City of Portage
Human Resources Committee Meeting
(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Development Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up.)
Wednesday, September 5, 2012, 5:30 p.m.
Municipal Building, Conference Room One
Amended Agenda

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebneter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

1. **Roll call**

2. **Approval of minutes from previous meetings**

3. **Closed Session**
   closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding labor negotiations with firefighters (IAFF Local 2775); and pursuant to Wisconsin State Statutes 19.85(1)(c) for the evaluation of accounting and administrative support staff.

4. **Reconvene to open session for remained of the meeting**

5. **Possible action or recommendation to council for union contract with firefighters, (IAFF Local 2775)**

6. **Discussion and action to set up review panel to recruit/find permanent City Administrator from company proposals**

7. **Discussion, update and possible action on public works positions, pay grade and steps and Job Descriptions**

   a. **Public Works Adm. Ass't. / DeputyTreasurer**
   b. **Water Superintendent**
   c. **Sewer Superintendant**

8. **Discussion, update and possible action on Fire Department support staff, pay grade and steps, and Job Description.**

   a. **Fire Department Secretary**

.

9. **Administrative staff and support staff Discussion and possible action on the job duties/job description, pay grade and step, job description, permission to recruitment or hire.**

    a. Receptionist/Administrative support

10. **Discussion and recommendation to council for official appointment of interim City Treasurer, pay grade and job description.**

11. **Discussion and possible action on vacation carry-over request for Carolyn Severson, Water Utility**

12. **Next Meeting Date**

13. **Adjournment**

(Amended 09/04/12, 2:00 p.m.)

City of Portage
Human Resources Committee Meeting
Monday, August 13, 2012, 5:30 p.m.
Conference Room One, City Municipal Building

Members Present: Kenneth H. Jahn, Mayor, Rick Dodd, Kenneth A. Ebneter, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, Director of Public Workings/Utilities Manager Redelings, Police Chief Manthey, Duane Gau, David Berner

Media Present: Craig Sauer from Portage Daily Register, Bill Welsh from Cable TV

1. **Roll call**
   Mayor Jahn called the meeting to order at 5:40 p.m.

2. **Approval of minutes from previous meetings**
   Motion by Dodd, second by Ebneter to approve the minutes from the committee meeting of July 23, 2012. Motion carried unanimously on call of roll.

3. **Closed Session**
   Motion by Oszman, second by Garetson to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) regarding labor negotiations with firefighters (IAFF Local 2775); and pursuant to Wisconsin State Statutes 19.85(1)(c) for the evaluation of accounting staff. Motion carried unanimously on call of roll at 5:45 p.m.

4. **Reconvene to open session for remained of the meeting**
   Motion by Oszman, second by Garetson to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:29 p.m.

5. **Update on Community Service Officer/possible recommendation**
   Kim Stilwell has withdrawn from accepting the position. Police Chief Manthey is recommending that Kevin Todryk, who was the next choice, be the selected candidate to fill the position. Motion by Oszman, second Dodd to recommend that Kevin Todryk be hired to fill the position, with the pay set at grade 5, step E. Motion carried unanimously on call of roll.

6. **Possible recommendation to council for union contract with firefighters, (IAFF Local 2775)**
   Discussions continue.

7. **Discussion and possible recommendation to council for interim city administrator – (review panel set up). Human Resources duties: pay grade and step evaluation, personnel evaluation, Act 10, policy and procedure manual; Finance processes evaluations and set up procedures; 2011 audit/2013 budget information; EDA grant closure; CDBG grant administration**
   Committee discussed items they would like to see an Interim Administrator take care of, which are listed above. The Interim Administrator would also serve on the interview panel for the selection of the Administrator. A review panel made up of the Mayor, Ald. Dodd, Ald. Oszman, a member of the staff, City Clerk Moe if available, and the city's auditor will meet with the interim candidates and report back to the Human Resources Committee meeting on August 22nd for a recommendation to the Council on August 23rd.

8. **Discussion and recommendation to council for firm to recruit/find permanent City Administrator**
   A review panel will be used to review proposals and make a recommendation to the committee.

