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, October 14, 2019 at 4:30 PM**
Location:	City Hall (407 Grant Street) – Council Chambers – 1st Floor
Members:	Becky McElhaney (C) Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

AGENDA ITEMS FOR CONSIDERATION

1) Approval of 8/12/2019 Minutes.
2) Human Resources Report for August.
3) Discussion and Possible Action Amending Salaries for Elected Officials.
4) Discussion and Possible Action Creating a Longevity Program.
5) Discussion and Possible Action Reclassifying Public Housing Manager to Assistant Director of Community Development Authority.
6) Discussion and Possible Action Reclassifying Police Evidence Custodian to Detective.
7) Discussion and Possible Action Reclassifying Bus Mechanic I to Bus Mechanic II.
8) Discussion and Possible Action Approving a Layoff Plan for Parking Staff.
9) Future Agenda Items.

Becky McElhaney, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 10/10/19 at 2:30 PM

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.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderperson, Mayor, Department Heads, Union Presidents.

DRAFT

CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION

DATE/TIME: September 9, 2019 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Vanderboom

McElhaney called the Human Resources Committee meeting to order at 4:30 p.m.

Approval of 8/12/2019 Minutes.
Motion by Gisselman to approve the August 12, 2019 Human Resources Committee Meeting minutes. Second by Neal. All ayes. Motion passes 5-0.

Human Resources Reports for August.
Vanderboom said asked if the committee members had any questions about the report provided. No questions were brought forward. No motion on this item.

Discussion and Possible Action Creating a Participation Incentive for the City of Wausau's United Way Campaign.
Vanderboom explained that the City has long participated in the United Way Campaign and would like to do a drawing for a vacation day as an incentive for employee's who participate on the kick-off day. Vanderboom said that the Handbook does not provide any language for doing this, so the item has been brought to the committee for their support. Martens asked if the City has provided any incentives in the past. Vanderboom said the City has not provided any incentives in the past, so this is something new.

Motion by Martens to approve creating a participation incentive for the City of Wausau's United Way campaign. Second by Herbst. Neal said that he would like to see the City include options for other charitable organizations that employees can chose to donate to if they do not wish to donate to the United Way. Neal said he realizes this may not be possible in the short-term, but that maybe next year the options could be expanded. McElhaney agreed with Neal and said she does not want anyone to feel strong-armed to give to an organization that they do not want to support. Vanderboom said that the City does offer other opportunities for employees to donate items for various charities and events. Mayor Mielke said that this was brought forward to encourage more participation and in no way will employees be coerced to participate. All ayes. Motion passes 5-0.

Discussion and Possible Action Amending the Language of the Employee Handbook Section 7.12 – Post Employment Health Plan – Sick Leave Conversion.
Vanderboom explained that this request is for a slight change of language to section 7.12 to allow Human Resources discretion to waive or shorten the notice period to grant PEHP conversion to employees who are not able to give a 3 month notice of retirement due to medical disability.

Motion by Neal to approve amending the language of the Employee Handbook section 7.12 – Post Employment Health Plan – Sick Leave Conversion. Second by Gisselman. All ayes. Motion passes 5-0.

Discussion and Possible Action Creating the Position of Crime Response Specialist in the Police Department.
Deputy Chief Barnes provided the history of the VOCA grant that the department received 3 years ago and has again received, this time for a 5 year period. The amount of the grant would allow for the department to create the Crime Response Specialist position which would be mostly clerical in nature, but also perform other duties and

provide resources victims of crime. Barnes said that the department has been told that a letter confirming the receipt of this grant by the State is forthcoming, and that the VOCA grant will be going to the Finance Committee for approval to cover the financial impact to the City.

Gisselman asked if this would be fully funded by the grant or if the City's tax levy would be impacted. Barnes said that the therapist position and this specialist position are fully funded through the VOCA grant; the officer position is funded at 50%. The Greenheck Foundation has agreed to pay 100% of the 50% not covered in 2020, and then scaling back funding over the remaining 4 years.

Motion by Neal to approve creating the position of Crime Response Specialist in the Police Department. Second by Herbst. All ayes. Motion passes 5-0.

Discussion and Possible Action Amending Salaries for Elected Officials.
McElhaney said her understanding was that a change to salaries could not be made at this time and asked Vanderboom for confirmation. Vanderboom said that changes could be made until December 2nd. McElhaney explained that she brought this item forward due to questions and comments from constituents related to the topic and asked Vanderboom to survey other municipalities that are comparable to the City. McElhaney said that she is not advocating for any change.

Vanderboom said that Appleton had just completed a survey and shared this information with the committee. Gisselman asked about looking at the Mayor's salary as well since only alderman salary information was presented. Vanderboom explained that the spreadsheet in the packet is incomplete and mayoral salary information was included on the spreadsheet she created.

Motion by Herbst to table item until October. Second by Martens. All ayes. Motion passes 5-0.

Discussion on Budget Update.
Vanderboom said that this item was asked for as a future agenda item. Vanderboom provided a list of all items passed by the HR Committee in 2019 so far that have had a budget impact. The budget impact of items passed so far totals approximately $77,350.00. Vanderboom said that this total does not include the cost of funding a longevity policy, funding for discretionary performance incentives, wage study option 3, and 2020 insurance plan changes.

No questions were posed by the committee on this item.

Discussion and Possible Action Creating a Longevity Program.
Vanderboom said that the committee had a good discussion on this item in the last meeting and provided her with enough information to move forward to research and provide a suitable option for the committee to consider. Vanderboom said that she looked at a non-traditional schedule for dates but that it seemed to complicate when employees got what and she wanted to keep it simple. The impact of the longevity program presented would have a fiscal impact of $43,620.00 in 2020 and $46,080.00 in 2021.

