



**Budget Hearing – All
Department Heads
Must Attend**

City of Onalaska Meeting Notice

COMMITTEE/BOARD: Finance & Personnel II Committee
DATE OF MEETING: October 21, 2019 (Monday)
PLACE OF MEETING: City Hall – 415 Main Street (Common Council Chambers)
TIME OF MEETING: 4:15 P.M. (no earlier than 4:15 P.M. or immediately following Special Common Council meeting scheduled for 4:00 P.M.)

PURPOSE OF MEETING

1. Call to order and roll call
2. Approval of minutes from the previous meeting
3. Public Input: (limited to 3 minutes/individual)

Consideration and possible action on the following items:

FINANCE

4. 2020 Proposed Executive Budget, including Budgets for General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Funds, Capital Project Funds, and Community Development Authority Funds
5. Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Committee may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

Mayor Joe Chilsen	_____
*Ald. Jim Olson	_____
*Ald. Kim Smith – Chair	_____
*Ald. Dan Stevens - Vice Chair	_____
Ald. Tom Smith	_____
Ald. Boondi Iyer	_____
Ald. Diane Wulf	_____
City Administrator City Attorney	WPPA Steward IAFF Steward
Dept Heads La Crosse Tribune	_____
Coulee Courier	Onalaska Omni Center
FOX WKTY WLXR WLAX WKTB WXOW	Onalaska Public Library
*Committee Members	

Date Notices Mailed and Posted: 10-10-19

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

October 21, 2019

Mayor Joe Chilsen
Administrator Eric Rindfleisch
City Finance Committee

I am sad that I could not attend this evening to express my support of the beautification projects Centering Onalaska accomplishes for our community. The flagship of these projects blooms each summer season with the 50 plus hanging flower baskets. Communities like ours have become known for such beautiful elements – attracting not only visitors but also potential businesses and home buyers.

The Community Development Organization researched the topic and states:

Community beautification should be high on your agenda as a local leader or a neighborhood or community organization. Simple projects range from planting some pretty flowers or shrubs to painting planters, benches, sign posts, or whatever is beginning to look a bit tired. Volunteer-led projects such as these are one of the quickest ways to inspire more community spirit, socializing, and action.

*A visually appealing community increases property values, attracts businesses, and improves the neighborhood's image. Beauty is one of the three most influential factors in **community attachment**, which means loyalty, to your particular town or city. Some research even shows that a nice-looking neighborhood promotes good behavior.*

I was recently in Caledonia, MN, where they had almost every corner decorated for autumn. It created a very positive feeling for the community. A small amount of money to help with watering/upkeep of these flower baskets will pay-back multiple times and be a public relations asset for Onalaska.

Thank you for your consideration.

Sincerely,
Jan Brock



CITY OF ONALASKA

415 Main Street • Onalaska, WI 54650 • (608) 781-9530 • fax (608) 781-9504 • www.cityofonalaska.com

To: Finance & Personnel Committee
Common Council

From: Hope Burchell, PHR, SHRM-CP
HR Director

Date: October 21, 2019

RE: 2020 Budget Overview of Increases in Hours, Wages and Positions

The following positions were added for the budget cycle of 2020:

1. Additional positions with no changes in salary or job description
 - Public Works Operator (1)
 - Firefighter/EMT (2)
 - Police Officers (3)
2. New Positions
 - IT Network Specialist (1)
 - HR Generalist (1)
3. Changes in Job Descriptions and Salaries
 - Payroll/HR Specialist
 - HR Director
4. Increase Hours PT 1560 to FT, Job Description and Salary
 - Utility Billing Assistant

CITY OF ONALASKA

Grade 19

Position: IT Network Specialist

Department: Public Works

Location: City Hall/Public Works Facility

Supervisor: Public Works Manager

Page: 1 of 3

Classification: Salaried Exempt

Approved by F & P Committee: 8/7/19

Approved by Council: 8/13/19

Under supervision of the Public Works Manager, the IT Network Specialist directs the network administration for the City of Onalaska. Responsible for providing the design, implementation, support and maintenance of local and wide area networks within the City; support telephone and cellular telephone service; providing technical assistance and support to City network users for the various departments within the City of Onalaska; assisting with maintenance of computer hardware and software; supporting network software as required with assistance from outside contractors. Overall responsibility for the network operations.