9. **Discussion, update and possible action on public works positions, pay grade and step – Assistant Mechanic, Public Works Technician, Public Works support staff, Street Superintendent, Streets Foreman, Parks Foreman**
   Director of Public Works/Utilities Manager Redelings informed the committee that interviews have taken place and he is recommending that Keith Hall be hired for the Assistant Mechanic position. No action of the committee is necessary.

   The Municipal Services Committee continues to look into a public works technician.

   Committee discussed support staff for Public Works. Becky Ness' hours will include more time in the support staff role for public works, but duties with receipting taxes and other administrative support functions will remain.

   There was discussion regarding the Street Superintendent's retirement and to begin advertising for the position with the hope to bring a new person on while the current Superintendent is still here.

   The position of Streets Foreman and Parks Foreman will looked into.

10. **Discussion and possible action on the job duties/job description, pay grade and step – Deputy Treasurer/Public Works Administrative Assistant, Municipal Court Clerk, City Treasurer position**
The Deputy Treasurer/Public Works Administrative Assistant was discussed in item 9.

The Municipal Court Clerk has been determined to be a 40 hour per week position.

There was discussion regarding posting the City Treasurer position, with assistance from the Interim Administrator, who will be included in the recruitment of the position. Former Treasurer Jean Mohr has expressed some interest in the position.

11. **Discussion and possible action on appointment of interim City Treasurer**
Jean Mohr will continue to do the bank reconciliations and has agreed to do the daily duties in the interim.

12. **Discussion, interpretation, and clarification of motion made by HR and council on previous wage increase for non representative staff members**
Mayor Jahn explained that it has been past practice to increase the step schedule in addition to the approved wage percent increases; and that the step schedule was not adjusted when non represented employees received a 1% increase January 1, 2010 and 1% increase December 1, 2010. The committee agreed that that was the intent of the council when approved in 2010, and that the correction should be made. The committee will look at those people hired after the increases were approved, as they agreed to the salary offered them when hired. Motion by Oszman, second by Garetson to clarify that the step schedule should have been adjusted. Motion carried unanimously on call of roll.

13. **Discussion on non union salary and benefits for 2013 budget**
The committee will discuss and get input from the Interim Administrator.

14. **Next Meeting Date**
The meeting has been set for August 22, 2012 at 5:30 p.m.

15. **Adjournment**
Motion by Oszman, second by Ebneter to adjourn. Motion carried unanimously on a call of roll at 7:58 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Human Resources Committee Meeting

(This meeting will constitute a meeting of the Finance/Administration Committee, the Community Development Block Grant Committee and the Municipal Services and Utilities Committee as a quorum of members will be present; but no business of those committees will be taken up.)

Wednesday, August 22, 2012, 5:30 p.m.
Municipal Building, Conference Room One
Agenda

Members: Kenneth H. Jahn, Chairperson, Kenneth Ebneter, Rick Dodd, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: Craig Sauer from Portage Daily Register, Bill Welsh with Cable TV

1. Roll call

Meeting called to order at 5:30 with all members present.

2. Discussion and recommendation to council of interim City Administrator

Mayor Jahn gave an update on candidates and interviews along with the recommendation of Shawn M. Murphy by the interview panel.
After a brief discussion a motion was made by Dodd second by Oszman to recommend hiring Shawn M. Murphy as interim Administrator at a rate of $42 an hour not to exceed $7200 monthly plus mileage for a term not to exceed 6 months. Passed 6-0 on a call of roll.

3. Adjournment

Motion to adjourn by Klapper second by Garretson at 5:42.

Kenneth H. Jahn, Chairperson

City of Portage
Position Description

Name:		**Department:**	Municipal Services/Administration
Position Title:	Administrative Assistant/Dep. Treasurer	**Pay Grade:**	4 **FLSA:** Non-Exempt
Date:	August, 2012	**Reports To:**	Public Works Director/Treasurer

Purpose of Position

This position exists to perform secretarial duties and to provide general support to the Public Works Director and City Treasurer.

