

City of Portage
Human Resources Committee Meeting
Tuesday, April 7, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Bill Tierney, Chairperson, Rick Dodd, Martin Havlovic, Doug Klapper, William Kutzke, Rita Maass

1. Roll call
2. Approval of minutes from the March 3, 2015 meeting.
3. Discussion and possible recommendation on Proposed Job Description for Engineering Intern.
4. Discussion and possible recommendation on Proposed Job Description for Lead Wastewater Operator.
5. Discussion and possible recommendation on Proposed Job Description for Lead Water Operator.
6. Discussion and possible recommendation on Proposed Job Description for Cable Access Television Coordinator.
7. Discussion and possible recommendation on Revision to Official City Holidays.
8. Update on Solicitation of Applications for Municipal Services Crewperson.
9. Adjournment

**City of Portage
Human Resources Committee Meeting
Tuesday, March 3, 2015, 6:30 p.m.
Municipal Building, Conference Room One
Minutes**

Members Present: Bill Tierney, Chairperson, Martin Havlovic, Rick Dodd, William Kutzke and Rita Maass

Members Excused: Doug Klapper

Also Present: City Administrator Shawn Murphy, Police Chief Ken Manthey, Craig Sauer, Portage Daily Register and Bill Welsh, CATV.

1. Roll call

The meeting was called to order at 6:30 pm by Mayor Tierney.

2. Approval of minutes from the February 3, 2015 meeting.

Motion by Dodd, second by Maass to approve minutes from the February 3, 2015 meeting. Motion carried 4-0 with Havlovik abstaining.

3. Discussion and possible recommendation on Proposed Revisions to Detective Lieutenant Position Description and Hiring Wage Rate.

Chief Manthey acknowledged that Det Lt. Mark Hahn provided notice of his intent to retire this year. With the accumulated leave balance his last day of work will be during the 1st week of June. Manthey reviewed the hiring process and the revised Det. Lt. position description which was reviewed by Police & Fire Commission. Manthey explained the goal was to have someone hired and in place prior to Det. Lt. Hahn's departure.

Kutzke recommended inclusion of language similar to what the Committee added to previous Police Command job descriptions which listed desired attributes sought in candidates, including fluency in 2nd language and ability to interact with persons with developmental disorders or dementia. Kutzke also suggested adding a desired attribute to this description indicating that persons with training or experience in the area of cybercrime are preferred.

Murphy distributed a memo summarizing wages of comparable positions in other Police Departments and recommended pay grade scale of 6 for this position due to the higher level of experience, skill and supervisory duties expected. Residency will be the same as the collective bargaining unit agreement (within 40 minutes). Additionally, Murphy suggested consideration in seeking to match a candidate's vacation leave earner from their prior employer. It was noted that the IT duties have been removed from this position description as that was a unique skill and ability that Det. Lt. Hahn possessed but would not be required for incoming candidates.

Committee members expressed support for posting the position immediately at the Grade 6 scale with the suggested changes.

Motion by Dodd, second by Kutzke to recommend adoption of the revised position description with the changes discussed and immediately posting the position at Pay Grade 6. Motion carried unanimously on a call of the roll.

4. Adjournment

Motion by Maass, second by Dodd to adjourn the meeting at 7:06 pm. Motion carried unanimously on call of roll.

Submitted by Shawn Murphy

**City of Portage
Position Description**

Name: _____ **Department:** Engineering

Position Title: Engineering Intern **Pay Grade:** _____ **FLSA:** Non-Exempt

Date: March, 2015 **Reports To:** City Engineer

Purpose of Position

This position exists to supplement the City's engineering capabilities on construction projects.

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.

- Working under the direct supervision of the City's Engineering Technician, performs and assists with a variety of construction related services including public works inspection, surveying, note taking, and shop drawing reviews.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must have completed one year of post high school education in an engineering curriculum.
- Must possess and maintain a valid Wisconsin Driver's License.

Knowledge, Skills, Abilities and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Must have the physical ability to operate a variety of equipment and hand tools such as a shovel, rake, pick ax and broom.

Mathematical Ability

- Must have the ability to add, subtract, multiply and divide and perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Must have the ability to comprehend, interpret and follow both verbal and written directions.
- Must have the ability to communicate effectively with other City employees as well as the general public to convey or exchange information.

Environmental Adaptability

- Must have the ability to cope with varying weather conditions as the vast majority of the work will be performed out of doors.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There is a residency and drug-screening requirement.