ESSENTIAL JOB FUNCTIONS:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in this position.

- A. Analyzes, evaluates, and assists in the selection of computer systems, servers, routers, printers, hubs, software, etc. for use on City computers and network, including hardware and software selection and implementation, networking, voice and data telecommunications; performs routine maintenance as required.
- B. Diagnoses, defines, and resolves problems and/or coordinates the implementation of technology solutions; maintains best practices regarding all functions of the network.
- C. Installs and maintains servers and related system components, performs backups (both on and off site) & monitors system components to ensure the availability of client/server applications (i.e. patching servers, upgrading firmware to switches and firewalls.); monitors network for security alerts and breaches.
- D. Administers the City email system (account creation, monitoring, and archival); administers the City website and establishes the set up for social media pages.
- E. Provides Local Area Network Support installing, configuring, maintaining, and optimizing all network hardware, software, and communication links. Analyzes and resolves end-user hardware and software computer network problems.
- F. Ensures secure access to network resources through Active Directory and Group Policy including, creating and provisioning network accounts.
- G. Works with supervisors to implement policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.
- H. Provides end-user technical support including, but not limited to: configuring applications and hardware, supporting daily operation of various support databases and systems, troubleshooting and correcting hardware and software problems, training system users, providing daily support to the client/customer, and activate/inactivate end users as needed.
- I. Plans, implements, and supports network to quickly and cost effectively resolve hardware/software issues.
- J. Tracks, monitors and documents all information technology systems problems and resolutions in a thorough and precise manner.
- K. Assists with IT Systems budget including: evaluating, selecting and recommending City-wide technology purchases; manages projects according to approved and authorized budgets and schedules.
- L. Manages, coordinates and maintains the telephone and cellular telephone system and usage, including: evaluation, selection, implementation, installation, security, administration, upgrades, troubleshooting, replacement, training, and monitoring usage trends and billing to be able to select service plans beneficial to the City.

CITY OF ONALASKA

Position: IT Network Specialist
Location: City Hall/Public Works Facility
Page: 2 of 3

Department: Public Works
Supervisor: Public Works Manager
Classification: Salaried Exempt

Approved by F & P Committee: 8/7/19

Approved by Council: 8/13/19

- M. Develops long-term information systems strategies to plan for and control network upgrades and growth, including recommending new technologies; may perform technology needs analysis for departments as requested.
- N. Provides daily communication and participation in weekly meetings with other IT staff members and supervisor to manage IT work load and communicates on interdependent projects
- O. Assist with ticketing system work requests based upon work load or staffing needs; IT projects outside Network area may be assigned by supervisor.
- P. Ensures confidentiality of all work-related matters.
- Q. Deploys and supports workstations, mobile devices, and software packages.

RELATED JOB FUNCTIONS:

- A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- B. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested.
- C. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to City needs.
- D. Assists with implementing and ensuring compliance with security best practices.
- E. Other duties as required or assigned.

REQUIREMENTS OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Excellent organization skills and good project management skills.
- B. Excellent interpersonal and communication skills; ability to effectively communicate with colleagues on all levels in a multicultural environment; must have a good customer focused attitude and be a problem owner and solver.
- C. Must have strong networking and server administration skills based on Microsoft System Software, operating systems and Microsoft Servers
- D. Ability to utilize scripting and batch Languages.
- E. Basic analysis skills; the ability to elicit user requirements, create technical specifications and liaise between the various departments, supervisor and vendors.
- F. Good working knowledge of desktop equipment such as PCs, servers, printers, modems, telephones and cellular telephones, scanners and other related networked devices.
- G. Working knowledge of computers and modern electronic data processing principles and practices and working knowledge of modern office practices and procedures.
- H. Technical knowledge of the operation and maintenance of computer hardware and peripherals.
- I. Ability to work independently and meet deadlines in a fast-paced, detail-oriented environment.
- J. Flexible work attitude; adaptability to disparate tasks and technologies and the willingness to meet unexpected demands.
- K. Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives; ability to compare, count, differentiate, measure and/or sort data and information; ability to classify, compute, tabulate, and categorize data.
- L. Ability to apply common-sense understanding to carry out instructions furnished in written, oral and diagram form.
- M. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