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 clerical duties: word processing, spreadsheets, Outlook proficient, files, and maintains documents; answers telephone; gathers and distributes materials; responds to customer inquiries/requests for service.
- Performs general support to the department: receives and reviews residential and commercial building, electrical, HVAC and plumbing permit applications; receipts permit fees; assembles contract bid documents; completes necessary reports; maintains inventory of special assessment projects on current basis.
- Prepares meeting agendas and minutes for Plan Commission, Board of Zoning Appeals, Municipal Services Committee and other committees as required
- Prepares special assessment documents as directed by the City Engineer
- Performs data entry and database maintenance for GIS, facilities, fleet and solid waste customers
- Maintains complaint tracking system
- Processes monthly U.S. Census building permit surveys
- Maintains monthly recycling records from Columbia County Solid Waste
- Maintains paper and electronic files for public works, engineering, zoning and building inspection
- Maintains sewer back-up reports
- Assists in tax collection process: collects, records and receipts property taxes/serving as Deputy Treasurer
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma with additional training in secretarial skills and three to five years clerical experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

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

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, typewriter, scanner, plotter, calculator, photocopier, fax machine, and telephone.

Mathematical Ability

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

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as invoices, architectural drawings, tax statements, and the state administrative code.
- Ability to prepare a variety of documents such as the permit reports, property records, and permits using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret City ordinances, maps, drawings, building plans, and state statutes.
- Ability to keep departmental information confidential.
- Ability to communicate effectively with department heads, elected officials, fellow employees, commission/board members, real estate personnel, and the general public and others.

Environmental Adaptability

- Work is performed in an office environment.

General Requirements

Must possess a valid Wisconsin Driver's License.

Must be eligible to be bonded.

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
Director of Human Resources	Date

City of Portage
Position Description

Name: **Department:** Water Utility

Position Title: Water Utility Superintendent **Pay Grade:** 10 **FLSA:** Exempt

Reports To: Director of Public Works **Date:** ~~September 2008~~ ***June, 2011***

Purpose of Position

The purpose of this position is to schedule and prioritize work within the water utility; directly supervise and assign work to water utility servicemen; inspect work done by water utility servicemen and outside contractors on water utility infrastructure; and perform maintenance and repair of water utility infrastructure and equipment as necessary.

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 supervisory duties: instructs, reviews, schedules and provides daily supervision to water utility servicemen; sets goals for water utility servicemen; delegates authority and assigns work to subordinates; periodically conducts evaluations of the performance of the utility and staff; makes recommendations about hiring, promotion, transfer, discipline and discharge of water utility servicemen.

Coordinates water utility activities: plans, implements, coordinates and supervises labor and equipment for water utility construction and repair projects; coordinates and directs water utility operations and equipment maintenance; schedules duties and assigns employees to tasks and projects; coordinates scheduling of water utility servicemen and projects with other City supervisors as necessary.

Performs administrative duties: coordinates and prioritizes projects and tasks; assists the Director of Public in the preparation of the water utility budget; administers the approved water utility budget; reviews and approves payroll reports, job reports, purchase orders, invoices and other reports; makes recommendations about capital planning and expenditures; prepares and assists in the preparation of DNR reports; maintains inventory of water utility equipment and schedules maintenance, repair and replacement; receives and resolves citizen concerns; engages in public and media relations; assists in negotiations of collective bargaining agreements for water utility servicemen.

Performs other duties as required, ordering chemicals for treatment, coordinates cross-connection inspections, oversees private well abandonment program, performs diggers hotline locates, maintains GIS database for distribution system features, develops preventive maintenance schedule for pumping treatment equipment and storage facilities, performs construction observation for water-main projects, assists contractors on construction projects and ensures functionality of utility safety and emergency operation programs.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma with additional technical school coursework; three to five years of related experience, including management/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities; must posses Wisconsin DNR Waterworks Operator Grade 1 certification for Groundwater (G), Distribution (D), Iron Removal (I), Zeolite Softening (Z) and Volatile Organic Compounds (VOC) and a valid Wisconsin Drivers License.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Supervisory Skills: ability to plan, instruct, assign, and review the work of others.

Physical Requirements

Ability to operate water utility SCADA system.

Ability to efficiently work in Microsoft Outlook programs and via the internet research information.

Ability to operate a variety of office equipment such as personal computer, fax machine, ~~and~~ telephone *and camera*.

Ability to conduct on-site inspection of water utility work sites.

Ability to utilize various field equipment such as well equipment, softening equipment, and chemical feed equipment.