Neal provided his thoughts on why he felt giving longevity at different years might make it more attractive for employees. Vanderboom explained that she started the program at 10 years because employees are now receiving regular pay steps that essentially reward them for longevity with the current wage step system. Neal asked if input was received by department heads. Vanderboom said that because of the previous discussion, she wanted to ensure that she was going in the right direction with the committee's request first before bringing it to department heads for input. Neal said that he was reluctant to take action without input from department heads. Vanderboom asked if the committee wanted any changes to what was presented; Neal indicated that he felt what was presented could be shared and no changes were needed.

Motion by Neal to table item until department heads have been surveys. Second by Herbst. All ayes. Motion passes 5-0.

Discussion and Possible Action Adjusting Employee Salaries in Response to Pay Compression.
Vanderboom explained the reason that pay compression occurs between represented employees and their supervisors, who are non-represented. Pay compression has been addressed in the past to ensure there is at least a 5% spread between employees and their supervisors. Vanderboom said that Human Resources looked at all employees throughout the City to identify where compression was occurring. Vanderboom shared her findings of pay compression throughout the organization with the committee and proposal for fixing pay compression where needed at this time.

Barnes said that this issue is very important for the Police Department and comes up about every 2 years. He said that union employees often receive higher increases and more incentives through the union contact and it makes it difficult to promote employees to positions out of the union for a small increase in pay. Barnes believes that what was presented will help with compression for now but challenged the committee to look at coming up with a permanent solution that would solve the pay compression issue so that it does not have to be brought back to the committee every couple of years. Vanderboom said that this fix would prevent compression through the end of the current contract. Neal asked several questions of Barnes and further discussion took place. Ultimately, Barnes said that Chief Bliven and the HR Director have been discussing potential options to solve this issue long-term but would prefer not to speak about any of those options until they are agreed upon between the chief and director.

Motion by Neal to approve adjusting employee salaries in response to pay compression. Second by Herbst. Herbst questioned the financial impact; Vanderboom said that the financial impact of $4,100 is for 2019 only and includes back pay. Martens asked if the recommended adjustments will provide a 5% spread; Vanderboom said that the recommended adjustments provide more than a 5% spread and will keep those employees at least 5% above their direct reports for the life of the current contract. All ayes. Motion passes 5-0.

Future Agenda Items.
McElhaney stated there are two tabled items, salaries for elected officials and longevity program for future consideration. Vanderboom said that insurance renewal will be brought forward when the insurance company has the renewal rates.

Adjournment.
Motion by Herbst to adjourn. Second by Martens. All ayes. Meeting adjourned.

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Rebecca McElhaney
Human Resources Committee, Chair

HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
80	60	6	14

Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
8	1	4	1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
25	8	17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
2	1	1	1	0	0

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	The City and Union signed MOU's governing the assignment of acting Battalion Chief and Acting Lieutenant.
Justin Fisher	Metro	Vacation Denial	6/17/19	Employee received time and half pay for the day his vacation was denied.

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date
Scott Peterson	Police	Police Officer	01/09/19
Josiah Kaetterhenry	Police	Police Officer	01/09/19
Andrew Bloch	Police	Police Officer	01/09/19
Mason Hagenbucher	Police	Police Officer	01/09/19
Henry King	Assessment	Property Appraiser	02/04/19
Thomas Ponik, Jr.	Assessment	Property Appraiser	02/18/19
Ashley Schroeder	Fire	Firefighter/Paramedic	02/25/19
Jared Thompson	Fire	EMS Division Chief	04/08/19
Robert Barteck	Fire	Deputy Fire Chief	04/08/19
John Langren	Water	Water Distribution Maintainer	05/06/19
Charlotte Baneck	Police	School Crossing Guard	05/09/19
Jonathon Lindloff	Water	Water Distribution Maintainer	05/13/19
Mitchell Harris	Public Works	Street Maintainer	05/13/19
Robert Pfaff	Police	Police Officer	05/29/19
Ivy Tiry	Police	Police Officer	05/29/19
Brady Olson	Police	Police Officer	05/29/19
Brandon Maszk	DPW	Equipment Services Mechanic	07/08/19
CeeJay Fitzke	DPW	Equipment Services Mechanic	07/22/19
April Opper	Finance	Accountant	07/24/19
Patrick Lind	DPW	Street Maintainer	08/12/19
Tabitha Lorbecke	Municipal Court	Administrative Assistant II	08/19/19
Matthew Borchardt	DPW	Street Maintainer	08/19/19
Roger Yauch	Metro Ride	Bus Operator I	08/21/19
Veronica Green	DPW	Street Maintainer	08/26/19
Nathan Miller	Attorney’s Office	Assistant City Attorney	09/03/19
Dennis Ray	Metro Ride	Bus Operator I	09/10/19

Seasonal Hires: (1) Youth Apprentice (DPW Motor Pool), (2) Yard Waste Site Attendants, (3) Engineering Technicians, (2) Wastewater Technicians, (10) Seasonal Aide - DPW, (2) Seasonal Aide – Water, (5) Community Resource Officers

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
21	10	10	1

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Cody Wiesman	Firefighter/Paramedic	Fire Lieutenant	Steven Robers	01/08/19
Justin Fisher	Bus Operator I	Bus Operator II	Gregory Hayes	01/28/19
Nicholas Olson	Bus Operator I	Bus Operator II	(n/a – Council Approved)	02/18/19
Adam Malzahn	Street Maintainer	Property Inspector	Richard Grefe	03/25/19
Dustin Kraege	Equipment Services Mechanic	Fleet Supervisor	(n/a – New Position)	05/28/19
Solomon King	Equipment Services Mechanic	Senior Equipment Services Mechanic	Todd Mendlik	05/28/19
Jennifer Norton	Accountant	Accounting Assistant	Kaye Schroedel	06/03/19
Michelle Van Krey	Administrative Asst. I	Community Dev. Specialist	Tara Plaisance	07/01/19
Kraig Kruzan	Lieutenant	Battalion Chief	Paul Czarapata	07/23/19
Scott Carman	Sewer Maintainer	Plant Maintenance Mechanic	Thomas Blashka	07/29/19
Chad Abbiehl	Equipment Operator	Public Works Supervisor	Dan Raczkowski	08/08/19
Luis Lopes-Serrao	Police Officer	Patrol Lieutenant	Andrew Hartwig	08/23/19