Employee's Signature

Date

Supervisor's Signature

Date

DRAFT

**City of Portage
Position Description**

| | | | | | |
|------------------------|---------------------------|--------------------|----------------------------|--------------|------------|
| Name: | | Department: | Waste Water Utility | | |
| Position Title: | Waste Water Lead Operator | Pay Grade: | Subject to Labor Agreement | FLSA: | Non-Exempt |
| Date: | February, 2015 | Reports To: | Waste Water Superintendant | | |

Purpose of Position

This position exists to maintain the waste water treatment facilities, lift stations, and equipment and to perform laboratory functions.

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.

- Maintains waste water treatment plant facilities, equipment, and grounds: inspects and cleans plant facility and equipment such as the pumping stations; performs preventative maintenance on equipment such as the annual cleaning of the digestors; repairs plant equipment; hauls sludge to approved areas; maintains grounds by mowing lawns and removing snow.
- Performs laboratory functions: collects samples for analysis; tests samples; records test results; completes necessary reports; sterilizes laboratory equipment; assists with purchase of laboratory chemicals.
- Assists in maintenance of inventory; assists in vehicle and equipment maintenance and ordering of parts and supplies.
- Performs administrative duties under supervision of Waste Water Superintendent and assists in maintaining an inventory of parts and supplies and assists with implementation of the City's Safety and Health Program.
- Performs Waste Water Superintendent duties during his/her absence.
- Performs other duties as required and subject to emergency response/and on-call directed by the Waste Water Superintendent.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma and additional technical coursework and one to two years laboratory experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a Wisconsin C.D.L Drivers License with Air Brake Endorsement within 6 months of hire.
- Must possess a Wisconsin DNR Waste Water Grade 4; A,B,E,F,G,I & J operator certification within 1 year of hire.
- Additional Training required to operate Waste Water Treatment Facility.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as a tanker, front end loader, lawnmower, meters, analytical balance, auto clave, photo spectrometer, incubators, thermometer, computers, probes, samplers, pumps, microscope, sterilizer, calculator, telephone and snow removal equipment.
- Ability to enter confined spaces.

Supervisory Skills

- Ability to operate SCADA System
- Ability to instruct, assign and coordinate work functions of others.
- Ability to instruct, assign and coordinate work functions of others.
- Possess good record keeping and organizational skills.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations. Ability to interpret statistical reports.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret, and/or prepare a variety of documents such as laboratory and sampling reports and bench sheets, Quality Assurance documents, maintenance records, statistical analyses, purchasing forms, and flow charts and weather charts using prescribed format and conforming to state rules and regulations and all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret waste water plant and pump equipment O&M manuals and the Sacramento Manuals, Standard Methods Wisconsin Laboratory Manuals, safety manuals, Columbia County Plat Book, DNR/DMR Forms and other policy and procedure manuals.
- Ability to communicate effectively with City personnel, sales representatives, chemical companies, part-time summer employees, and the general public to convey or exchange information including receiving instructions from supervisors.

Environmental Adaptability

- Work is generally performed in a waste water treatment plant and laboratory environment with corresponding odors and hazards. Work is also performed outside in varying weather conditions.

City of Portage
Position Description

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

Employee's Signature

Date

Supervisor's Signature

Date

**City of Portage
Position Description**

| | | | |
|---------------|---------------------|--------------------|----------------------------|
| Name: | | Department: | Water Utility |
| Title: | Lead Water Operator | Pay : | Subject to Labor Agreement |
| Date: | February, 2015 | Reports To: | Water Superintendent |

Purpose of Position

This position exists to perform maintenance duties and to ensure accurate and effective water utility service for the City of Portage.

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.

- Performs water utility maintenance duties: installs, repairs, cleans, and tests hydrants; maintains and reads wells; performs necessary lab work on samples; installs and repairs main water lines; tests, repairs, and reads water meters; performs necessary plumbing, welding, and concrete jobs; performs necessary excavation and landscaping functions; inspects elevated tanks. Performs residential cross-connection inspections.
- Performs administrative duties under supervision of Water Superintendent and assists in maintaining an inventory of parts and supplies and assists with the implementation of the City's Safety and Health Program.
- Assists in maintenance of inventory; assists in vehicle and equipment maintenance and ordering of parts and supplies.
- Performs Water Superintendent duties during his/her absence.
- Performs other duties as required and subject to emergency response/and on-call as directed by the Water Superintendent.

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma with some additional schooling in the area of public works, and one to two years water utility or plumbing experience preferred or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a Wisconsin C.D.L. Drivers License with Air Brake and Tanker Endorsements within 6 months of hire.

