Maintains the City fee schedule and works with departments to annually review fee structures and examine revenue opportunities.

Additional Duties and Responsibilities

- Provides assistance to Finance Director and performs special projects as assigned.
- Performs various duties as assigned.

Education and Experience Requirements

Bachelor's degree in Accounting with four to six years of experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Knowledge, Skills and Abilities

MS Word – Intermediate Level
Excel - Intermediate Level
PowerPoint - Proficient
Financial Systems – Proficient
10 Key Calculators – Proficient
Report Writing Software such as Crystal, IQ Access - Proficient

- Knowledge of professional standards including governmental accounting and financial reporting standards, generally accepted accounting principles and audit standards.
- Ability to interpret, apply and ensure compliance with Federal, State and local policies, procedures, laws and regulations.
- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to persuade and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as financial statements, cash reports, tax bills, assessment reports, tax rolls, time sheets, bank reconciliations, tax increment district reports, trust fund reports, journal/payment vouchers, tax levy information, debt schedules, census reports, government accounting system manuals and standards, City ordinances and resolutions, state statutes, computer software operating manuals, audit summaries, investment literature, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City Finance personnel, bankers, City residents/taxpayers, collection agency personnel, bond consultants, other City department personnel, attorneys, City Council members and auditors.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard, computer printer, calculator, and telephone and fax machine.
- Ability to perform advanced levels of MS Office Suite products and financial software systems.

Physical and Working Environment

The employee must possess the ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

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JOB DESCRIPTION
Accountant

Job Title:	Accountant	Reports To:	Finance Director
Department:	Finance	FLSA Status:	Exempt
Division:	Finance	EEO Code:	2-Professional
Salary Grade:	9	Occupational Code:	0315
Employee Group:	General Employee	Training Category:	C-Professionals
Created:	January 2014	Last Revision:	January 2014

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this classification, under general direction, is to perform a wide variety of specialized financial, accounting, analytical and administrative duties to support the Finance division of the City of Wausau.

Essential Duties and Responsibilities

1. Performs professional accounting work including, preparing, maintaining, analyzing, verifying and reconciling , complex financial transactions, statements, records and reports, maintaining the accuracy of the City's financial records and general ledger; prepares financial and statistical reports, provides information to City staff regarding accounting practices and procedures; prepares year-end reports, returns and schedules; trains and provides technical advice to departments and staff, and performs related work as required.
2. Performs Proprietary Fund Accounting including a variety of professional accounting tasks such as monitoring cash collections, journal entries, analytical review, accounting allocations and general ledger reconciliations to ensure accurate and timely financial records.
3. Prepares monthly financial reports for all proprietary funds including cash flow statement, narratives on status as it compares to budget and prior year.
4. Prepares monthly and annual reports including the annual PSC report along with a variety of compliance reports.
5. Facilitates rate studies by accumulating financial and accounting data.
6. Monitors Proprietary Fund revenues to ensure billing is compliant with regulations, fee schedules and contracts. Calculates and prepares Internal Service Fund billings and tracks receivables. Makes revenue enhancement and internal control recommendations.
7. Supervises the utility billing system in accordance with PSC regulations. Works with CCITC staff and vendors on software upgrades. Provides input on workflow and recommends best practices to improve efficiency on billing activities. Performs annual rollover of delinquent accounts to the tax roll.
8. Assists with development of the annual budget; reviews, prepares and validates Proprietary Fund budgets, creates spreadsheets, documents and graphs; assists in the preparation of the budget document.
9. Coordinates, trains, and monitors customer service activity as it pertains to utility collections, customer accounts. Works with staff and customers to resolve complex or difficult billing or revenue issues.
10. Coordinates, maintains, implements and monitors Job cost system. Provides and supports training on the use of the system, assists departments with questions and makes recommendations for enhancements or improvements to the system.

11. Maintains fixed asset accounting and consumable inventory control records; calculates and records depreciation, reconciles fixed asset lists to insurance inventory. Performs work related to GASB 34 infrastructure additions.
12. Manages the Capital Improvement Plan Budget process including working with departments to compile requests, support the CIP committee review and compile final report.
13. Assists in preparation of year end closing and the preparation of accompanying financial reports.