CITY OF ONALASKA

Position: IT Network Specialist

Department: Public Works

Location: City Hall/Public Works Facility

Supervisor: Public Works Manager

Page: 3 of 3

Classification: Salaried Exempt

Approved by F & P Committee: 8/7/19

Approved by Council: 8/13/19

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Requires Bachelor's or Associate's degree in Computer Science or related field with three (3) to five (5) years computer hardware/software/network support experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- B. Valid driver's license is required.

PHYSICAL REQUIREMENTS: The work environment characteristics described herein 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.

- 1. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
- 2. **Physical Effort:** The employee is frequently required to exert light to heavy physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must frequently lift and/or move 25 – 50 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
- 3. **Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

Percent of 8 Hour Day

Percent of 8-Hour Day	67 – 100% Consistently	34 – 66% Frequently	6 – 33% Occasionally	0 – 5% Rarely
Sedentary 0-10# max		♦		
Light Freq. to 10# -20#max		♦		
Medium Freq. to 25#-50# max		♦		
Heavy Freq. to 50#-100# max			♦	
Very Heavy Freq. over 50+# - 100+# max				♦

Signature of Employee

Date

Signature of Employer

Date

Job Evaluation Factors Questionnaire

New Position
Name

IT Network Specialist
Position Title

7/30/19
Date

Education Required – Weight 12 out of 100 Weight 4X 12 =48

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Experience Required – Weight 15 out of 100 Weight 2X 15 =30

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 4X 15 =60

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 3X 8 =24

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 4X 10 =40

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Nature of Supervision Exercised - Weight 10 out of 100 Weight $2 \times 10 = 20$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight $3 \times 7 = 21$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight $3 \times 7 = 21$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight $1 \times 8 = 8$

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **296**

Grade **19**

HR Signature

Date

CITY OF ONALASKA

Grade 18

Position: HR Generalist
Location: City Hall
Page: 1 of 3

Department: Human Resources
Supervisor: HR Director
Classification: Salary Exempt

Approved by F & P Committee:
Approved by Council:

Under the administrative direction of the Human Resources Director, an employee in this position performs a variety of daily functions of the Human Resource department including hiring and interviewing staff, training staff, administering pay, benefits, and leave, and enforcing policies and practices. This position provides general guidance on administrative, payroll and human resources work and frequently works with confidential and or sensitive information. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor but frequently no check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

The following are the essential job functions and may not include all the duties required; other similar duties which may be found in like positions may be required and assigned.

- A. May oversee the scheduling, assignments, and daily workflow of staff in the absence of the HR Director.
- B. Reviews time sheets/time clock data, assists in completing data entry for City payroll and calculating payroll information as necessary, verify totals, distribute bi-weekly payroll checks/pay stubs, reconcile data and prepare associated reports; serves as main backup for payroll.
- C. Conducts or acquires background checks and employee eligibility verifications.
- D. Performs routine tasks required to administer and execute human resource programs including, but not limited to: compensation, benefits, leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- E. Performs and proofreads data entry of new hire and rehire paperwork into the payroll system; ensures all paperwork is turned in by new hires or supervisors as required by law.
- F. Tracks, monitors and updates the City's applicant tracking website which may include: job descriptions, salary changes, onboarding, and off-boarding; creates job postings for open positions, pushes applications to departments, creates onboarding for new hires and rehires, and creates off-boarding to terminating employees.
- G. Implements new hire orientation and employee recognition programs; responsible for completion of paperwork and orientation of employees; conducts new employee orientation for personnel.
- H. Responsible for ensuring Safety Data Sheets (SDS) are up to date; updates product summary information in the SDS website; may act as the Co-Chair of the Safety Committee; creates agendas, runs meetings, assists supervisors in ensuring employees are working safely and encourages as safe working environment.
- I. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- J. May attend and participate in employee disciplinary meetings, terminations, and investigations.
- K. Assists in planning and organizing employee related activities such as: employee social gatherings, employee celebrations, theme celebrations, picnics, competitions and other social activities related to Human Resources.
- L. Maintains compliances with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- M. Maintains knowledge and trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- N. Provides customer service to both internal and external customers. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate.