City of Portage
Position Description

- Must possess Wisconsin DNR Waterworks Operator Grade 1 Certification for Groundwater (G), Distribution (D), Iron Removal (I), Zeolite Softening (Z) and Volatile Organic Compounds (VOC) within 1 year of hire.
- Additional training as required to operate water treatment facility.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of field equipment such as stand by engines, valve openers, backhoe, front end and skid loaders, portable water testing kits, portable pumps, main tapping machines, chemical analysis equipment, jack hammers, and all department vehicles including a snow plow.
- Ability to enter confined spaces.
- Ability to climb, walk, dig, lift up to 50lbs unassisted and operate a variety of off road equipment.
- Ability to install and repair watermain, valves, hydrants, and services

Supervisory Skills

- Ability to operate SCADA System.
- Ability to instruct, assign and coordinate work functions of others.
- Possess good record keeping and organizational skills.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret and prepare a variety of documents such as vehicle reports, production reports, lab reports, well maintenance reports, meter readings, cross connection reports, and inventory reports, using proper format, punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with co-workers, supervisors, customers, and others.

Environmental Adaptability

- Work is performed indoors and in an outdoor environment which is subject to weather conditions and hazards associated with excavation, hazardous chemicals, and electricity.

City of Portage
Position Description

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Employee's Signature

Date

Supervisor's Signature

Date

**City of Portage
Position Description**

Name: _____ **Department** Administration/CATV
Position Cable Access Coordinator **FLSA:** Non-
Exempt, part
time
Date: 3/17/2015 **Reports To:** City Administrator

Purpose of Position

This position exists to provide operation and supervision of City of Portage's Government Access Cable Channel (GACC) which broadcasts on Channel 994.

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.

- Operates audio and video recording and broadcast equipment during regular City Boards, Commissions, Committees, and Council meetings as well as special meetings, events and activities sponsored or hosted by the City.
- Programs and maintain electronic announcement bulletin board that is broadcast on the GACC.
- Provide coverage and record events, meetings, programs and activities located within City of Portage, to the extent equipment and schedule availability permits.
- Direct, shoot and edit studio productions of interviews, presentations, etc.
- Maintain audio and video equipment.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with additional training or experience with video production, editing and broadcast equipment. Excellent interpersonal, communication and organizational skills. Ability to work with limited or no supervision.

Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of video and audio equipment, as well as a personal computer, and master control console.
- Ability to announce and narrate in English for programs and events.
- Ability to lift, walk, carry equipment, sit or stand for periods of time up to 3 hours.

Language Ability and Interpersonal Communication

- Ability to read, comprehend and interpret a variety of documents.
- Ability to communicate effectively with co-workers, elected officials, and the general public.
- Ability to announce and narrate in English for programs and events.
- Ability to prepare a variety of documents such as reports, general correspondence, and inter-office memoranda.
- Ability to record and deliver information, explain procedures and follow instructions.

Environmental Adaptability

- Work is performed in an office environment. Work requires evening and occasional weekend hours.

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Employee's Signature

Date

Supervisor's Signature

Date

**City of Portage
Position Description**

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City of Portage
GACC Position Description

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Employee's Signature

Date

Supervisor's Signature

Date

CHAPTER 6
LEAVE BENEFITS

6.1 PROVISION OF BENEFITS

All regular employees are entitled to the leave benefits as provided for in this Chapter. Regular part-time employees, occupying a classified position, shall receive leave benefits based on the number of hours regularly assigned during a standard work week. Crossing guards, temporary part-time employees, seasonal employees, and employees assigned to non-classified positions are not entitled to the leave benefits provided herein.

6.2 HOLIDAYS

The City will recognize the following eleven (11) days as paid holidays:

| | |
|---|---------------------------|
| New Year's Eve | Labor Day |
| New Year's Day | Thanksgiving Day |
| Spring holiday (assigned by management) | |
| Memorial Day | Friday after Thanksgiving |
| Independence Day | Christmas Eve |
| One floating holiday | Christmas Day |

Except as otherwise provided in this Section, if any paid holiday falls on a Saturday, then the preceding Friday will be observed as the holiday. If the actual holiday falls on a Sunday, then the following Monday will be observed as the holiday.

In any year in which Christmas day or New Year's Day falls on a Saturday or Sunday, the Christmas Day and New Year's Day holidays will be observed on the next succeeding Monday. Whenever Christmas Eve and New Year's Eve falls on a Sunday, the holiday will be observed on the preceding Friday.

To be eligible for holiday, an employee must work the day preceding and the day following the recognized holiday unless he is on authorized leave.

Police Lieutenants, in lieu of receiving pay for a holiday, may elect to take an additional day(s) off to use as vacation. The extra day(s) off in lieu of holiday pay must be approved in advance by the Chief of Police.

The Police Detective Lieutenant, if he were required to work on a holiday because of workload, may take another day off or receive pay for the holiday.