Additional Duties and Responsibilities

- Provides assistance to Finance Director and performs special projects as assigned.
- Serves as back up for utility billing coordinator
- Prepares annual 990 tax returns and other regulatory reports
- Performs payroll duties as necessary
- Performs various duties as assigned.

Education and Experience Requirements

Bachelor's degree in Accounting with four to six years of experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Knowledge, Skills and Abilities

MS Word – Intermediate Level
Excel - Intermediate Level
PowerPoint - Proficient
Financial Systems – Proficient
10 Key Calculators – Proficient
Report Writing Software such as Crystal, IQ Access - Proficient

- Knowledge of professional standards including governmental accounting and financial reporting standards, generally accepted accounting principles and audit standards.
- Ability to interpret, apply and ensure compliance with Federal, State and local policies, procedures, laws and regulations.
- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Ability to persuade and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as financial statements, cash reports, tax bills, assessment reports, tax rolls, time sheets, bank reconciliations, tax increment district reports, trust fund reports, journal/payment vouchers, tax levy information, debt schedules, census reports, government accounting system manuals and standards, City ordinances and resolutions, state statutes, computer software operating manuals, audit summaries, investment literature, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City Finance personnel, bankers, City residents/taxpayers, collection agency personnel, bond consultants, other City department personnel, attorneys, City Council members and auditors.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard, computer printer, calculator, and telephone and fax machine.
- Ability to perform advanced levels of MS Office Suite products and financial software systems.

Physical and Working Environment

The employee must possess the ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

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JOB DESCRIPTION
Financial Systems Analyst/Project Manager

Job Title:	Financial Systems Analyst	Reports To:	Accounting Manager
Department:	Finance	FLSA Status:	Exempt
Division:	Finance	EEO Code:	2-Professionals
Salary Grade:	7	Occupational Code:	0301
Employee Group:	General Employee	Training Category:	C-Professionals
Created:		Last Revision:	December 2013

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this classification is to support automated accounting, accounts receivable, cashiering, budget, finance, job costing and payroll systems; to analyze user and operational needs and requirements; assist in utilizing systems efficiently and effectively and solving work problems; evaluate system performance and recommend improvements; ensure system integrity, accuracy and controls; design, develop and maintain reports; download data, develop macros and complex spreadsheets; supervise the operation, modification and administration of the payroll system along with the time and attendance, labor cost distribution and reporting systems; and perform professional accounting and financial analysis tasks as required.

Essential Duties and Responsibilities

1. Coordinates with the City County Information Technology Commission staff in developing and enhancing applications to improve functionality of data.
2. Provides systems and analytic support to Finance Director and Deputy to provide accurate and timely reporting of financial information.
3. Works with vendors, consultants and IT staff to identify, test and troubleshoot system problems and errors; implements and tests remedies.
4. Implements, tests and modifies finance related software applications including upgrades, conversions and interfaces.
5. Provide technical assistance in the use and operation of financial related software applications including assisting end users through procedural processing and complex accounting transactions.
6. Analyzes user and operational needs and business requirements in order to develop a plan to modify accounting, cashiering, budget, finance, job costing and payroll systems.
7. Supervises the processing of daily and bi-weekly payroll, including responsibility for auditing, coding, and inputting and error correction. Such processing requires adherence to strict schedules and demands a high degree of accuracy. Serves as back up to payroll processing.
8. Coordinates and participates in the development of the City's annual budget; including but not limited to prepare payroll budgets for each department on an individual employee basis; prepare revenue and expense projections and analyze budget variances; provide support and assistance to individual departments on budget development; and prepare financial reports and correspondence as required.
9. Assists with confidential matters as it pertains to payroll and budget preparation.

ELIMINATE

10. Provides user training on system usage and writing reports; develops training materials and conducts classes.
11. Supports management information and reporting requirements via the maintenance of current reports, design of new reports and writing ad-hoc reports as required.
12. Designs and develops a variety of queries, macros and complex spreadsheets from downloaded data.
13. Takes responsibility for the proper application of collective bargaining contract provisions, and city, federal and state policies pertaining to compensation administration covering represented and non-represented employees.
14. Coordinates cashiering work efforts and resolve balancing problems.
15. Identifies areas to leverage technology and standardization to enhance efficiencies that will reduce time and improve productivity across the organization.
16. Conduct monthly and yearend software closing procedures.
17. Provides accounting back up in the area of capital improvements and fixed asset reporting.
18. Implements strategies to increase operational efficiencies, streamline work processes, improve quality and enhance customer service. Responsible for continual improvement as it pertains to financial and fiscal policies, procedures, internal controls and programs.
19. Performs various bank reconciliations.

