

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.)

Thursday, December 27, 2012, 5:30 p.m.

Municipal Building, Conference Room One

Agenda

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

1. Roll call
2. Approval of minutes from previous meeting.
3. Consider Recommendation for Appointment of Finance Director.
4. Consider Revisions to Position Description for Police Secretary-Confidential.
5. Convene to Closed Session per Wis. Chap 18.85(1)(c) to Consider Personal History, Proposed Performance Expectations for Public Works Superintendent position and Discuss Possible Revisions to 2013 Non-Representative Wage/Salary Schedule.
6. Discussion and Possible Action on Item(s) Discussed in Closed Session
7. Adjournment

12/20/12

**City of Portage
Human Resources Committee Meeting
Monday, December 10, 2012, 5:00 p.m.
Municipal Building, Conference Room One**

Members Present: Kenneth H. Jahn, Chairperson, Rick Dodd (arrived at 5:02 p.m.), Kenneth Ebnetter, Jeff Garetson, Doug Klapper, Michael G. Oszman

Also present: City Clerk Moe, Interim City Administrator Murphy, Director of Public Works/Utilities Manager Redelings, Interim City Treasurer Mohr

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

1. Roll call

The meeting was called to order at 5:00 p.m. by Mayor Jahn.

2. Approval of minutes from previous meeting

Motion by Oszman, second by Klapper to approve the minutes of the November 20, 2012 meeting. Motion carried unanimously on call of roll.

3. Discussion and possible action on 2013 non-represented employee compensation adjustment

Interim City Administrator Murphy distributed a wage schedule, along with the breakdown of each non-represented grade and step in the schedule. The last increase for this group of employees was December 1, 2010. The wage schedule shows a 2.4% increase, which was included in the 2013 budget. There was discussion on whether the Water Superintendent and Wastewater Superintendent should receive the adjustment as they have already received merit adjustments. Motion by Oszman, second by Klapper to recommend to the council approval of the wage schedule as presented. Motion carried 5 to 1 on call of roll with Dodd voting no.

Motion by Oszman, second by Klapper to recommend to the council approval of the grade and step schedule with the following corrections: Office Assistant in Parks, grade 4, step I; Fire Secretary, grade 4, step I; steps were removed for the vacant positions. Motion carried 5 to 1 on call of roll with Dodd voting no.

4. Discussion and possible action on selection process for posted vacancies

The Deputy Clerk/Administrative Secretary, Receptionist and Finance Director positions were posted externally. 5 applications were received

for the Finance Director; 17 for the Deputy Clerk and 26 for the Receptionist. Interim City Administrator Murphy outlined the interview process and panel.

5. Discussion and possible action on vacation carry-over request for City Clerk

Due to the number of elections and staff shortages, City Clerk Moe was unable to use her vacation. Motion by Dodd, second by Oszman to recommend to the council approval of carry-over of 88.75 hours, 64 hours to be used in the first quarter of 2013 and the remaining 24.75 hours to be used by the end of the second quarter of 2013. Motion carried unanimously on call of roll.

6. Closed session

Motion by Oszman, second by Klapper to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(e) to consider proposed extension to Teamsters Local No. 695 labor agreement expiring 12/31/12; and pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss the qualifications of the selected candidate for the Public Works Superintendent position. Motion carried unanimously on call of roll at 5:36 p.m.

7. Reconvene to open session for remainder of the meeting

Motion by Oszman, second by Klapper to reconvene to open session for the remainder of the meeting. Motion carried unanimously on call of roll at 6:01 p.m.

8. Discussion and possible action on extension to Teamsters Local No. 695 labor agreement

Motion by Oszman, second by Klapper to recommend approval of the extension to Teamsters Local No. 695 labor agreement. Motion carried unanimously on call of roll.

9. Discussion of timeline for recruitment of City Administration

Public Administration Associates will be beginning the recruitment this month with a recommendation brought forward by the end of January.

10. Adjournment

Motion by Oszman, second by Ebnetter to adjourn. Motion carried unanimously on call of roll at 6:04 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

**City of Portage
Position Description**

Name:	Department: Police
Position Title: Police Secretary - Confidential	Pay Grade: 4
	FLSA: Non-Exempt
Date: December 2012	Reports to: Chief

Purpose of Position

- This position exists to perform secretarial and receptionist duties.

