



## 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:	<b>Human Resources Committee</b>
Date/Time:	<b>Monday, October 12, 2020 at 4:30 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (Chair), Dawn Herbst (Vice Chair), Lou Larson, Michael Martens, James Wadinski

### AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 9/14/20 Minutes.
- 2) Human Resources Report for September.
- 3) Discussion and Possible Action Reclassifying the Position of Senior Property Appraiser to Deputy Assessor.
- 4) Closed Session pursuant 19.85(1)(e) Deliberating or negotiating the purchasing of public properties the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of considering Wausau Firefighters Association Local 415 Collective Bargaining.
- 5) Reconvene into Open Session.
- 6) Discussion and Possible Action Approving the Tentative Bargaining Agreement between the City of Wausau and the Wausau Firefighter Association.
- 7) Adjournment.

**\*Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 146 983 0744. Password: QCkKWk4rY62 (964586090 from phones)**

Individuals appearing in person will either be seated in the Council Chambers or an overflow room, subject to the social distancing rules. Space will be available on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting live over the internet by <https://waam/viebit.com/?folder+ALL>, on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 10/05/2020 at 1:30 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](mailto:clerk@ci.wausau.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation."

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

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE  
MINUTES OF OPEN SESSION**

DATE/TIME: September 14, 2020 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski  
MEMBERS ABSENT:  
Also Present: Mayor Rosenberg, T. Vanderboom, M. Barnes, M. Groat, E. Lindman, R. Rubow

McElhaney called the Human Resources Committee meeting to order at 4:35 p.m.

**Approval of the 8/10/20 and 8/20/20 Minutes.**

Motion by Herbst to approve the minutes of the August 10, 2020 and August 20, 2020 Human Resources Committee meetings. Second by Larson. All ayes. Motion passed 5-0.

**Human Resources Report for August.**

Vanderboom said she would take any questions regarding the report. No questions were brought forward.

**Discussion and Possible Action Creating a Part-Time Police Officer Position.**

Vanderboom said that the Police Department brought forward to the Public Health & Safety Committee and Finance Committee earlier in the year the request for more Community Service Officers. The request was approved. The department is requesting the creation of a seasonal part-time Police Officer position to oversee the Community Service Officers. This would be a request to create the position for the 2021 budget.

Deputy Chief Barnes provided clarification as to what Council had approved earlier in the year prior to the pandemic. Vanderboom and Barnes indicated that the police union would likely be involved in setting the salaries for these positions.

McElhaney asked if this was a request to fill 1 of the 2 requested positions. Barnes said that it is to fill 2 positions, as referenced in the packet. McElhaney also asked if the part-time Police Officers would be able to mentor the CSO's regardless if events take place; Barnes said that it would be beneficial to have the Officers available to train and mentor the CSO's, but if it looks like events will not take place in 2021, they will likely not move forward to fill the positions.

Motion by Herbst to approve creating a part-time Police Officer position. Second by Wadinski. All ayes. Motion passed 5-0.

(McElhaney moved item 11 up at the request of Finance Director Groat.)

**Discussion and Possible Action Granting Overtime Pay to Regular Full-time and Part-time Staff for Drive Up Voting Outside of Normal City Hours.**

Vanderboom said the City will be offering drive up voting this year which will include evening and weekend hours. Vanderboom explained that the current practice is to grant overtime pay to staff that is called in on weekends to respond to emergencies (unscheduled events) or if an employee works more than 40 hours during the week. Part-time staff would be ineligible for overtime according to current regulations. The request is to grant pay at time and a half to regular full-time and part-time employees (excluding Poll Workers) who staff the event.

McElhaney asked if staff has a choice to work the event. Groat provided information as to how the event will need to be set up in order to work efficiently and said that the current staff is needed in order to make it work. Groat said that the staff works hard and is flexible during elections and would like to see this incentive provided

for asking them to work during Friday night and the weekend. Groat said that she calculated it would cost about \$800. McElhaney asked about funding. Groat said that the City received the CARES Grant money and that the Elections Commission provided grants related to COVID expenses, and that this would qualify for either one of these grant funding sources. Larson asked if the grants would cover the costs; Groat said yes. Herbst asked if the employees are aware of the request for time and a half; Groat said that the employees came to her with the request and would like it.