Additional Duties and Responsibilities

- Performs various duties as assigned.

Education and Experience Requirements

Bachelor's Degree in Accounting, or Computer Science or a closely related field with four to six years of professional experience in accounting/payroll including two years analyzing automated financial systems and report development or a combination of education and/or training and/or experience which provides equivalent knowledge, skills, and abilities.

Knowledge, Skills and Abilities

Intermediate Level – MS Word and PowerPoint
Advanced Level – Excel
2-3 years' experience developing advanced SQL Reports
Understanding of relational and OLAP database structures

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor in favor of a desired outcome. Requires the ability to act as a lead person and project manager.
- Requires the ability to utilize a variety of reference, descriptive, and/or advisory data and information such as financial statements, spreadsheets, procedures, guidelines, payroll reporting requirements, and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the system users, management, CCITC staff, vendors and consultants to provide advice and assistance on the development and use of computer software and related accounting, payroll and financial records.
- Requires the ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to explain and teach complex accounting, software and workflow procedures and protocols to individuals with a wide array of experience levels.

ELIMINATE

- Ability to organize work effectively and efficiently as to utilize resources to accomplish multiple tasks according to deadlines.Ability to prepare comprehensive financial statements and reports.
- Requires the ability to read, interpret and apply concepts found in manuals, city, federal and state regulations and guidelines.
- Requires the ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as multi-line telephone, computer keyboard/terminal, fax machine, photocopier, computer printer and calculator.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

ELIMINATE

Item 2

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving the Reclassification of the Financial Analyst to Accountant position within the Finance Department

Committee Action: Approved

Fiscal Impact: Annual savings of $8,484 and $12,690

File Number:	17-0308	**Date Introduced:**	April 11, 2017

FISCAL IMPACT SUMMARY				
COSTS	*Budget Neutral*	Yes☐ No☒	Annual Savings of $8,484 to $12,690	
	Included in Budget:	Yes☒ No☐	*Budget Source:*	
	One-time Costs:	Yes☐ No☒	*Amount:*	
	Recurring Costs:	Yes☒ No☐	*Amount:*	
SOURCE	*Fee Financed:*	Yes☐ No☐	*Amount:*	
	Grant Financed:	Yes☐ No☐	*Amount:*	
	Debt Financed:	Yes☐ No☐	*Amount*	*Annual Retirement*
	TID Financed:	Yes☐ No☐	*Amount:*	
	TID Source: Increment Revenue ☐ *Debt* ☐ *Funds on Hand* ☐ *Interfund Loan* ☐			

RESOLUTION

WHEREAS, the City of Wausau Finance Department Financial Analyst position is vacant; and

WHEREAS, after unsuccessful recruiting the department re-evaluated office demands and job duties and recommends the position be reclassified to Accountant; and

WHEREAS, fiscal impact of this change results in an annual costs savings of between $8,484 and $12,690, and

WHEREAS, the Human Resources Committee has considered, reviewed, discussed and supported the recommendation for the reclassification to Accountant;

NOW THEREFORE BE IT RESOLVED by the Common Council of the City Wausau that the proper City Officials are hereby authorized and directed to reclassify the Financial Analyst position to Accountant and begin recruitment immediately.

Approved:

_____

Robert B. Mielke, Mayor

Item 3

DPW / Division of Inspection, Zoning
and Electrical Systems

William D. Hebert, MPA
Chief Inspector / Zoning Administrator

TO: Human Resources Committee

FROM: William D. Hebert, MPA
Chief Inspector / Zoning Administrator

DATE: April 4, 2017

SUBJECT: Administrative Assistant Changes for Inspections Division of DPWU

Background and History:

The Inspections Division of the Department of Public Works currently has an Administrative Assistant I and Administrative Assistant III. The Administrative Assistant III recently announced her retirement which prompted review of the current administrative organization in the inspections division. The Inspections Division typically has had 2 FTE administrative positions. One has primarily handled inspections and permitting while the other position has worked with the property maintenance group and municipal court functions.