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	1	01/08/18	In Process
School Crossing Guard	substitutes	11/21/18	Collecting Applications - Ongoing
Firefighter/Paramedic	3	01/03	(2) In Process, Application Deadline 10/31 for New Recruitment
Fire Training Division Chief	1	New Position	In Process
Parking Control Specialist	1	08/09/19	Conditional Offer Candidate in Process
Equipment Services Mechanic	1	10/30/19	Application Deadline 10/23
Police Officer	1	08/22/19	In Process
Crime Response Specialist	1	New Position	Application Deadline 10/07
Business Development Specialist	1	Re-Classified Position	Application Deadline 10/13
Water Distribution Maintainer	1	12/02/19	Application Deadline 10/15

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

Human Resource Committee Packet

September 9, 2019

Agenda Item
Discussion and Possible Action Amending Salaries for Elected Officials
Background
Compensation for elected offices must be established before the earliest time for filling nomination papers for that office. Wis. Stats. s. 8.10(2)(a) states that nomination papers for offices to be filled at the spring election may be circulated no sooner than December 1 preceding the election. With this in mind, any adjustments to the compensation for elected officials, such as Mayor and Alderperson, must be established prior to December 1, 2019. In light of this deadline, the Human Resources Committee Chair requested that the Human Resources Department conduct a salary study to see how the City of Wausau compares in elected official salaries. Attached, please find the comparable salaries. The City of Wausau is very minimally off average in both categories, with the salary for Mayor being slightly below average and the salary for Alderperson slightly above average.
Fiscal Impact
None.
Staff Recommendation
Finalize any compensation changes by December 1, 2019
Staff contact: Toni Vanderboom (715-261-6634) and Anne Jacobson (715-261-6590)

Municipality	Salary	Number of Alderpersons	Population	Benefits	Expense Account	Other
Appleton	$ 6,129.00	15	74653	Parking Pass	None	None
Eau Claire						
Fond du Lac	$ 5,000.00	7	43000			
Green Bay	$ 9,887.00	12		Health, Dental, Deferred Comp	None	None
Janesville						
Kenosha	$ 6,000.00			None	$50 per diem per 1/2 day, $100 per diem per 6 hour day, $50 per meeting, $100 per month expense allowance, $130 per month technology stipend	
LaCrosse	$ 7,800.00	13	52282	WRS, ICI, Section 125	Yes	
Manitowoc	$ 3,120.00	10	33000	None	None	None
Oshkosh	$ 5,000.06	6	67083	Parking Pass	None	None
Racine						
Sheboygan	$ 4,468.00	10	49800	None	None	None
Stevens Point	$ 5,300.00	11	26749			
Waukesha						
Wausau	$ 5,354.96	11	39106	None	None	None

Average:	$ 5,279.00	11	42854

Municipality	Mayor	Population	Term	Salary	# Reports	Benefits	Expense Account	Other	# of Staff in Mayor's Office (not including Mayor)
Appleton	Mayor	74,653	2019-2020	$100,496	15	Health, Dental, Life, LTD, Pension	None	None	3 (Secretary to Mayor, Communications Coordinator, Diversity & Inclusion Coordinator)
Green Bay	Mayor	105,116	2019-2020	$87,330	13	Health, Dental, Life, LTD, Pension	None	$30/month mileage reimbursement	3 (Chief of Staff, Community Relations Assistant, Executive Secretary)
La Crosse	Mayor	51,834	2017-2021	$76,908.00	3	Health, Dental, Life, LTD, Pension	$2,075.06	$250/mo car allowance	3 (Executive Secretary, Courtesy and Information Representative, Employee Wellness Coordinator)
Manitowoc	Mayor	32,697	2017-2021	$73,773.00	10	Health, Dental, Life, LTD, Pension	None	$300/month vehicle allowance	1 (Administrative Assistant)
Neenah	Mayor	25,914	2018-2022	$79,250.00	12	Health, Dental, Life, Pension, Flex Spending	None	Receives a $450.00 auto allowance annually ($37.50 per month), $40.00 per month cell phone stipend	1 (Administrative Assistant)
Wausau	Mayor	39,114	2017-2020	$74,850.00	10	Health, Dental, Life, LTD, Pension	None	$300 monthly vehicle allowance, $50/month cell phone allowance	1 (Administrative Assistant)

Municipality	Mayor/City Administrator	Population	Term	Salary	Combined Salary	Benefits	# Reports	Expense Account	Other
Kenosha	Mayor	99,877		$85,800	-	Health, Dental, Life, Pension, Sick Accural	10	None	City car
Kenosha	City Administrator	99,877		$139,065-$178,782	$224,865-$264,582	Health, Dental, Life, Pension, Sick Accural	19	None	None
Racine	Mayor	77,542	2019-2020	$77,459	-	Health, Dental, Pension and FSA plan	Did not report #	None	None
Racine	City Administrator	77,542	2019-2020	$140,000	$217,459	Health, Dental, Life, LTD, Pension	Did not report #	None	None
Sheboygan	Mayor	48,329	2019-2020	$53,844	-	Health, Dental, Life, LTD, Pension	1	None	Access to a mini-van
Sheboygan	City Administrator	48,329	2019-2020	$150,000	$203,844	Health, Dental, Life, LTD, Pension	18	None	None
Waukesha	Mayor	72,489							
Waukesha	City Administrator	72,489							

Municipality	Mayor/City Manager	Population	Term	Salary	# Reports	Benefits	Expense Account	Other
EauClaire	City Manager	68,587						
Janesville	City Manager	64,359						
Oshkosh	Mayor (part-time)	66,665	2019-2020	$6,500	0	None	None	Parking pass
Oshkosh	City Manager	66,665	2019-2020	$154,000	12	Non-rep benefits	None	None

