

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, February 28, 2013, 6:00 pm

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 meetings
3. Discussion and possible recommendation for Police Secretary - Confidential
4. Discussion and possible recommendation for revisions to non-represented position descriptions
5. Adjournment

**City of Portage
Human Resources Committee Meeting
Tuesday, February 12, 2013, 5:00 p.m.
Municipal Building, Conference Room One**

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

Excused: Kenneth Ebnetter

Also present: City Clerk Moe, Interim City Administrator Murphy

1. Roll call

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

2. Approval of minutes from previous meetings

Motion by Oszman, second by Dodd to approve the minutes of the January 1, 2013 committee meeting. Motion carried unanimously on call of roll.

3. Discussion and possible action on recommendation for Administrative Secretary/Deputy Treasurer

The committee reviewed a memo from Interim City Administrator Murphy regarding the conditional offer of employment for Tammy O'Leary, dated January 30, 2013. Motion by Dodd, second by Oszman to recommend Tammy O'Leary for Administrative Secretary/Deputy Treasurer and approval of the terms of employment as outlined in the memo. Motion carried unanimously on call of roll.

4. The committee will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) regarding City Administrator contract

Motion by Oszman, second by Klapper to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) regarding City Administrator contract. Motion carried unanimously on call of roll at 5:11 p.m.

Interim City Administrator Murphy left the meeting.

5. Reconvene to open session for remainder of the meeting

Motion by Oszman, second by Klapper to reconvene to open session for remainder of the meeting. Motion carried unanimously on call of roll at 5:43 p.m.

6. Discussion and possible action on recommendation for City Administrator Contract

Motion by Oszman, second by Garetson to recommend approval of the employment agreement for City Administrator for Shawn Murphy. Motion carried 4 to 1 on call of roll with Dodd voting no.

7. Adjournment

Motion by Oszman, second by Garetson to adjourn. Motion carried 4 to 1 on call of roll at 5:45 p.m. with Garetson voting no.

Marie A. Moe, WCPC, MMC
City Clerk

City of Portage
Human Resources Committee and Common Council Joint Meeting
Saturday, February 9, 2013, 7:30 a.m.
Municipal Building, Conference Room One

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

Also present: City Clerk Moe, Stephen Hintz

1. Call to order

The meeting was called to order at 7:52 a.m. by Mayor Jahn.

2. Roll call

Present: Ald. Dodd, Ebnetter, Garetson, Hamre, Havlovic, Klapper, Maass,
Miller, Oszman

Also Present: Mayor Jahn, City Clerk Moe, Stephen Hintz

3. The committee will go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews with candidates for City Administrator

Motion by Oszman, second by Miller to go into closed session pursuant to Wisconsin State Statutes 19.85(1)(c) to conduct interviews with candidates for City Administrator. Motion carried unanimously on call of roll at 7:55 a.m.

4. Adjournment

Motion by Dodd, second by Oszman to adjourn. Motion carried unanimously on call of roll at 2:03 p.m.

Marie A. Moe, WCPC, MMC
City Clerk

MEMORANDUM

To: Human Resources Committee
From: Shawn Murphy, City Administrator
Cc: K. Manthey, M. Moe
Re: Conditional Offer of Employment – Police Secretary-Confidential
Date: February 22, 2013

The Police Department received over 30 applications for the Police Secretary-Confidential vacancy. The applicant pool was narrowed to 12 candidates for testing, eight of whom were selected for interviews and a personnel evaluation profile. From that process one candidate emerged as the best qualified. Chief Manthey has extended a conditional offer of employment to Denise Alwin who has accepted the position pending satisfactory completion of a drug screen test. Ms. Alwin is currently an employee of Columbia County in their Human Services Dept. She has successfully completed her physical, background and reference checks.

Therefore I wish to recommend employment with the following terms:

1. Probationary Period. Ms. Alwin is a new employee and the 6 month probationary period would apply.
2. Pre-Employment Drug Test/Background. We are awaiting the results of Ms. Alwin's drug screen test as of this date. She has successfully completed the background check on driver's license and criminal record.
3. Employee Benefits. Sick leave accrual, longevity and participation in in the health/Life/Dental/Income Continuation Insurances and retirement programs will remain the same as other non-represented employees.
4. Salary. Due to her technical experience and skills as well as her current wage rate with Columbia County, I wish to propose a starting wage rate a Pay Grade 4 A (\$14.34) as of 3/11/2013 (her start date) with an increase to 4 B (\$14.92) upon satisfactory completion of her probationary period.

City of Portage Position Description

Name:		Department:	Water Utility
Position Title:	<u>Utility Accounting Clerk-Technician</u>	Pay Grade:	<u>35</u> FLSA: Non-Exempt
Date:	June 1993	Reports To:	Water Utility <u>Superintendent/Manager</u>
Revised:	March 1999, <u>February 2013</u>		<u>and Finance Director</u>

Purpose of Position

This position exists to perform utility billing and collection of payments.