In 2016 the Inspections Division implemented a comprehensive software program that incorporates all of our division's primary functions; permitting, inspections, and code enforcement. We also utilize the software for functions such as conditional use, zoning change, and site plan review, and online permitting which is being finalized.

Both administrative positions will work within the software system and will be capable of utilizing all functions. It is staff's recommendation to move from 1 (one) – Administrative Assistant I and 1 – Administrative Assistant III to 2 (two) – Administrative Assistant II. We have included the propose job description in the packet.

Reasoning and Justification:

Administrative personnel are key to any service organization. The Inspections Division works with a variety of customers; the general public, contractors, homeowners, landlords, tenants, other city departments, and elected officials. Conservatively we issue over 2,000 permits annually, take code enforcement action in excess of 5,000 violations per year and countless phone calls, emails and requests for information.

In reviewing the job duties it was determined that the administrative personnel would operate in a dual role where both positions would split the administrative duties evenly. This would help to support the office during employee leave or training.

Summary:

Staff recommends reclassifying the current Administrative Assistant I to Administrative Assistant II. Ms. Engen is fully capable of completing all duties in the proposed job description and has performed well in her current position.

Further we recommend eliminating the current Administrative Assistant III and creating a second Administrative Assistant II position.

These changes should leave a nominal savings in the current budget.

JOB DESCRIPTION
~~Customer Service Representative~~
Administrative Assistant II –Inspections

Division:	Planning/Inspections	Reports To:	Chief Inspection/Zoning Administrator
FLSA Status:	Non-Exempt	Pay Grade:	
Occupation Code:		Last Updated:	~~May 2013~~ March 2017

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

This position requires general advanced and non-routine administrative duties which involve dealing directly with employees or citizens. Work includes administrative and secretarial support for the chief inspector/zoning administrator. Expected to exercise independent action and judgment in completion of tasks. Work involves considerable contact with inspectors, the general public, contractors, other city departments for various ordinances, codes, programs, and policies.

Essential Duties and Responsibilities

- Prepare wide variety of statistical/analytical data regarding construction activity, code enforcement and other information as required. ~~Track and schedule follow up inspections for housing and property maintenance program.~~
- Coordinate with attorney's office, municipal court, and service processor for enforcement actions for housing and property maintenance. Similar duties are required for building; plumbing, electrical and HVAC code violations.
- Compose correspondence, reports and other material for supervisor and inspectors.
- Prepare legal notices, agendas, minutes and all other material necessary for board, committee, and commission meetings.
- Disseminate a large volume of information between inspectors, contractors, and the general public. Provide public information and customer service. Keep appraised of various ordinances, state codes, policies, and program procedures relating to our division.
- ~~May~~ Accept payments and process weekly invoices for general permits and zoning applications
- Assist in the Division's budget preparation process, monitor expenditures and revenues; complete accounts payable, accounts receivable, and purchase order functions.
- ~~Keep records and balance in accordance with accounting controls.~~
- Provide information to citizens and/or employees over the counter, by phone or in writing.
- Act as receptionist by answering the telephone, and taking and giving information for ~~engineering, planning and inspection departments~~ the division.
- Organize and maintain files and documents in different areas of concentration for inspections, plan commission, historical preservation and parcel files.
- Perform related work as assigned.

Additional Duties and Responsibilities

- Research and provide support for special projects.

Job Requirements

Associate's Degree in ~~secretarial science~~ Administrative Assistant, accounting, or directly related field, and one to three years' experience; ~~high school diploma or equivalent with one to three years increasingly responsible clerical experience~~ or an or combination of experience and training which provides the knowledge, skills and abilities to perform the job.

Technical Skills

MS Word – Intermediate
MS Excel – Intermediate
PowerPoint – Basic
GIS – and other software programs specific to the departmental functions.

Performance Specifications

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
Ability to compare, count, differentiates measure and sort information.
Ability to assemble, copy, record and transcribe data and information.
Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Work Environment

Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury to the employee.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

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