County	County Executive	County Pop	Term	Salary	# Reports	Benefits	Expense Account	Other
Brown	County Executive	68,587						
Calumet	County Executive	64,359						
Outagamie	County Executive	66,665						
Winnebago	County Executive	156,763	2018-2021	2019=$109,129; 2020=$111,311; 2021=$111,537	17	Same as non-rep employees	None	None

Average: $ 95,362.93

Full-Time Mayor Average: $ 78,857.00

Department	Opinion on Longevity
Finance Director	I would add that Non-representative employees didn't receive longevity before Act 10.
Fire Chief	I agree with your proposed longevity plan.
Public Works Director	I do not feel such a policy will have any positive or noticeable effect on retention. Typically the focus for retention, in my experience, would be to try and retain the 5-15 year employees. Typically once employees are beyond 15 years they are more likely to stay due to pension and being higher in a pay scale. I think the step scale already promotes longevity, raises each year and pay scale adjustments every 5yrs. I think as long as the city keeps up with market the step scale promotes longevity. I also feel the amount of money being offered under the plan will not have any beneficial effect; I feel these funds would be much better utilized addressing compression and internal equity issues. Addressing these issues would have a much more positive effect on the work force.
City Assessor	I believe it would be nice to see language stating that longevity includes all years of services working for the City of Wausau even with a separation. I think this would be great policy to retain past employees who have direct knowledge of past positions. The State of Wisconsin and the Wausau School District each have policies that reinstates past employment in longevity, vacation and years of service up to 5 years of separation. As for myself, I started working for the City was on February 18, 2003 with a 9 month separation beginning September 2016, before being rehired on July 5, 2017. Could this suggestion be look at as to how it might impact the City, as there may be others like myself who have come back to work for the City.
	During the committee discussion, before direction to staff to propose a longevity plan, what did the members discuss was their purpose in implementing such a plan? • Is the annual payment intended to serve as an incentive to remain in this employment? • Is the annual payment meant to recognize seniority? • Is the annual payment a stipend after reaching the top of the pay scale? • Is the annual payment made to reward and express appreciation for the length of the employee's tenure? How were the amounts derived? • If not a percentage of the employee's annual base rate of pay on the employee's anniversary date (or another date), the amounts, while appreciated, are so small as to not be a significant retention incentive.

Department	Opinion on Longevity
City Attorney	Will there be a policy adopted by the Council fleshed out after the next HR Comm discussion? You say they want to consider reinstating the longevity policy; was there ever a "policy? One that states its purpose, terms of eligibility for longevity pay, basis of service (type of employment; returning retirees; interruptions in work for the same employer)? Was the comparison chart with other municipalities attached? I didn't see it. Some range from 3 years to beginning at 10 years. The pay chart should be clarified to include 10-14; 15-19; 20-24 (years of service); and so on. Would this plan first be implemented with an effective date of January 1, 2020? Or some other date? It will take 12 months for every eligible employee to pass their anniversary date and receive the lump sum payment. Eligible employees hired before an established date could receive a longevity bonus payable in the last pay period in December, so that all employees receive their "bonuses" at the same time.
	I believe the longevity incentives should be calculated as a percentage of an employee's pay. Following is the language from the police union contract as an example: Article 17 - LONGEVITY The City agrees it shall continue to pay longevity pay for officers who have completed continuous uninterrupted services as additional compensation. Effective 1/1/02 longevity shall be calculated as follows: 1. After five (5) years - a monthly amount equal to .32% (.0032) of Police Officer's monthly base rate. 2. After ten (10) years - a monthly amount equal to .62% (.0062) of Police Officer's 16 monthly base rate. 3. After fifteen (15) years - a monthly amount equal to .9% (.009) of Police Officer's monthly base rate. 4. After twenty (20) years - monthly amount equal to 1.2% (.012) of Police Officer's monthly base rate. 5. After twenty-five (25) years – monthly amount equal to 1.47% (.0147) of Police Officer's monthly base rate.

Department	Opinion on Longevity
Police Chief	Longevity payments shall commence at the end of the closest payroll period ending after the anniversary date of hire. These payments shall be made on a bi-weekly or annual basis per employee's choice. Bi-weekly payments will be made to coincide with payroll periods, annual payments will be make on the first payday in November, which pays through December. I believe longevity pay can be a retention tool, but is more often offered as recognition and appreciation for tenure / length of service. Hopefully the wage study and competitive pay is the significant piece to our retention of employees. The longevity pay is more of a cherry on the top, a nice thing to give employees for their dedicated service.

* Department Directors were given the staff memo from the September HR Committee Packet and asked for an opinion on the Longevity Plan proposed.

Human Resource Committee Packet

September 9, 2019

Agenda Item
Discussion and Possible Action Creating a Longevity Program
Background
In 2012, the City of Wausau created a compensation plan which built longevity pay into the base compensation plan and made its final longevity payment to employees. The Human Resources Committee requested the construction of a longevity policy to be considered as part of the 2020 budget process. During the discussion at the July HR Committee Meeting, the Committee indicated that they would like the program to apply according to a regular schedule according to hire date, and not be tied to an employee's reaching the maximum salary rate for his or her position. Attached please find a chart comparing the City's longevity program to the other municipalities which offer longevity.
Fiscal Impact
$43,620.00 in 2020 and $46,080.00 in 2021.
Staff Recommendation
The current compensation plan has already taken longevity into consideration, with an increase being received annually until an employee reaches the maximum salary range for the position. After Act 10, the City removed longevity. I would caution that should longevity be returned, it would be very difficult to once again remove the longevity incentive. We also considered none standard yearly assignment of longevity increases, for example assigning longevity increases in between vacation increases. However, this resulted in a system that was quite difficult to remember and seemed unnecessarily complicated. Therefore, we recommend the following program which closely mimics the program in place for the Transit union-represented employees. The 5 year step has been removed, because Transit union employee compensation plan does not have longevity built in: All regular full-time employees who have completed the specified amount of continuous service shall receive longevity pay as follow:

From 10-15 years	$25/month ($300/year)
From 15-20 years	$35/month ($420/year)
From 20-25 years	$45/month ($540/year)
25 years or over	$55/month ($660/year)

Longevity eligibility payments shall commence on the employee's anniversary date.