Mathematical Ability: Ability to add, subtract, multiply, divide, calculate decimals and percents, and utilize principles of accounting, algebra, geometry.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents such as ***construction drawings,*** general ledger, purchase orders, meter readings, production reports, well maintenance reports, employee payroll and analytical information.

Ability to prepare a variety of documents such as utility reports, budgets, legislative reports, production reports and lab reports using prescribed format and conforming to all rules of punctuation, grammar, dictation and style.

Ability to record and deliver information, explain procedures, and follow instructions.

Ability to interpret analytical, electrical, mechanical and basic legal terminology.

Ability to communicate with consultants, contractors, public health officials, the general public, and others.

Environmental Adaptability: Work is performed in an office environment and outdoors in varying weather conditions.

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. There is a residency and drug-screening requirement.

_____	_____
Employee's Signature	Date
_____	_____
Supervisor's Signature	Date
_____	_____
City Administrator	Date

City of Portage
Position Description

Name:		**Department:**	Wastewater		
Position Title	Waste Water Treatment Plant Superintendent	**Pay Grade:** 10		**FLSA:**	Non-Exempt
Date:	December 2011	**Reports To:**	Public Works Director		

Purpose of Position

This position exists to supervise and direct treatment plant operations and personnel.

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.

- Manages and performs treatment plant activities as necessary: directs and coordinates the maintenance of treatment plant facilities, equipment, and grounds; reviews and/or performs inspection, oversees cleaning and repair of the plant facility, pump stations, and equipment; performs preventative maintenance on equipment such as the annual cleaning of the digestors; hauls sludge to fields; repairs plant equipment; monitors industry developments; attends educational seminars; pumps and samples old landfill wells.

- Performs laboratory functions as necessary: collects samples for analysis; tests samples; records test results; completes necessary reports; sterilizes laboratory equipment; purchases chemicals.

- Performs supervisory duties: assists with selection of treatment plant personnel; instructs, coordinates and reviews work of operators; establishes work assignments; handles employee problems; implementation of City Safety and Health Program.

- Handles purchasing of budgeted chemicals and equipment used in daily operations in accordance with City of Portage Purchase Plan. Assists with preparation of department budget. Fills out reports to DNR for forms of bio-solids management, DMR and CMAR.

- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Environmental Science or related field and three to five years waste water management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess or be able to obtain within one year of employment a Wisconsin Grade IV A, B, E, F, G, I & J operators certification. Must possess a valid Wisconsin CDL.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment such as a clarifier, digestor, pumps, tanker, front end loader, mechanics tools, welders, photo spectrometer, incubators, thermometer, probes, samplers,

microscope, sterilizer, calculator, lawnmower, auto clave, computer, belt press, phosphorus removal equipment, snow removal equipment. Ability to climb stairs, bend and lift 50 pounds.

Supervisory Skills

- Ability to instruct, assign, and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations, understand QC records for lab certification.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as flow charts, time sheets, invoices, plans, reports, QC records.
- Ability to prepare a variety of documents such as bills, laboratory QC records and maintenance reports, and forms using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret the Standard Methods WI Laboratory Certification Program, plant equipment, lift station, Sacramento Manuals, the Columbia County Plat Book, other policy and procedure manuals, Department of Commerce on safety, and DNR/DMR forms, etc.
- Ability to communicate effectively with City personnel, equipment manufacturers representatives, chemical companies, and the general public to convey or exchange information including giving assignments and/or directions to subordinates and receiving instructions from supervisors.

Environmental Adaptability

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

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
Director of Human Resources	Date

City of Portage
Position Description

Name:		**Department:**	Fire Department
Position Title:	Secretary	**Pay Grade:**	**FLSA:** Non-Exempt
Date:	July 1998	**Reports To:**	Fire Chief

Purpose of Position

This position exists to provide secretarial support to the Fire Chief.

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 secretarial and receptionist duties: types, files, answers telephones, and records messages; directs telephone calls to appropriate personnel; keeps records of all fire call incidents.
- Performs administrative support duties: gathers information and processes various reports for the Fire Chief, City and State; calculates payroll for volunteer fire fighters; receives/reviews invoices.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma and one to two years secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

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

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, typewriter, calculator, Dictaphone, fax machine, photocopier, and telephone.