CITY OF ONALASKA

Grade 18

Position: HR Generalist
Location: City Hall
Page: 2 of 3

Department: Human Resources
Supervisor: HR Director
Classification: Salary Exempt

Approved by F & P Committee:
Approved by Council:

- O. Operates various office machines including, but not limited to, fax machine, scanner and copier, calculator, multi-line phone, and computer with Microsoft Office.
- P. Answers inquiries and provides information to City staff, council members and others as requested or required.

RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- B. Acts as a backup member, for the HR Director, of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- C. Other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Ability to maintain confidentiality.
- B. Excellent verbal and written communication skills; excellent interpersonal, negotiation and conflict resolution skills.
- C. Excellent math and balancing skills, organizational skills, and general office skills.
- D. Excellent computer skills; proficient with Microsoft Office Suite (most recent two versions) or related software; ability to quickly learn the City's HRIS and talent management systems.
- E. Knowledge of payroll and employment-related laws and regulations.
- F. Ability to work independently; excellent time management skills with a proven ability to meet deadlines.
- G. Excellent typing and data entry skills; excellent ability to pay attention to detail.
- H. Ability to prioritize tasks and to delegate them when appropriate.
- I. Ability to work in a team and collaborate with a variety of personalities.
- J. Ability to maintain involved records and files and prepare reports from such information.
- K. Ability to operate various office machines including, but not limited to, copier, fax machine, multi-line telephone, calculator, and PC required.
- L. Ability to maintain a professional demeanor; ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time, and ability to be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. Bachelor's Degree in Human Resources, Payroll Accounting, Business or related field or equivalent combination of education and experience required.
- B. Three (3) to five (5) years' experience in payroll, human resources, accounting, auditing, or related field required.
- C. Proficiency in Microsoft Office, including Excel and Word; experience using accounting and human resources software programs.
- D. Previous experience working in a government entity preferred.
- E. SHRM-CP (Society for Human Resource Certified Professional) or PHR (Professional in Human Resources certification a plus.
- F. Valid driver's license with good driving record.

CITY OF ONALASKA

Grade 18

Position: HR Generalist
Location: City Hall
Page: 3 of 3

Department: Human Resources
Supervisor: HR Director
Classification: Salary Exempt

Approved by F & P Committee:
 Approved by Council:

PHYSICAL REQUIREMENTS: The work environment characteristics described herein 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.

1. **Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
2. **Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
3. **Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

Percent of 8 Hour Day

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	●			
Light freq. to 10# -20#max		●		
Medium freq. to 25#-50# max			●	
Heavy freq. to 50#-100# max				●
Very Heavy freq. over 50+# - 100+#				●

 Signature of Employee

 Date

 Signature of Employer

 Date

Job Evaluation Factors Questionnaire

New
Name

HR Generalist
Position Title

9/26/19
Date

Education Required – *Weight 12 out of 100* Weight 4X 12 =48

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – *Weight 15 out of 100* Weight 2X 15 =30

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - *Weight 15 out of 100* Weight 4X 15 =60

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - *Weight 8 out of 100* Weight 2X 8 =16

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - *Weight 10 out of 100* Weight 3X 10 =30

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight $2 \times 10 = 20$

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight $3 \times 7 = 21$

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight $2 \times 7 = 14$

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight $3 \times 8 = 24$

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight $1 \times 8 = 8$

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

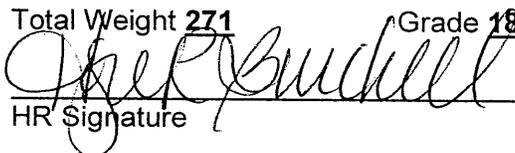
- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **271**