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 utility billing functions: receives & processes customer payments of utility bills; ~~counts, stamps, and~~ confirms totals on receipts; responsible for entering all receivables and payables as well as payments enters receipts into computer; responsible for makes daily/daily reconciliation and deposit bank deposits of cash receipts; organizes monthly billing process; compiles delinquent account information; assists customers with requests and refers problems to the Superintendent.
- Performs secretarial and receptionist duties: data entry, word processing types, answers telephones, records messages and directs calls to appropriate personnel; prepares various monthly and annual reports; records meter readings and maintains meter books; records customer service changes; prepares payables for approval by the Superintendent.
- Assists with or acts as back up to the Clerk-Cashier
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree in ~~Secretarial Science or~~ Accounting, or Bookkeeping and three to five years 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, and telephone.
- Ability to sit or stand up to 4 hours and lift up to 30 pounds up and down stairs.

Supervisory Skills

- Ability to assist and direct work of other clerical staff.

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 utility reports, balance sheets, meter readings, billings, invoices, employee records, ~~and~~ general ledger and correspondence.
- Ability to prepare a variety of documents such as monthly and annual reports, water utility statements, and balance sheets using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions, and to keep information confidential.
- Ability to communicate effectively with the Superintendent, ~~co-workers~~, water utility customers, 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:	Parks and Recreation
Position Title:	Office Assistant <u>Parks & Recreation Secretary</u>	Pay Grade:	25 FLSA: Non-Exempt
Date:	January 1, 1998	Reports To:	Parks and Recreation
Revised:	<u>3/30/93, 2/28/13</u>		Director

Purpose of Position

This position exists to provide secretarial support to the Parks, ~~and~~ Recreation and ~~Director~~Forestry 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 administrative support duties: gathers information and process various reports for the Park and Recreation and Forestry Director and City; maintains payroll timesheets for the full and part time employees; assists in scheduling employee shifts, receives/reviews invoices, schedules and sets up recreation activities, assists with printing activities.
- Performs secretarial and receptionist duties: types, files, answers telephones, records messages, sells tickets, reserves park shelters and storage buildings, coordinate registration for area athletic organizations, register participants in swimming programs ~~and coordinates City Hall basement usage.~~
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma and one to two years secretarial or recreation supervision 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, fax machine, copier/printer/scanner, risograph, computer scanner, telephone.
- Ability to sit or stand up to 4 hours and lift up to 30 pounds up and down stairs.

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, time sheets, employee records.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to communicate effectively with the Director, full and part time employees, and the general public.
- Ability to prepare a variety of documents such as monthly and annual reports, payroll and balance sheets.
- ~~Ability to keep departmental information confidential.~~
- The ability to work and understand a variety of computer programs.

Environmental Adaptability

- Work is performed in an office environment.
- Must be able 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

~~_____
Administrative Services Coordinator~~

~~_____
Date~~

City of Portage Position Description

Name:	Department: Water Utility
Position Title: <u>Customer Account</u> Clerk/ Cashier	Pay Grade: <u>3</u> FLSA: Non-Exempt
Date: June 1993; <u>February 2013</u>	Reports To: Water-Utility <u>Manager or</u> <u>Finance</u> <u>Director</u> Superintendent

Purpose of Position

This position exists to assist with utility billing and collection of payments.

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 utility billing functions: receives & processes customer payments of utility bills; assists in ~~counting, stamping, and~~ confirming totals on receipts; assist with recording receipts and payables in ~~accounting software~~ledger; makes daily bank deposits of cash receipts; assists in monthly billing process; assists customers with requests and refers problems to Superintendent; compiles delinquent account information.
- Performs general secretarial functions: performs data entry~~types~~, answers telephones, records messages, and directs calls to appropriate personnel; assists in data collection and word processing of various reports; assists with compiling and maintaining information and records for reports, correspondence, accounting functions or as requested.~~assists in maintenance of various records and data entry.~~
- Acts as back up to Utility Account Clerk.
- Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma with additional training in bookkeeping or secretarial skills and one to two years related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be eligible to be bonded.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment such as personal computer, ~~typewriter~~, calculator, copier/printer/scanner and telephone.
- Ability to sit or stand up to 4 hours and lift up to 30 pounds up and down stairs.

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 ~~personal checks~~, laboratory reports, meter readings, ~~telephone calls and message, and drafts of letters~~ billing/accounting software and correspondence.
- Ability to prepare a variety of documents such as billings, payroll reports, disconnection notices, water sample reports, meeting minutes, sewer allocations, well pumping records, and Public Service Commission reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with supervisors, sales representatives, the general public, and others.

Environmental Adaptability

- Work is performed in 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~~