Motion by Martens to approve granting overtime pay to regular full-time and part-time staff for drive up voting outside of normal business hours to be funded by the CARES Act. Second by Larson. All ayes. Motion passed 5-0.

#### **Discussion of Department of Public Works Future Organization Chart.**

Vanderboom introduced Public Works Director Lindman to talk about future planning. Lindman explained that he provided a copy of the current organization chart for Public Works and an organizational chart showing the changes that he would like to see occur in future years with staffing levels. In 2021 he would like to add a Preservation Coordinator position. He would like to add 2 Equipment Services Mechanics in the future over time. He would like to add 3 operators over the next 3 years.

Wadinski asked what the difference is between operators and maintainers; Lindman said that maintainers operate less equipment and do more labor work.

McElhaney asked for clarification of Lindman's request. Lindman said he understands that positions are created in the Human Resources Committee and that Council approves funding, so he is bringing the changes forward to the HR Committee.

Martens expressed his concerns about servicing the community and keeping budget costs down. Wadinski said he would support the proposed positions and let the Finance Committee determine if the City can afford the positions.

Vanderboom indicated that this item was discussion only and the upcoming items could be voted upon. Mayor Katie spoke to the committee indicating that although the City has a set amount of money, the committee should decide if they want they want the positions moved forward for consideration in the budget.

Vanderboom asked Lindman for clarification on the Preservation Coordinator position, as Lindman mentioned that the position may start out at part-time and increase to full-time. Lindman said he envisions it starting as part-time and possibly becoming full-time. Vanderboom said the fiscal impact numbers in the packet reflect it being a full-time position.

#### **Discussion and Possible Action Creating Preservation Coordinator Position.**

Wadinski asked what trees this person would be working with. Lindman said they would be working with trees all over the City, including boulevards and center lines, and any City projects. Martens asked if there is a deficiency currently using the County forester. Lindman said that currently the Forester looks at a site and will tell them what should be planted; they do not review plans or have time to work with tree design plans.

Motion by Martens to approve creating a Preservation Coordinator position. Larson asked if they were approving a full-time or part-time position. Vanderboom said that they are voting to approve the creation of the position and that the status of full-time or part-time will be determined at a later time as well as approval by Finance for funding. Second by Wadinski. All ayes. Motion passed 5-0.

**Discussion and Possible Action Increasing Street Maintainer Staff Levels.**

Vanderboom provided recommendations of the language that the committee could use for this item. Larson said he would make a motion to approve as written (Vanderboom clarified that would be one position for next year). Second by Wadinski. All ayes. Motion passed 5-0.

**Discussion and Possible Action Increasing Property Appraiser Staff Levels.**

Vanderboom said this is a request to add a Property Appraiser position for 2021. The department decreased its staff level several years ago and the work load is becoming too much for the current staff level. City Assessor Rubow explained the duties of staff in his department and the additional requirements that have been added in recent years.

McElhanev asked if this is for an extra person or if this is to replace the person who is leaving. Rubow indicated that this is for an additional person. Further questions were asked about the department's work by Herbst in which discussion followed.

Motion by Herbst to approve increasing Property Appraiser staff levels by one. Second by Wadinski. All ayes. Motion passed 5-0.

**Discussion and Possible Action Creating DPW Apprentice Positions.**

Vanderboom explained that DPW had an apprenticeship program in the past and that they would like to do it again. In reviewing the history, it was discovered that the City did not have specified apprenticeship positions and would use seasonal aide positions and the seasonal aide pay grade for these. DPW would like to create 2 apprentice positions.

Further discussion took place about the need for such programs in our community.

Motion by Larson to approve creating two DPW Apprentice positions. Second by Wadinski. All ayes. Motion passed 5-0.

**Discussion and Possible Action Including CCIT on the City of Wausau Insurance Plans.**

Vanderboom said that 3 years ago the HR Committee and Council approved to include CCIT on the City's insurance plans for 3 years; that expires this year. Vanderboom said that there is no negative impact to keep CCIT employees on the City's insurance plans. Vanderboom recommended a one year agreement since the City will be going to market for insurance next year and does not want to tie CCIT into anything if they have a better option next year.

Motion by Wadinski to include CCIT on the City of Wausau insurance plans for one year. Second by Martens. All ayes. Motion passed 5-0.