Grade **18**

HR Signature

Date





CITY OF ONALASKA

Grade 153

Position: Payroll/HR Assistant ~~Specialist~~ **Department:** Human Resources
Location: City Hall **Supervisor:** HR Director
Page: 1 of 4 **Classification:** Hourly Non-Exempt

Approved by F & P Committee: 9/6/17
Approved by Council: 9/12/17

Under general supervision of the Human Resources Director, an employee in this class performs a variety of administrative, numerical, mathematical and clerical work of moderate complexity and variety. This position supports administrative, payroll and ~~information technology~~ human resources staff and frequently works with confidential and or sensitive information and will assist in personnel-related matters. Work is performed according to established guidelines and the verbal and written instructions of an immediate supervisor. Works frequently with confidential information. Work is reviewed for accuracy and adherence to established procedure by the immediate supervisor but frequently no check is made of routine work.

ESSENTIAL JOB FUNCTIONS:

~~Any one position~~ The following are the essential job functions and may not include all the duties required; other similar duties which may be found in like positions may be required and assigned. ~~may not include all the duties listed, nor do the examples listed in their relative order of importance include all the duties that may be found in positions of the like. Other duties may be required and assigned.~~

- A. ~~Reviews all new and re-hire employee information input into the payroll system by Human Resources;~~ Reviews time sheets/time clock data, completes data entry for City payroll and calculates payroll information as necessary, verifies totals, distributes bi-weekly payroll checks/pay stubs, reconciles data and prepares associated reports.
- B. Prepares and proofreads letters, spreadsheets, memos, reports, proposals, agreements, charts, forms, and other documents; which may include typing, data entry, filing, copying, sorting, and other clerical activities.
- C. ~~Performs and proofreads~~ Assists in data entry of new hire and rehire seasonal paperwork into the payroll system, creating personnel files, entering information into new hire system and running background checks; ensures all paperwork is turned in by new hires or supervisors as required by law.
- D. Updates the City's applicant tracking website which may include: job descriptions, salary changes, onboarding, and off-boarding and wage changes; creates job postings for seasonal and part-time positions, pushes applications to departments, creates onboarding for new hires and rehires, and creates off-boarding to terminating employees.
- E. ~~Assists in~~ Responsible for completion of paperwork and orientation of seasonal and part-time employees; conducts new employee orientation for regular part-time and seasonal personnel.
- F. Assists in ensuring Safety Data Sheets (SDS) are up to date; updates product summary information in the SDS website; acts as the Co-Chair of the Safety Committee and creates agendas, runs meetings, assists supervisors in ensuring employees are working safely and encourages as safe working environment.
- F-G. Assists the Director in the Department of Safety and Professional Services (DSPS) reporting and updating safety policies and procedures.
- H. Responsible for scheduling of hearing, tuberculosis, and flu shot clinics for appropriate staff.
- G-I. Responsible for setting up CVMIC, general or safety training for City staff according to budgetary standards (excluding police and fire); tracks training records and provides annual reports to supervisors.
- H-J. ~~Assists the Director in~~ Responsible for completion of the monthly employee newsletter; assists in preparing, recording and mailing out celebration/sympathy cards.
- K. Assists in obtaining comparable data for bargaining and compensation studies; enters data in appropriate spreadsheets for review; may assist Director in presenting information.

CITY OF ONALASKA

Grade 153

Position: Payroll/HR Assistant ~~Specialist~~ **Department:** Human Resources
Location: City Hall **Supervisor:** HR Director
Page: 2 of 4 **Classification:** Hourly Non-Exempt