Mathematical Ability

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

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as billing invoices, Dictaphone tapes, fire call reports, attendance records, and drafts of letters.

- Ability to prepare a variety of documents such as various monthly and annual reports, incident response analysis, member attendance reports, and fire call reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to record and deliver information, explain procedures, follow instructions, and to keep departmental information confidential.

- Ability to communicate effectively with supervisors, sales representatives, the Fire Chief, the general public, and others.

Environmental Adaptability

- Work is performed in an office environment.

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
Director of Human Resources	Date

City of Portage
Position Description

Name:		**Department:**	Finance & Administration		
Position Title:	Receptionist/Administrative Support Clerk	**Pay Grade:**	2	**FLSA:**	Non-Exempt
Date:		**Reports To:**			

Purpose of Position

This position exists to provide clerical and administrative support services to the Finance & Administrative Department.

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 general clerical, secretarial and receptionist duties: types and files correspondence and reports; answers telephone and records messages; directs calls to appropriate staff; answers citizens inquiries regarding municipal services; assists in maintenance of various records; assemble and distribute council/committee meeting packets; opens, sorts and distributes daily mail; acts as secretary to the Administrative Services Coordinator; acts as confidential secretary to other department heads as needed.

- Receives and receipts customer payments for various municipal services, makes daily bank deposits of cash receipts, and assists in ledger processing as assigned.

- Assists as necessary in election procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with additional training in secretarial skills and one to three years general office experience, or one to two years word processing experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must be eligible to be bonded.

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

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, typewriter, calculator, photocopier, fax machine, and telephone switchboard.

Mathematical Ability

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

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as billing invoices, employee time sheets, meeting minutes, ordinances, and operating policies and procedures.
- Ability to communicate effectively with co-workers, elected officials, and the general public.
- Ability to keep departmental information confidential.
- 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 an office environment.

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
Director of Human Resources	Date

City of Portage
Position Description

Name:		**Department:**	Administration/Finance
Position Title:	City Treasurer	**Pay Grade:**	10 **FLSA:** Exempt
Date:	May 2010	**Reports To:**	

Purpose of Position

Performs the duties and responsibilities specified in Wisconsin Statutes and to provide general administrative support in matters related to financial management and is directly responsible for several state and federal programs by performing the following duties personally.

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 statutory duties of City Treasurer: collects, receipts and deposits all monies paid to the city; maintains a proper record of all monies received by the city; disburses funds from the treasury upon proper authorization; prepares a monthly treasurer's report for submittal to the common council.

- Performs general financial duties: administers special assessment process; reviews and directs water utility accounting and financial records and integrates with the city and utilities; maintains city's debt service schedule/payments; maintains property inventory and fixed asset account; maintains room tax records, collection and reporting; reconciles all transactions on a monthly basis; maintains and reconciles accounts receivable, analyzes cash flow and monitors city and utility investments.

- Performs administrative duties: responsible for administration, maintenance and reporting for the mass transit shared-ride taxi program; recycling grant, all other grants as may be available; Community Development Block Grant program and Economic Development Revolving Loan Fund. Administers dog/cat licensing; calculates and maintains monthly mobile home fees; coordinates property tax collection activities; serves as purchasing agent; prepares spreadsheets and reports for use in collective bargaining, budget development, debt management; acts as custodial agent for Business Improvement District monies.

- Assist in capital planning and capital project expenditures.

- Serves as the in-house coordinator of IT needs; manages maintenance and content of website; coordinates the purchase, installation and training of personnel on new software/hardware.

- Other duties as required.

Supervisory Responsibilities

- No formal supervisory responsibility, but as necessary provide direction to central office staff when they are assisting the treasurer.

Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree in Accounting or Business from four year college; education and/or experience in Information Technology; five years related experience in public sector environment; knowledge in fund accounting preferred; or any equivalent combination of education and experience which will provide the applicant the necessary skills to successfully perform the duties.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

- Must be able to be bonded
- Valid Wisconsin Driver's License

Other Skills and Abilities

- Experience with Governmental Fund Accounting
- Computer Skills – able to use Microsoft Office products, and do Internet Research and use Web Mail.
- Operate a variety of office machines.