**Discussion and Possible Action Approving 2021 Health, Dental, and Supplemental Insurance Plan.**

Vanderboom asked Senior Human Resources Generalist, Anne Keenan, to present the 2021 information to the committee. Keenan provided the committee with information on the City's 2021 plan costs. Health insurance monthly costs will increase slightly; dental insurance costs will remain the same. The City will be changing its Vision insurance provider based on employee input and the monthly cost will decrease slightly.

Vanderboom said that the City's renewal rate at a 5.5% increase is very good news at this time.

Motion by Herbst to approve the 2021 health, dental, and supplemental insurance plan. Second by Larson. All ayes. Motion passed 5-0.

**Adjournment.**

Motion by Wadinski to adjourn. Meeting adjourned.

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Rebecca McElhanev  
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
Senior Property Appraiser	SG 17, \$47,278.40-\$66,185.60	Deputy Assessor	SG 15, \$52,832-\$79,227.20	9/29/20

#### 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/Canceled
72	55	1	14 2

#### FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
13		1	

#### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
18	4	14



## HR PERFORMANCE REPORT

### Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Inspections	Sprained foot	Medical	Closed	03/19/20
DPW	Strained arm/neck	Medical	Closed	03/19/20
DPW	Broken Finger	Medical	Closed	04/20/20
Fire	Breathing	Medical	Closed	03/13/20
Fire	Sprained shoulder	Medical	Closed	01/17/20
Police	Hearing	Medical	Closed	01/16/20
Police	Back pain	Medical	Closed	02/13/20
Police	Head laceration	Medical	Closed	03/22/20
Police	Privacy Case	Medical	Closed	04/05/20
Police	Privacy Case	Medical	Closed	04/24/20
Police	Sprained hand	Medical	Closed	06/04/20
DPW	Abdomen Strain	Medical	Closed	04/24/20
DPW	Object in eye	Medical	Closed	05/05/20
Police	Concussion/Hearing	Medical	Open	08/24/20
Police	Contusion to face	Medical	Open	08/24/20
Police	Privacy Case	Medical	Open	09/06/20
Fire	Privacy Case	Medical	Open	09/21/20
DPW	Broken Finger	Medical	Open	09/17/20

### Open Cases from previous years

Police	Strained back	Medical	Reopened	12/12/19
CDA	Knee sprain	Indemnity	Reopened	11/22/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
DPW	Shoulder	Indemnity	Open	07/19/19
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	Multiple body parts	Indemnity	Reopened	02/07/17
Police	Back	Indemnity	Reopened	01/26/14
Police	Ankle/Wrist	Indemnity	Reopened	06/27/18



## HR PERFORMANCE REPORT

### Employee and Labor Relations

#### Grievances (YTD)

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

#### Open Grievances

Employee Name	Union	Issue	Date Filed	Status

#### Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
A, B & C Crew	Fire	Offering of Emergency Responder Paid Sick Leave with MOU	3/31/20	Grievance withdrawn, MOU negotiated and signed
Nick Olsen	Transit	Discharge Policy Violation		Denied by HR Committee at Step 3

**HR PERFORMANCE REPORT***Recruitment & Selection***New Hires**

<b>Employee Name</b>	<b>Department</b>	<b>Job Title</b>	<b>Hire Date</b>
Seth Cate	Police	Police Officer	1/22
Mai Vang	Finance	Administrative Assistant III	1/13
Korey Radkowski	DPW	Street Maintainer	1/20
Andrew Kutchenriter	Police	Police Officer	1/23
Hnia Thao	Police	Police Officer	1/23
Gregory Radke	DPW	Street Maintainer	1/27
Lauryn Erdman	Police	Crime Response Specialist	1/30
Betsy Duginski	Comm Dev Authority	Administrative Assistant I	2/03
Leslie Kremer	Finance	City Clerk	2/24
Dylan Landwehr	DPW	Street Maintainer	2/24
Brandon Tousignant	Fire	Firefighter/Paramedic	2/24
Zachary Becker	Fire	Firefighter/Paramedic	2/24
David Briggs	Fire	Fire Training Division Chief	3/11
Sean Fitzgerald	Community Development	Business Development Specialist	5/05
Jacquelyn Gruna	Finance	Administrative Assistant III	6/17
Michael Bedish	Police	Police Officer	6/17
Jeremy Steinman	Sewer	Plant Maintenance Mechanic	6/29
Tyler Wagner	Sewer	Lab Technician	6/29
Christopher Stieber	Fire	Firefighter/Paramedic	7/10
Cody Volm	Fire	Firefighter/Paramedic	7/10
Sethany Sass	Fire	Firefighter/Paramedic	7/10
Garrett Pagel	Water	Water Distribution Maintainer	8/10
Stephen Celona	Sewer	Sewer Maintainer	8/10
Garret Strachota	Metro Ride	Bus Operator I	8/17
Timothy Bishop	Metro Ride	Bus Operator I	8/17
Heather Mahler	Municipal Court	Administrative Assistant II	8/17
Justin Frederick	DPW	Equipment Services Mechanic	9/08