Approved by F & P Committee: 9/6/17
Approved by Council: 9/12/17

- ~~L. Plans, organizes and assists in completing employee related activities such as: employee social gatherings, employee celebrations, theme celebrations, picnics, competitions and other social activities related to Human Resources.~~
- ~~I.M. Assists the Director in providing, compiling and reviewing feedback on employee enhancement surveys and assists in development of action plans in response to the feedback.~~
- ~~J. Tracks, monitors and documents all problems and resolutions for information technology in a thorough and precise manner.~~
- ~~K. Assists in establishing, updating, and maintaining inventory of IT related equipment.~~
- ~~L.N. Assists IT Specialist to work with supervisors to implement policies and procedures regarding how problems are identified, received, documented, distributed, and corrected; assists IT Specialist with any other related IT needs.~~
- ~~M.O. Assists HR Director and IT Specialist with invoices and billing entry, questions, and preparation.~~
- ~~N.P. Provides customer service to both internal and external customers. Attempts to resolve matters directly, but may refer customers to an administrative staff member when appropriate.~~
- ~~O.Q. Operates various office machines including, but not limited to, fax machine, cash register, scanner and copier, typewriter, calculator, multi-line phone, and computer with Microsoft Office.~~
- ~~P.R. Answers inquiries and provides information to City staff, council members and others as requested or required.~~

RELATED JOB FUNCTIONS:

- A. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- B. May act as a backup member, for the HR Director, of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- ~~B.C. Other duties as required or assigned.~~

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Ability to operate various office machines including, but not limited to, copier, fax machine, multi-line telephone, calculator, and PC required.
- B. Ability to maintain confidentiality.
- C. Excellent math and balancing skills, organizational skills, and general office skills.
- D. Excellent computer skills; excellent Microsoft Excel and Word skills Office Suite skills (most recent two versions); ~~experience with email and internet required.~~ Must have experience with computerized accounting and human resources software.
- E. Ability to work independently; ability to work on successfully on multiple tasks by establishing priorities for work and procedures to follow.
- F. Excellent typing and data entry skills; excellent ability to pay attention to detail.
- G. Excellent interpersonal and communication skills; ability to effectively communicate with colleagues on all levels in a multicultural environment.
- ~~G.H. Ability to work in a team and collaborate with a variety of personalities.~~
- ~~H.I. Ability to maintain involved records and files and prepare reports from such information.~~
- ~~I.J. Ability to maintain a professional demeanor; ability to calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; ability to concentrate for extended periods of time, and ability to be flexible.~~

CITY OF ONALASKA

Grade 153

~~Position: Payroll/HR Assistant~~ ~~Specialist~~ ~~Department: Human Resources~~
~~Location: City Hall~~ ~~Supervisor: HR Director~~
~~Page: 3 of 4~~ ~~Classification: Hourly Non-Exempt~~

Approved by F & P Committee: 9/6/17

Approved by Council: 9/12/17

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

- A. ~~High School diploma or equivalent required; Associate's Degree in Human Resources, Payroll Accounting, Business or related field required.~~
- B. ~~Two (2) to three (3) to five (5) years' experience in payroll, accounting, auditing, or related field required.~~
- C. ~~Proficiency in Microsoft Office, including Excel and Word; experience using accounting software programs.~~
- D. ~~Previous experience in customer service required.~~
- E. ~~Previous experience working in a government entity preferred.~~
- F. ~~Valid driver's license with good driving record.~~

PHYSICAL REQUIREMENTS: The work environment characteristics described herein 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.

1. Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
2. Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.
3. Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

PHYSICAL REQUIREMENTS:

- A. ~~Frequently coordinates eyes, hands, feet and limbs in performing movements requiring skill and training, such as rapid keyboard use.~~
- B. ~~Frequent prolonged visual concentration.~~
- C. ~~Frequently sits at keyboard.~~
- D. ~~Frequent twisting.~~
- E. ~~Reaches to shoulder height frequently, and above and below shoulder height occasionally.~~
- F. ~~Occasional bending and stooping; climbing up and down stairs or on ladders.~~
- G. ~~Occasionally lifts and carries items less than fifty (50) pounds.~~
- H. ~~Occasionally pushes and pulls office equipment up to sixty (60) pounds within the office area.~~
- I. ~~Seventy five (75) percent of workday spent sitting.~~
- J. ~~Ten (10) percent of work day spent walking.~~
- K. ~~Fifteen (15) percent of workday is spent standing.~~
- L. ~~All percentages above could vary; depending upon duties performed that day.~~

Percent of 8 Hour Day

CITY OF ONALASKA

Grade 153

Position: Payroll/HR Assistant ~~Specialist~~ **Department:** Human Resources
Location: City Hall **Supervisor:** HR Director
Page: 4 of 4 **Classification:** Hourly Non-Exempt