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: transcribes ~~types~~ police reports; enter information into records program; route reports to proper outside agencies; handle any walk-in or phone inquiries; assist with open records requests; prepare court and trial paperwork; prepares, sorts, files, copies and maintains reports and case materials such as citations, incident reports, Uniform Crime Reports, and accident reports; takes complainant statements; handles incoming and outgoing mail.
- Must be able to deal with all personality types in a professional matter.
- Performs other duties as required

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma and one to two years related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be proficient with computer knowledge and be fluent in Microsoft Office programs.

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

Physical Requirements

- Ability to operate a variety of equipment such as, but not limited to: computer, typewriter, photocopying machine, ~~Dictaphone, tape recorder,~~ transcription equipment, and telephone.
- Must be able to carry up to 25 pounds up and down stairs.

Mathematical Ability

- Ability to add, subtract, multiply, and divide.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret, and/or prepare a variety of documents such as journals of forfeitures, reports such as traffic, incident, and Uniform Crime reports, arrest books, court calendars, and letters using prescribed format and conforming to all rules of punctuation.
- Ability to use and interpret legal/ police terminology, reports, and policy and procedure manuals.
- Ability to communicate effectively with City personnel, court personnel, violators, other agencies and the general public to convey or exchange information including receiving instructions from supervisors.

Environmental Adaptability

- Work is performed in an office environment. ~~Work is also performed away from the department when appearing in court, or taking on-site statements.~~

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.

Employee's Signature

Date

Supervisor's Signature

Date

**City of Portage
Position Description**

Name: _____ **Department:** Public Works
Position Title: Public Works Superintendent **Pay Grade:** 10 **FLSA:** Exempt
Date: September 2012 **Reports To:** Director of Public Works

Purpose of Position

The purpose of this position is to coordinate, supervise, and direct daily public works and parks department maintenance personnel, oversee the fleet, and coordinate labor scheduling for construction/maintenance 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.

- Responsible for the following public works activities: maintenance and snow/ice control of streets, sidewalks, alleys and municipal parking lots; buildings and grounds maintenance of municipal buildings and park, beach and trail facilities. Oversees fleet maintenance, sanitation program, airport maintenance, recreation fields, and municipal sties including the fairgrounds, levee, canal, former landfill and Industrial Park. In coordination with the Manager of Parks, Recreation and Forestry maintain recreational facilities and equipment, tree maintenance, removal and planting and street/alley closures, Coordinate with Community Services Officer to address property maintenance complaints.
- Performs supervisory duties: instructs, reviews, schedules and supervises public works crewpersons; supervises parks maintenance personnel as directed by Manager of Parks; delegates authority and responsibility to subordinates; handles work assignments; conducts performance evaluations; ensures training requirements are met; handles disciplinary actions and employee problems; makes recommendations regarding interviewing, selection, promotion, discipline and discharge of employees; assists with implementation of City Safety and Health Program.
- Coordinates public works activities: plans, implements, coordinates and supervises labor and fleet for public works construction and maintenance projects and activities; coordinates and directs street and fleet operations; schedules duties and assigns employees to tasks and projects; coordinates scheduling of Public Works with Utility Manager, Manager of Parks and Recreation, Fire Chief and Police Chief. Duties also include periodic stand-by duty to respond to emergencies outside of normal shift hours.
- Performs administrative duties: coordinates determination and prioritizing of projects and tasks; reviews and approves payroll reports, job reports, purchase orders, invoices, and a variety of other reports, forms, correspondence, etc. Receives and resolves complaints/concerns from the public and City officials, or refers complaints/concerns to appropriate person or agency; engages in public and media relations.
- Performs other duties as required including performing locates for digger's hotline.

Education and Experience

Associates Degree from an accredited technical school; five years related experience including management/supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid Wisconsin Driver's license and CDL license with air brake and tank vehicle endorsements.

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

Physical Requirements

- Ability to operate a variety of vehicles, equipment and tools such as a computer, fax machine, a telephone, and camera.
- Ability to operate a surveyor's level and linear measurement equipment.
- Ability to perform on-site inspections of public works sites.
- Ability to lift up to 50 pounds.

Supervisory Skills

- Ability to efficiently work in Microsoft Office programs and research information via the Internet.
- Ability to instruct, assign, and review the work of others.