Upon completion of the required years of service, regular part-time employees shall receive a pro-rata portion of the longevity payment.

Staff contact: Toni Vanderboom, 715-261-6634

Municipality	Years	Amount
Wausau Metro	5-10	15/mo
	10-15	25/mo
	15-20	35/mo
	20-25	45/mo
	25+	55/mo
Vilas County	5-10	15/mo
	10-15	22/mo
	15-20	26/mo
	20-25	32/mo
	25+	38/mo
Dodge County	5-10	10/mo
	10-15	17/mo
	15-20	24/mo
	20-30	30/mo
	30+	35/mo
Superior	5-10	32/mo
	10-15	48/mo
	15-20	72/mo
	20-25	104/mo
	25+	144/mo
Beloit	3% increase every 5 years built into base pay, received in January	
Cedarburg	?	

Human Resource Committee Packet

July 8, 2019

Agenda Item

Discussion on City of Wausau Longevity Plan

Background

Union represented employees of the City of Wausau currently and historically have negotiated to receive longevity pay. After the passing of Act 10, the union which represented a number of the City's employees did not re-certify and these employees became non-represented. In 2012, the City of Wausau made a final full longevity payment to this group of non-represented employees and again limited the longevity program to represented employees only. Longevity pay was built into the base compensation plan for non-represented employees at that time.

In 2016, the City of Wausau conducted a survey of municipalities regarding their longevity programs. At that time, six municipalities still had longevity and 31 municipalities no longer had longevity programs. I contacted those six municipalities again and was able to confirm that all six municipalities still have longevity programs. The vast majority of municipalities eliminated longevity as part of a wage study after Act 10, and built longevity into the pay scales; this is the same approach that the City of Wausau followed.

The City currently has three unions, all of which have negotiated longevity pay:

	Metro	Fire/Police
5 years	$15/month	Monthly amount equal to .32% of monthly base rate
10 years	$25/month	Monthly amount equal to .62% of monthly base rate
15 years	$35/month	Monthly amount equal to .9% of monthly base rate
20 years	$45/month	Monthly amount equal to 1.2% of monthly base rate
25 years	$55/month	Monthly amount equal to 1.47% of monthly base rate

The longevity negotiated by MetroRide closely mimics the City's previous longevity program. I compared that longevity program to five of the six municipalities mentioned above (all of which use a flat rate), and MetroRide's longevity program was more generous than all but one municipality.

Fiscal Impact

According to the Fair Labor Standards Act, longevity pay must be included in the base rate for overtime calculations for non-exempt employees. This will result in an increase in overtime costs that cannot be calculated at this time.

This is a continuously growing commitment. Under MetroRide's current negotiated longevity (which mimics the City's previous longevity scale) estimated fiscal impact for 2019 could be as high as $49,200, with an increase in 2020 to $53,460 and an increase in 2021 to $57,420.

Staff Recommendation

If the City of Wausau chooses to bring back a longevity pay program, there are a number of factors to be determined:

1. Who will be eligible for longevity? Previously, this program was limited to union-represented employees. As such, management and exempt professionals were largely excluded from the program. This could exacerbate some of the feelings of pay compression between management and non-

management staff. 2. Is this program intended to alleviate the effect of red-lining? Under the current pay system, employees who are hired at the minimum salary rate will be red-lined at either 16 or 20 years in a position. If the intention is to alleviate the impact of red-lining, I would start paying longevity pay at 15 or 20 years of service, or establish a system where longevity only comes into play after an employee is redlined. (For example, a monthly payment of $1/every year an employee is red-lined.) This would also take into account that the current compensation plan already progresses employees up the salary scale according to seniority. 3. If the Committee moves to bring back longevity pay, is the intention to seek a budget modification or work this item into the 2020 budget?
Staff contact: Toni Vanderboom 715-261-6634

Human Resource Committee Packet

October 14, 2019

Agenda Item
Discussion and Possible Action Reclassifying Public Housing Manager to Assistant Director of Community Development Authority.
Background
During the Wage Study process, the Community Development Director informed the Human Resources Department of an organizational structure plan intended to grant additional authority and autonomy to the Public Housing Manager. The Community Development Authority Commission recently approved a new organizational and strategic plan. As a result of this plan, the decision-making responsibilities of the Public Housing Manager position have expanded. The Director the Community Development submitted a revised job description for the position. That position was evaluated according the Decision Band Matrix, and classified accordingly.
Fiscal Impact
The incumbent will be moved into a new salary grade, and will be placed on the step closest to her current salary (without resulting in a decrease in pay). Hourly salary will be adjusted by $0.41/hour, for a 2019 fiscal impact of $164 plus benefits. Additionally, because the incumbent will now be under the midpoint in the new salary range, she will receive a 3% increase instead of a 1.5% increase in 2020. Future earning potential will also be increased.
Staff Recommendation
Reclassify the Public Housing Manager position (salary grade 15, $52,812-$79,218) to Assistant Director of Community Development Authority (salary grade 10, $69,036-$103,554).
Staff contact: Christian Schock (715-261-6683) and Toni Vanderboom (715-261-6634)

JOB DESCRIPTION

Assistant Director, Community Development Housing Authority~~Public Housing Manager~~

Job Title:	Assistant Director ~~Public Housing Manager~~	Reports To:	Community Development Director
Department:	Community/Economic Development	FLSA Status:	Exempt
Division:	Public Housing Authority	EEO Code:	1-Officials & Administrators
Salary Grade:	~~15~~ 10	Occupational Code:	2574
Employee Group:	General Employee	Training Category:	B-Supervisors & Managers
Created:		Last Revision:	February 2018

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 position is to manage and supervise Community Development Authority (CDA) ~~housing~~ operations, facilities and staff for the City of Wausau. The Assistant Director~~Housing Manager~~ is responsible for oversight of financials, government reporting, compliance with state licensing for all Authority activities and for the grounds and maintenance of all Authority-owned properties. The Assistant Director assists in developing the strategic vision for the Authority and promulgating redevelopment activities and new affordable housing in the City.