Approved by F & P Committee: 9/6/17
 Approved by Council: 9/12/17

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	●			
Light freq. to 10# -20#max		●		
Medium freq. to 25#-50# max			●	●
Heavy freq. to 50#-100# max				●
Very Heavy freq. over 50+# - 100+#				●

Signature of Employee

Date

Signature of Employer

Date

Job Evaluation Factors Questionnaire

Amy Hewitt
Name

Payroll/HR Specialist
Position Title

9/26/19
Date

Education Required – Weight 12 out of 100 Weight 3X 12 =36

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 2X 15 =30

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 3X 15 =45

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 1X 8 =8

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 3X 10 =30

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight 1X 10 =10

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight 3X 7 =21

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight 2X 7 =14

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight 3X 8 =24

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight 1X 8 =8

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

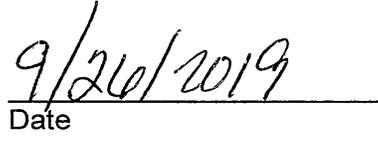
Total Weight **226**

Grade **15**

HR Signature

Date





CITY OF ONALASKA

Grade 264

Position: Human Resources Director
Location: City Hall
Page: 1 of 4

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15, 5/4/16, 9/6/17

Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10, 8/11/15, 5/10/16, 9/12/17

Under administrative supervision of the City Administrator, an employee in this position is primarily responsible for planning, leading, organizing, directing, implementing and evaluating employee relations and human resource policies, programs and practices. This position administers the benefits, labor contracts and compensation for the City. This position also monitors safety policies, worker's compensation, and assists department heads in employee matters. The Human Resources Director is required to attend the meetings of the Finance & Personnel, Common Council, Police & Fire Commission, and other meetings as assigned.

ESSENTIAL JOB FUNCTIONS: The following are the essential job functions and may not include all the duties required; other similar duties which may be found in like positions may be required and assigned.

A. Collaborates with leadership to develop the City's goals and strategy related to staffing, recruiting, and retention.

A.B. Recruits, interviews, hires, and trains new staff in the department; Supervises and evaluates department staff; coordinates training for department staff.

C. Oversees the daily workflow of the department.

B.D. Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the City's human resource compliance and strategy needs; Develops and implements City personnel policies, procedures, and standards. Ensures compliance with applicable ordinances, statutes, laws and rules and regulations.

C.E. Acts as a liaison in labor contract negotiations, administers labor contracts, and represents the City in grievance arbitration. Performs research and compiles information in preparation for negotiations.

D.F. Responds to, investigates, and documents employee relations issues including, but not limited to, employee complaints, harassment allegations, and civil rights complaints.

E.G. Monitors wages and benefits for comparison purposes to maintain the compensation study for the City of Onalaska to attract and retain talented employees as directed by the City Administrator and Common Council.

F.H. Develops and administers the City's safety program. Serves as Safety Committee chairperson; assists in creating agenda's, runs meetings, assists supervisors in ensuring employees are working safely and encouraging a safe work environment.

G.I. Serves as the City's Affirmative Action Officer, ADA Title I Coordinator, Safety/OSHA Coordinator, COBRA Administrator, Ethical Standards Coordinator, and FMLA Administrator. Prepares and files mandatory reports and letters, and maintains required records and logs.

H. Oversees the day to day operations of the information technology department.

I.J. Oversees the data entry of payroll. Acts as backup to payroll; to include duties may include reviewing time sheets/time clock data, data entry, verification of employment, distribution of checks, reconciliation and preparation of reports.

J.K. Develops personnel options and prepares all City department wage sheets and insurance spreadsheets for the City budget; Prepares and maintains Human Resource and Information Technology budget; approves expenditures. Prepares all wages sheets and insurance spreadsheets for the City budget.

K.L. Consults with Department Heads regarding employment policies, discipline, and other employment matters. Plans and conducts training for all personnel on employment-related matters including, but not limited to, personnel policies, hiring, discipline, safety, and employment law.

L.M. Maintains personnel, medical, and safety records in compliance with applicable legal requirements. Processes employee paperwork in a timely fashion.