## HR PERFORMANCE REPORT

Kenneth Kroeplin	Metro Ride	Bus Operator I	9/08
Dylan Walkush	DPW	Street Maintainer	9/08

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
27	15	7	5

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Marlon Marks	Firefighter/Paramedic	Engineer	Guy Skidmore	1/12
Mary Jordan	Administrative Asst. III	Administrative Asst. II	Teri Daigle	3/30
Ryan Dwelly	Sewer Maintainer	Collections System Supervisor	Ken Rye	4/20
Nicholas Gehring	Firefighter/Paramedic	Engineer	Andy Adrian	5/07
Michael Becker	Fire Lieutenant	Battalion Chief	Allan Antolik	6/19
Matthew Brockman	Firefighter/Paramedic	Fire Lieutenant	Michael Becker	6/19
William Olsen	Sewer Maintainer	Plant Maintenance Mechanic	New Position	6/29
Gary Steffen	Bus Operator I	Bus Operator II	Jeff Matthew	8/10

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Police Officer	2	1/3, 4/24	Conditional Offer Candidates in Process
Sewer Maintainer	3	(New Position 3/3), 4/20, 5/1	Conditional Offer Candidates in Process
Equipment Services Mechanic	1	10/2	Interviews Scheduled
Community Development Director	1	6/29	Interviews Scheduled
Street Maintainer	1	8/21	Deadline 10/11



## HR PERFORMANCE REPORT

Community Development Specialist	1	Dec 2020	Interviews Scheduled
Property Appraiser	1	9/25	Deadline 10/18
Utility Worker	1	New Position	Deadline 10/02
Water Distribution Maintainer	1	8/28	Deadline 10/05

### Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

### Handbook Modifications

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20

# Human Resource Committee Packet

October 12, 2020

<b>Agenda Item</b>
Discussion and Possible Action Reclassifying Senior Property Appraiser as Deputy Assessor.
<b>Background</b>
<p>Previously, the Assessment department consisted of both a City Assessor and Deputy Assessor. The Deputy Assessor position was downgraded in 2001/2002 to Commercial/Residential Appraiser (now Senior Appraiser), and remained responsible for personal property and commercial assessments completed by the City of Wausau.</p> <p>The current incumbent in the Senior Property Appraiser position has gradually assumed responsibility for a number of tasks completed by the City Appraiser and the previous Deputy Appraiser position. The City Appraiser has requested that position be considered for reclassification as a Deputy Appraiser.</p> <p>The position of Senior Property Appraiser is currently classified in salary grade 17, with a salary range of \$47,278.40-\$66,185.60. Attached please find the proposed job description for the position of Deputy Assessor. The highlighted sections include new responsibilities which are currently being performed by the incumbent. Upon review using the Decision Band Matrix, the position of Deputy Assessor would be classified into salary grade 15, with a salary range of \$52,832-\$79,227.20.</p> <p>The Department would like to retain the title of Senior Property Appraiser (SG 17) as a vacant title, to be used in underfill situations as needed.</p>
<b>Fiscal Impact</b>
2021 Fiscal Impact \$15,000-\$20,000 plus benefits
<b>Staff Recommendation</b>
Reclassify Senior Property Appraiser (SG 17) as Deputy Assessor (SG 15).
Staff contact: Toni Vanderboom (715-261-6634) and Rick Rubow (715-261-6605).