Mathematical Ability

- Ability to add subtract, multiply, and divide; perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as construction drawings, bills, invoices, and payroll forms.
- Ability to use and interpret city maps; city codes and ordinances; and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, City Council, elected public officials, organizations, media, contractors, 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 an office environment and outdoors in varying weather conditions and at construction sites with corresponding hazards.

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

Administrative Services Coordinator

Date

Outline for Public Works Superintendent Goals & Objectives

12/10/12

This Outline of goals and objectives is intended to serve as a guide for the incoming Public Works Superintendent (“Superintendent”) in terms of expectations and desired outcomes the City of Portage (“City”) seeks to achieve with respect to the Department of Public Works, Parks & Recreation employees in coordination with the water and sewer utility employees. This is a working document intended to serve as a starting point from which modifications are expected with input and guidance from the Superintendent in conjunction with the Public Works Director. While this document will be used as a component of the Performance Review of the Superintendent, the level of success in attaining the goals and objective stated herein will not be the sole criteria by which the Superintendent will be evaluated. These expectations and goals will be used in evaluating performance during the Probationary Period. Failure to demonstrate sufficient progress in attaining/achieving the goals and objectives stated below will constitute cause for modification of probationary status including demotion or removal from position.

The City is seeking changes and improvements in the relational environment between employees in the various Departments. The Superintendent and Streets Foremen will be instrumental in implementing these changes and improvements.

- I. Cross-Training: In order to insure safety and efficiency steps will be taken to cross-train appropriate personnel in the operation of vehicles, equipment, programs, processes, policies and regulations related to their respective areas of responsibilities.
- II. Compliance with Training & Safety Requirements: Working in conjunction with the Public Works Director, the Superintendent will seek to schedule, implement and enforce required training and safety measures in the field.
- III. Improve Resident Communication/Interaction: Working in conjunction with the Public Work Director, the Superintendent shall be responsible for taking measures to insure adequate communication with residents directly affected by field operations (street closures, sewer cleaning, etc). This shall include, but is not limited to door-to-door notifications, development and delivery of printed materials, postings on City website, etc. Complaints/requests for service shall be logged and tracked.
- IV. Recommendations on Employee Assignments/Duties: Recognizing specific employee strengths and/or weaknesses shall be a primary responsibility of the Superintendent. The Superintendent shall seek to match employees with strengths with specific operations in which their strengths can be of benefit. Recommendations for additional training to offset unfamiliarity’s and lack of skills will be sought as well.
- V. Planning & Record Keeping Expectations: The City seeks feedback on how routine field operations are managed with expectations of improvement in productivity and cost-effectiveness. The Superintendent will be relied upon to provide

recommendations for equipment purchases, maintenance practices and deployment based on observation, service level expectations and cost efficiencies. Keeping records for time, materials and equipment utilization will be important in making improvements.

- VI. Communication Between Agencies: Coordination between City Departments is critical when performing routine operations or responding to emergency situations. The Superintendent will be responsible for insuring notice and status reports to various affected City Departments and City Hall Administration.
- VII. Recommendations On Fleet Equipment: As purchase and operation costs for various pieces of City equipment continues to increase. The Superintendent, working with the Public Work Director and Chief Mechanic shall provide annual reports on equipment status with recommendations for replacement or discontinuance. Input is expected on lease vs. purchase and consideration of maintenance practices and costs. Opportunities for joint purchase/use with other government agencies (i.e., school district, county, towns, etc) shall be explored as much as possible.
- VIII. Recommendations on Best Practices: The Superintendent shall be relied upon to utilize the most cost-effective methods of providing the highest level of service in all operations. This shall include evaluations of routine operations and suggesting changes in methods, equipment and materials.
- IX. Additional Expectations:
 - Professional Appearance; uniform, vehicles, buildings & grounds (facility maintenance)
 - Analysis of construction and maintenance activities
 - Revisit pre-wetting program for major streets
 - Be more pro-active & less reactive to evident problems & issues
 - Ensure vehicles are properly equipped with tools and safety equipment
 - Employ construction techniques for long-lasting results – fewer band aids
 - Assist P.W. Director with developing and implementing programs for sign replacement & facility maintenance
 - Demonstrate responsiveness to Park & Rec Director's needs and solicit input on park needs relative to recreational programs
 - Make recommendations on efficient use of time for breaks, such as locations where taken
 - Empower employees by instilling a team environment. Perform employee interviews and install a suggestion box
 - Incorporate Wastewater Treatment Plant Operator into Sewer Cleaning Operations