Essential Duties and Responsibilities

1. Prepares all CDA operating budgets. Prepares and administers grants, including administering the capital fund grants awarded by HUD. Maintains accounts and insurance for new and existing housing projects.
2. Prepares housing policies in consultation with HUD and WHEDA personnel ~~and submits for Director's~~ and ~~Commission's consideration and approval. D~~directs and implements adopted policies, regulations and procedures in accordance with ~~Housing and Urban Development~~HUD ~~-~~guidelines.
3. Prepares required monthly, quarterly, and annual financial and activities reports for various programs and monitors all program budgets for the Community Development Authority (CDA) accounts.
4. Prepares agendas, presents quarterly entity-wide financial statements, CDA investment and Capital Fund Recaps to the CDA's finance committee.
5. Facilitates property acquisition, third party contractors and manages rehabilitation in accordance with regulations.
6. ~~-~~Oversees property residency, which may include directing housing applications and coordinating apartment occupancy.
7. Prepares the CDA's Annual Public Housing Authority (PHA) Plan and 5-Year Plan with recommended strategies for future development and redevelopment opportunities in the City.
8. Directs maintenance and housing employees of the Authority. Reviews employee performance in accordance with set standards.
9. Directs staff to conduct inspections for all public housing units to ensure compliance with Uniform Property Conditions Standards and HCV units for compliance with Housing Quality Standards.

10. Manages the operation of 36 unit assisted living facility, 149 unit elderly, disabled facility, 46 units of scattered site housing and the Housing Choice Voucher Program.
11. Responsible for oversight of the annual Section 8 Management Assessment Program (SEMAP), report to both HUD and WHEDA including maintaining scores in accordance with the organization's strategic score targets.
12. Ability to implement housing programs and procedures, lease administration and compliance, tenant-landlord laws, Davis-Bacon payroll and payment records.
13. Responsible for the coordination and planning of the resident activities at Riverview Towers and Riverview Terrace, including outside vendors and the Convenience Store.
14. Conducts resident/tenant meetings. Receives and resolves resident complaints and emergencies during and after-hours. Provides information as requested.
15. Works as a visible figure to promote the scene of community for the residents living in the CDA units.

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Additional Duties and Responsibilities

- Performs various duties and special projects as assigned.

Education and Experience Requirements

Bachelor's degree in Public Administration, Construction ~~a~~Administration, Business, Urban Planning or related field with a minimum of five (5) years public housing, development program management or multifamily housing administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Certified Public Housing Manager and Occupancy Specialist Certification or the ability to obtain certifications within one year.

Knowledge, Skills and Abilities

Word & Excel – Intermediate
PowerPoint - Basic

- 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 counsel, mediate and/or provide first line supervision. Ability to persuade, convince, 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, blueprints, budgets, invoices, purchase orders, insurance documents, performance appraisals, bid documents and specifications, HUD and WHEDA reports, building codes, appraisals, housing program procedures and guidelines, required housing reports, payment records and non-routine correspondence.
- Ability to communicate orally and in writing with residents, Community Development personnel, real estate brokers and Community Development Authority Board members.
- Ability to calculate percentages, fractions, decimals, volumes and ratios. 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 sensory and/or judgmental criteria.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/typewriter, calculator/adding machine and telephone.

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel.

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.

Human Resource Committee Packet

October 14, 2019

Agenda Item
Discussion and Possible Action Reclassifying Evidence Custodian to Detective.
Background
The City of Wausau Evidence Custodian position is currently vacant. The Police Department has used this vacancy as an opportunity to reconsider the organizational chart of the Department, and has requested that the Evidence Custodian position be reclassified to Detective. This would increase Detective staffing levels from six (6) to seven (7) staff. A Detective would be assigned evidence custodian responsibilities as a high percentage of his/her job. The Police Department listed three reasons supporting this reclassification, in the letter included in the HR Committee packet. To briefly summarize, they are: 1. The Department will be able to increase Detective staffing levels while reducing the fiscal impact of that staff change. 2. This would grant scheduling flexibility, as the employee could also perform Detective work. 3. The Department feels that sworn staff provide more notice prior to separation.
Fiscal Impact
Approximately $35,000 fiscal impact in 2020.
Staff Recommendation
If evidence custodian responsibilities are truly full-time, I suspect that the department will not receive the benefits expected from an additional Detective. I would advise the Committee to consider the amount of time expected to be spent on Detective tasks weighed against the additional pay for reclassifying this position to Detective. If the additional Detective time supports the fiscal impact, I would recommend approving the reclassification.
Staff contact: Ben Bliven (715-261-7802) and Toni Vanderboom (715-261-6634)

Wausau Police Department
515 Grand Ave Wausau, WI 54403 Ph. 715-261-7800

October 8, 2019

Re: Evidence Custodian Position

City Council:

We currently have an Evidence Custodian vacancy. Since 2004, this position has been a non-sworn position filled by three different civilians. Prior to that time, the position was staffed by sworn members of the police department. As this position has become vacant again, we are re-evaluating the position and request the City Council authorize the replacement with a sworn detective position.

Prior to 2004, the Evidence Custodian responsibilities were assigned to a patrol officer and lieutenant to handle amongst various other duties. In 2004, the City Council authorized a new part-time civilian position to meet the growing demands of evidence/property storage. The position was then made full-time at the end of 2013. For reference, the Evidence Custodian processed 571 cases in 2004 and 886 cases in 2014. Last year (2018), the Evidence Custodian processed 1,147 cases. That is a 100 percent increase in cases from 2004 to present.

The advantage of having a civilian in this position is that it is less costly. The 2020 budget line for the Evidence Custodian position is $77,272.59. This includes salary and benefits. Our request is to increase this budget line to fund a full-time Detective to be assigned full-time Evidence Custodian responsibilities (an increase of approximately $35,000).