# JOB DESCRIPTION

## Deputy City Assessor

Job Title:	Deputy City Assessor	Reports To:	City Assessor
Department:	Assessment	FLSA Status:	Exempt
Division:	Assessment	EEO Code:	1-Officials & Administrators
Salary Grade:		Occupational Code:	
Employee Group:	General Employee	Training Category:	
Created:	September 2020	Last Revision:	September 2020

*This description is not an announcement of a position opening. To view current openings please visit [www.ci.wausau.wi.us](http://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 assist the City Assessor in development, implementation, and administration of fair and equitable assessments of real and personal property, not exempt by statute, for assessments in the City of Wausau.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serves as market valuation analyst for computer assisted mass appraisal system.
2. Supervises assigned appraisal and clerical employees. Trains staff, prioritizes staff work assignments.
3. Assists in selecting and terminating assigned staff and evaluates performance and implements discipline.
4. Supervises, directs and trains appraisal and clerical employees regarding department programs.
5. Designs and generates sales ratios, land studies and reports to verify costs, market value and income value. Prepares valuation sheets and tables for depreciation.
6. Prepares, coordinates and implements training. Writes technical instruction manuals regarding assessment department procedures and computer applications.
7. Coordinates conversion of municipal assessment information system to county-wide system for Arc GIS software.
8. Assumes City Assessor duties in his/her absence. Enforces laws and policies regarding assessment issues.
9. Assists in development of the annual department budget.
10. Provides assistance to the Assessor in developing and completing Annual Assessment Rolls and State-required final reports. Enters necessary changes on the property blotters and supervises data input into CAMA computer system by appraisal staff.

11. Liaison to the (CCITC) City-County IT Commission for software integration and functionality.

12. Research Wisconsin case law as it applies to assessments and the effect to the City of Wausau.

13. Train appraisers to department policy, procedures and guidelines as outlined by the Wisconsin Property Assessment Manual and Wisconsin case law.
14. Conducts real estate and field inspections to gather information regarding the size, type, quality, methods and materials used in building construction that affect value.
15. Conducts field and office appraisals of complex residential properties, condominiums, apartment complexes and up to complex commercial properties; gathers and records data, reappraises as required.
16. Reviews Personal Property statements and physical inspections of businesses.
17. Responsible for the completion of the Personal Property Assessment Roll.
18. Develops market value appraisals of real estate using field, market, land computations, and other information. Researches and verifies new sales and prepares neighborhood comparison sheets.
19. Responsible for public relations involving the explanation of property and real estate assessments and assessment procedures, requirements, rules, and guidelines. Where conflicting interpretations may exist, this position has the authority to negotiate changes directly affecting the tax base of the city. When conflicting interpretations cannot be negotiated, this position is required to defend decisions in a quasi-judicial court.
20. Analyzes, collects and verifies commercial property assessment information from appraisals, rents, income and expenses, sales permits, market trends, etc. Analyzes interest rates and allowances for economic and functional obsolescence.
21. Conducts open book conferences with the general public to explain valuation methods and listen to public concerns regarding property valuation. Presents and defends valuations at the Board of Review proceedings, before the DOR 70.85 hearing and in Circuit Court.
22. Reviews and verifies property changes from building permit specifications. Re-values changed properties.
23. Conducts statistical and special studies. Compares neighborhood values.
24. Reads and analyzes legal descriptions and plat maps to determine assessed values.
25. Develops residential land values for new City sub-divisions, un-platted and annexed land.
26. Prepares various property and real estate records. Enters field work changes and updated information into computer and software systems.
27. Reads and analyzes building blue prints and prepares computerized sketches.
28. Receives and investigates complaints about property assessments; updates and corrects file information. Prepares residential and commercial assessment appeals cases and testifies as to value at the Board of Review and/or court appeals and 70.85 hearings.
29. Testifies and assists the Assessor with defending and supporting assessed values at Board of Review sessions. May present facts and valuation methods used to derive protested assessed values; locates and prepares maps, assessments, and other records to defend assessment values.
30. Maintains knowledge of current local and State requirements regarding assessment/appraisal, market

characteristics and trends, and Department and City policies and procedures.

### **Additional Duties and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Verifies property owners' name, address and property value annually.
- Attends quarterly education meetings and other continuing education seminars as required.
- Attends required Wisconsin Department of Revenue assessor school and other continuing education courses.