- Must be able to adjust to changes in assigned work and able to prioritize assignments based on due dates and requests from supervisor.

Other Qualifications

Ability to communicate with accountants, bank officials, city administrator, department heads, elected officials, State officials, assessors, fellow employees and others. Ability to plan, assign, instruct and review the work of others.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  The noise level in the work environment is usually moderate.

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
Director of Human Resources	Date

2009 + 2% 1.0201 1-Dec-10

Grade	Hire	A	B	C	D	E	F	G	H	I
1	$18,278.46	$19,009.60	$19,769.98	$20,560.78	$21,383.21	$22,238.54	$23,128.08	$24,053.21	$25,015.33	$26,015.95
2	$21,521.94	$22,382.82	$23,278.13	$24,209.26	$25,177.63	$26,184.73	$27,232.12	$28,321.41	$29,454.26	$30,632.44
3	$24,766.17	$25,756.82	$26,787.09	$27,858.58	$28,972.92	$30,131.84	$31,337.11	$32,590.60	$33,894.22	$35,249.99
4	$28,011.15	$29,131.60	$30,296.87	$31,508.74	$32,769.09	$34,079.85	$35,443.05	$36,860.77	$38,335.20	$39,868.61
5	$31,255.39	$32,505.60	$33,805.83	$35,158.06	$36,564.38	$38,026.96	$39,548.04	$41,129.96	$42,775.15	$44,486.16
6	$34,498.87	$35,878.83	$37,313.98	$38,806.54	$40,358.80	$41,973.15	$43,652.08	$45,398.16	$47,214.09	$49,102.65
7	$37,743.10	$39,252.83	$40,822.94	$42,455.86	$44,154.09	$45,920.25	$47,757.06	$49,667.35	$51,654.04	$53,720.20
8	$40,987.33	$42,626.83	$44,331.90	$46,105.18	$47,949.38	$49,867.36	$51,862.05	$53,936.54	$56,094.00	$58,337.76
9	$44,231.57	$46,000.83	$47,840.86	$49,754.50	$51,744.68	$53,814.46	$55,967.04	$58,205.72	$60,533.95	$62,955.31
10	$47,475.05	$49,374.05	$51,349.01	$53,402.97	$55,539.09	$57,760.66	$60,071.08	$62,473.93	$64,972.88	$67,571.80
11	$50,719.28	$52,748.05	$54,857.97	$57,052.29	$59,334.39	$61,707.76	$64,176.07	$66,743.11	$69,412.84	$72,189.35
12	$53,963.51	$56,122.05	$58,366.94	$60,701.61	$63,129.68	$65,654.87	$68,281.06	$71,012.30	$73,852.79	$76,806.91
13	$57,207.75	$59,496.06	$61,875.90	$64,350.93	$66,924.97	$69,601.97	$72,386.05	$75,281.49	$78,292.75	$81,424.46
14	$60,451.98	$62,870.06	$65,384.86	$68,000.25	$70,720.26	$73,549.07	$76,491.04	$79,550.68	$82,732.70	$86,042.01
15	$64,079.38	$66,642.56	$69,308.26	$72,080.59	$74,963.81	$77,962.36	$81,080.86	$84,324.09	$87,697.06	$91,204.94

Becky Ness (4B)	hours	PW	Treas	hr rate		retirement	fica	total wage		9/17-12/29	start date
	2080	1300		14.57	18941.00	1117.52	1448.99	21507.51	$16.54	375	$6,204.09
	2080		780	14.57	11364.60	670.51	869.39	12904.50	$16.54	225	$3,722.45
Becky Ness (2B)	1560			11.19	17456.4	1029.93	1335.41	19821.74	$12.71	450	$5,717.81
Dawn Wilcox (5G)	2080	1040		19.77	20560.80	1213.09	1572.90	23346.79	$22.45	300	$6,734.65
New Hire grade 2 B	300			11.19	3357	198.06	256.81	3811.87	$12.71	300	$3,811.87
starting around 10/1								savings from new person from Becky Ness			$1,995.36
								savings from grade 5-grade 4			$530.56
								Potential	Budget Shortfall		**$1,285.95**