There are three primary reasons we are making this request:

1. For several years, we have considered adding a Detective position to meet the growing investigatory need created by an increase in cases. Based upon our most recent Annual Report, calls for service have increased from 30,000 in 2014 to 40,000 in 2018. The number of reports generated by officers has also grown from 7,200 in 2014 to 14,000 in 2018. We currently have 6 detectives. We chose not to make the request to add an additional detective because it would have ultimately reduced our patrol staffing levels. We believe this is the right time to make this request because we can add this Detective position without reducing our patrol staffing level at a cost of $35,000, rather than the full position cost.

2. Having a Detective in the Evidence Custodian position allows for much more flexibility in job assignments. A Detective in the Evidence Custodian position would be able to be assigned cases, help gather evidence at the scenes of crimes, has much more experience and expertise in the handling of evidence, and has more experience in courtroom testimony.

Wausau Police Department
515 Grand Ave Wausau, WI 54403 Ph. 715-261-7800

3. Our experience has been that our sworn staff members typically give more advanced notice when they are leaving the department. This provides for a much smoother transition in a critical position like Evidence Custodian.

Our current Evidence Custodian position is vacant and my hope is to move this request through the City Council quickly. The Human Resources committee should be able to review this request at the October 14 meeting. I am requesting that Finance and full Council review the request (if approved by HR) at the October 22 meeting so we can move forward one way or the other. If not approved, we will need to post the position and begin a hiring process quickly.

Thank You,

Ben Bliven
Chief of Police

Human Resource Committee Packet

October 14, 2019

Agenda Item
Discussion and Possible Action Approving
Background
The City of Wausau Transit Department is currently authorized for one (1) Bus Mechanic I position and two (2) Mechanic Technicians. Included in the packet is a memo from the Transit Director requesting the Bus Mechanic I position be amended to a Bus Mechanic II position. The experience and job responsibilities of the current incumbent closely align with the Bus Mechanic II position. While the Department does not currently have a Bus Mechanic II, the job description for the position is up to date and the position has been properly included in the collective bargaining agreement.
Fiscal Impact
None. The position is currently budgeted at the Bus Operator II level.
Staff Recommendation
Approve the reclassification. The City would retain the ability to underfill this position in the future at a Bus Mechanic I level without further Council action.
Staff contact: Greg Seubert (715-261-6526) and Toni Vanderboom (715-261-6634)

420 Plumer Street
Wausau, WI 54403
Phone: 715-842-9287
TDD 715-843-6827
Fax: 715-842-1541
http://metroride@ci.wausau.wi.us

MEMO

To: Toni Vanderboom, Director of Human Resources

From: Greg Seubert, Transit Director

Subject: Request to Reclassify Philip Doran to Mechanic II

Date: September 11, 2019

The transit labor agreement sets wage rates for three different bus mechanic classifications as shown below. Current Metro Ride staffing includes two Maintenance Technicians and one Mechanic I.

Position	Description	Step A Start	Step B 6 Mo.	Step C 12 Mo.	Step D 24 Mo.
Mechanic I	Entry level mechanic	$19.68	$21.66	$22.88	$23.90
Mechanic II	Experienced mechanic w/diagnostic capability	$20.18	$22.37	$23.40	$24.52
Maintenance Technician	Expert level mechanic/instructor	--	--	--	$26.17

Historically, we have selectively advanced employees to higher paying classifications in order to reward or retain them, after they have gained experience and demonstrated proficiency.

Philip Doran was hired on 12/27/2016 to the position of Mechanic I. He has been an exemplary employee during the nearly three years he has worked for Metro Ride and he has gained valuable experience while demonstrating proficiency in his position. Maintenance Supervisor Garth Heckendorf and I are in concurrence that Mr. Doran should be advanced to the position of Mechanic II, so that he remains here and continues his growth. We feel that his advancement is an important step in the succession planning process for the Metro Ride maintenance department.

Please note that this reclassification request does not require the allocation of additional funds. I discovered when preparing this request that I have incorrectly budgeted the Mechanic II wage rate for Mr. Doran each year since his hire.

If you have any questions, please contact me.

Human Resource Committee Packet

October 14, 2019

Agenda Item
Discussion and Possible Action Approving a Layoff Plan for Parking Staff
Background

The City of Wausau retained the services of Walker Parking to evaluate the City's downtown parking program. Staff has developed an implementation plan which was approved by the Common Council. The go live date for the new parking system is scheduled for November 1. A summary of the changes are as follows:

- Develop a uniform 2 hour free time zoned parking in the near downtown.
- Allow for similar free parking times in the other city parking lots and ramps.
- Upgrade obsolete parking meters and gated ramp parking system with pay stations where appropriate using pay by plate.
- Implement Passport parking for mobile parking and permit parking applications. Again, parking will be controlled and managed by license plate rather than space or hang tags.
- Modify the parking fines for expired meter, overtime parking and permit violations from $5 to a graduated schedule where per calendar year the first violation is free, the second and third is $10, the fourth and fifth is $15 and each additional is $25.
- Implement no reparking rules whereby parkers are required to move their vehicle to a different block to extend their free parking.
- Implement License Plate Recognition technology for managing parking enforcement in the downtown
- Adjust parking rates to reflect a standard hourly rate at all facilities.
- Create marketing material and wayfinding signage to improve parking within the downtown.

The City of Wausau employs four (4) part-time Parking Cashiers, two (2) full-time Parking Cashiers, and one (1) full-time Parking Operations Coordinator. With the establishment of the parking pay stations, the Parking Cashier responsibilities are redundant.
However, the parking ramp continues to operate at a loss and City staff are forced to recommend the layoff of the four part-time Parking Cashiers, and revising the job responsibilities of the remaining three full-time staff. Updated copies of the job descriptions are attached, and the revised job descriptions do not result in salary grade changes. The affected employees would be laid off effective 12/14.