### **Education and Experience Requirements**

Bachelor's degree in real estate, property appraisal or related field with four to six years of work experience is required or equivalent education and experience providing the requisite equivalent knowledge, skills and abilities of the position. Wisconsin Assessor 2 and Assessor 3 Certifications are required, along with three years' experience in commercial valuation and five years' experience in assessment or appraisal field are preferred.

Completion of IAAO Course 101 Fundamentals of Real Property Appraisal and Course 300 Mass Appraisal Modeling also preferred.

- Ability to achieve Assessor 3 certification from Wisconsin Department of Revenue within three (3) months of hire is required.
- USPAP Certification is recommended.
- A valid Wisconsin motor vehicle operator's license and access to reliable transportation required.

### **Knowledge, Skills and Abilities**

MS-Word and Power Point – Intermediate

MS-Excel – Advanced

Adobe Acrobat – Advanced

Core Logic/Marshal and Swift – Advanced

CAMA system – Advanced

The employee must be able to utilize other software specific to position and department functions

- Ability to provide formal instruction in a classroom or other structured setting.
- Knowledge of local, social, and economic factors affecting real estate property values.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to effectively communicate with, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to make independent decisions in accordance with established policies and procedures.
- Ability to read and interpret blueprints and legal descriptions. Ability to utilize computerized commercial valuation systems.
- Ability to utilize a variety of advisory data and information such as financial statements, maps, real estate deeds and transfer records, mortgages, building permits, trade journals, blueprints, City ordinances, appraisals, assessor's reports, tax and assessment rolls, a variety of statistical and narrative real estate related reports, State statutes, property cost manuals, procedures, guidelines, Wisconsin Assessment Manuals and non-routine correspondence. Knowledge of the law as it pertains to the assessment of real property.

- Ability to establish and maintain effective working relationships with staff and the public. Ability to communicate orally and in writing with property owners, appraisal and clerical staff, engineers, building inspectors, attorneys, State agency personnel, title company personnel, Realtors, County Treasurer, property description personnel, County Register of Deeds, and data processing personnel.
- Knowledge of mathematical and statistical tools used in real property appraisal. Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Knowledge of the principals and practices of real estate appraisal. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to work independently and to exercise judgement, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria in a timely manner, including the ability to meet deadlines.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, camera, drafting instruments and telephone.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms 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 12, 2020

Agenda Item	
Discussion and Possible Action Approving the Tentative Bargaining Agreement between the City of Wausau and the Wausau Firefighter Association.	
Background	
The City of Wausau and the Wausau Firefighter Association Local 415 IAFF AFL-CIO and CLC have reached a tentative agreement. The following changes to the existing contract have been reached:	
Article	Agreement
Entire Agreement	Updating outdated information. EX; if the CBA stated Effective January 1, 2015 delete dates reference and replace with current dates
6 – Fair Share Agreement	Remove references to Fair Share Agreement dead language since the Janus decision
7 - Discrimination	Updated to call out pregnancy protection and detail duty accommodation/special assignment process
8 – Grievance Procedure	Change union representation from 2 representatives to 2 representatives and one legal representative
11 – Promotion Procedure	Establish proficiency criteria for Engineer eligibility Change Acting LT seniority from crew to station seniority Remove Acting Lieutenant waiver Fold in MOUs on Acting LT and Acting Battalion Chief
13 – Workweek	Add overtime and comp time eligibility for fire inspection employees working outside the normal work day or work week (current practice)
16 – Holidays	Add ability to select 12 hours of floating holiday time off in lieu holiday pay
18 – Sick Leave	Change PEHP eligibility from “apply for WRS within 30 days of last day” to “apply for WRS 30 days prior to last day”
Appendix A	Year 1: 3% increase LT, 2% increase all other titles Year 2: 1.5% increase 12/26/2021, 1% increase 6/26/2022 FTO incentive \$1.50/hour when performing duties SCBA Tech incentive 1% Remove MPO Remove YR 2, 4, 7 steps for LT and make YR 10 the only rate Remove YR 2, 4 for Engineer and make YR 7 the starting rate
Appendix B	Remove Critical Care Paramedic Incentive
Fiscal Impact	
Approximately \$175,000 plus benefits (FLSA, payroll tax, etc.)	
Staff Recommendation	
Approve the tentative Labor agreement as negotiated.	
Staff contact: Toni Vanderboom (715-261-6634) and Tracey Kujawa (715-261-7901)	