Human Resource Committee Packet

October 14, 2019

Fiscal Impact
None.
Staff Recommendation
Approve layoff plan as recommended.
Staff contact: Eric Lindman (715-261-6745) and Toni Vanderboom (715-261-6634)

JOB DESCRIPTION
Parking Operations Coordinator

Job Title:	Parking Operations Coordinator	Reports To:	Administrative ~~Supervisor~~Asst IV~~r~~-DPW
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Parking	EEO Code:	6-Adminstrative Support
Salary Grade:	20	Occupational Code:	0380
Employee Group:	General Employee	Training Category:	D-Staff
Created:		Last Revision:	April 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

Under general direction, performs varied custodial and maintenance work for all Parking Division facilities. Facilities include parking ramps, skywalks, stairwells, surface parking lots, kiosk vestibules, elevators and entrance areas to and from the ramps to the businesses. ~~This position is responsible for set up and maintenance of all parking meters in the City of Wausau including performing the duties and responsibilities of a Parking Cashier.~~

Essential Duties and Responsibilities

1. Schedules and oversees work of ~~parking cashiers~~Parking Operations Worker. Maintains and reviews timecard records for payroll processing.
2. Checks all parking equipment, ~~meters, arms,~~kiosks, ~~ticket~~receipt dispensing equipment.
~~2.~~3. Performs minor maintenance and ~~reprogramming as necessary~~kiosk troubleshooting.
~~3.~~4. Collects money from ~~parking meters~~kiosks. Responsible for cash ~~handling~~ handling and assists in making bank deposits ~~and ticket record keeping~~.
~~4.~~5. ~~Checks~~Perform or schedule others to perform inspections of elevators in parking structure on a daily basis to ensure proper operation. Coordinates repairs through various service providers.
6. Performs minor cleaning, trash pick-up and maintenance of walkways, stair towers, elevators, and doors.
7. Monitors cleanliness of the ramps, skywalks, stairwells, elevators and kiosk vestibules; contacts supervisor to arrange additional cleaning as required.
8. Identifies routine maintenance repairs needed such as inoperable lights in parking ramps and structures, needed sign repair/replacement, damage to floors, decks, piping, doors, windows and stairwells and notifies supervisor of needed repairs.
9. Assists with directing vehicular traffic, including placing and removing barricades and temporary signs.
10. Assists the general public with various requests including vehicle lockouts and accident reports.
11. Maintains inventory as needed including receiving shipments, delivery and pick up of items, and maintaining records.
12. Ensures that facilities remain operational 24/7 and assists with security.
13. Performs or assigns custodial work such as weed maintenance, ice control.
14. Performs or schedules multiple daily walk through of the Parking Division facilities to maintain cleanliness, proper maintenance and prevent loitering.

~~5.~~15. ~~Responsible for the maintenance of parking meters in City parking lots and streets. Installs, removes and programs all parking meters. Monitors battery life on meters and replace as necessary.~~

~~6.~~16. Troubleshoots and repairs equipment.

~~7.~~17. ~~Performs duties and responsibilities of Parking Cashier.~~

Additional Duties and Responsibilities

- Assist motor pool with exchanging cars, dropping cars off at other departments, picking up parts, dropping off vehicles for contracted maintenance; estimate 10-15 hours per week.
- Other duties as assigned.

Education and Experience Requirements

This position requires a High school diploma or equivalent.

Previous experience in security, custodial, maintenance, electronics and/or mechanical equipment operations and repair of Parking Division equipment and facilities.~~and one to three years of experience with electronics and/or mechanical equipment operations~~.

Valid driver's license and a good driving record.

A combination of equivalent experience and/or education may be considered.

~~Ability to be certified as a technician for Duncan Parking meters.~~

Knowledge, Skills and Abilities

- Ability to ~~program cash registers and parking meters~~perform minor maintenance on kiosks.
- Ability to work on electromechanical equipment.
- Requires ability to ~~manage cash, calculate correct change and~~ work cooperatively and courteously.

Physical and Working Environment

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent travel

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.

JOB DESCRIPTION
Parking Operations Worker

Job Title:	Parking ~~Cashier~~ Operations Worker	Reports To:	Administrative ~~Supervisor~~Asst. IV-DPW
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Parking	EEO Code:	6-Adminstrative Support
Salary Grade:	23	Occupational Code:	0380
Employee Group:	General Employee	Training Category:	D-Staff
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

Performs varied custodial and maintenance work for all Parking Division facilities as directed. Facilities include parking ramps, skywalks, stairwells, surface parking lots, kiosk vestibules, elevators and entrance areas to and from the ramps to the businesses. ~~Coordinate the Parking Cashiers in the absence of direct supervision. Plan and direct training activities for new and current Parking Cashiers. Work also includes performing the duties and responsibilities of the Parking Cashier.~~ Other duties may be required and assigned.

Essential Duties and Responsibilities

1. ~~Oversee~~ Check and/or perform daily operation check of elevators in the parking ramps. ~~work of other parking cashiers in absence of supervisor~~Notify supervisor of any issues and keep log of inspections.
2. ~~Total receipts and submit for deposit daily~~Perform multiple daily walk through of parking structures and surface lots noting any cleanliness issues or maintenance issues.
3. Maintains grass and landscaped areas including weed control.~~Perform duties and responsibilities of Parking Cashier (position description is available in the Personnel Department upon request)~~.
4. Assists other personnel with directing vehicular traffic, including putting up and taking down barricades.
5. Assists the general public with various requests including vehicle lockouts and accident reports.
6. Assists customers with the parking kiosk system. May assist in making bank deposits. Assists in security, ice control, and other custodial work as needed and assigned.
7. Keeps necessary reports and logs of daily inspections of facilities.

~~4. Perform related work as required.~~

Additional Duties and Responsibilities

- Assist motor pool with exchanging cars, dropping cars off at other departments, picking up parts, dropping off vehicles for contracted maintenance; estimate 10-15 hours per week.
- Other duties as assigned.

Education and Experience Requirements

High school diploma or equivalent.

Valid driver's license and good driving record

Knowledge, Skills and Abilities

- Requires ability to manage cash~~, calculate correct change~~ and work cooperatively and courteously.

Physical and Working Environment

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel.
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: _____

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