M.N. Conducts recruitment effort for all full-time and regular part-time personnel. Assists Department Heads with the recruitment process, including preparation of postings and advertisements; screening

CITY OF ONALASKA

Grade 261

Position: Human Resources Director
Location: City Hall
Page: 2 of 4

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15, 5/4/16, 9/6/17
Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10, 8/11/15, 5/10/16, 9/12/17

applications; administration of employment tests; conducting interviews; negotiating terms of employment, and conducting reference and background checks. May assist in inputting all new hire information into the payroll system.

~~N.O.~~ May assist in conducting new employee orientation for all full-time and regular part-time personnel; includes review of policies, insurance and benefits, and new hire paperwork. Coordinates arrival and set up of new employees with Department Heads.

~~O.P.~~ Assists Police and Fire Commission with interviewing and hiring practices and disciplinary issues for the City police and fire departments.

~~P.Q.~~ Develops new job descriptions as required; reviews and revises existing job descriptions as needed.

~~Q.R.~~ Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance. Maintains Personnel Policy Manual; updates existing and develops new policies as needed or required.

~~R.S.~~ Manages workers' compensation program including overseeing the filing claims, monitoring losses, maintaining records and evaluating cost of insurance. Communicates regularly with insurance provider regarding claims.

~~S.T.~~ With the City Administrator and Finance Director, evaluates the cost of the City's insurance policies, including but not limited to, health, dental & workers' compensation. With the City Administrator and Finance Director, makes recommendations for change.

~~T.U.~~ Keeps records of unemployment claims, and represents the City in unemployment compensation hearings.

~~U.V.~~ Conducts exit interviews, reviews COBRA notification, and manages the separation process. Provides reference information on past employees and verifies of employment on current employees.

~~V.W.~~ Attends and participates as a non-voting member of the Finance and Personnel Committee, Common Council, Police and Fire Commission and other meetings as necessary. Prepares Personnel and Police and Fire Commission agendas.

RELATED JOB FUNCTIONS:

- A. Acts as a member of the City's Emergency Operations Team and is responsible for emergency management's tasks as assigned.
- B. Plans and executes employee events and celebrations as needed.
- C. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- ~~C.~~ ~~Participates in the local and national SHRM chapters to maintain knowledge of laws and training for position.~~
- D. Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work, as needed or requested. The interdependency of operations is recognized and the abilities and skills exist to do other work as needed or requested. Assistance is given to others and special projects completed as scheduled or requested. This is a recognized and accepted part of being a member of the office support staff.
- E. Performs other duties as required or assigned.

REQUIREMENT OF WORK (KNOWLEDGE, SKILLS, AND ABILITIES):

- A. Considerable knowledge of Human Resource practices and applicable laws; understanding of OSHA laws and safety practices, workers compensation laws, EEO, ADA, FMLA, and unemployment laws.

CITY OF ONALASKA

Grade 26+

Position: Human Resources Director
Location: City Hall
Page: 3 of 4

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15, 5/4/16, 9/6/17

Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10, 8/11/15, 5/10/16, 9/12/17

B. Excellent organizational skills and attention to detail

B.C. Excellent time management skills with a proven ability to meet deadlines.

C.D. Ability to maintain applicable records and develop reports. Able to write at a professional level clearly, concisely and accurately on memos, letters, legal documents.

D.E. Understanding of developing strong policies and procedures.

E.F. Knowledge of budget and payroll practices.

F.G. Ability to supervise, train, and direct staff on personnel policies and procedures, and employment laws; ability to prioritize tasks and to delegate them when appropriate.

H. Strong supervisory and leadership skills; Ability to communicate and listen effectively with people at various levels both within and outside the City.

G.I. Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public. Ability to maintain confidentiality.

H.J. Excellent computer skills, specifically in Microsoft Word and Excel and ability to quickly learn the organizations HRIS and talent management systems.

I.K. Ability to operate a variety of office machines, including phone/mobile phone, computer, calculator, fax machine, and copier.

J.L. Ability to maintain a professional demeanor; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time; and be flexible.

TRAINING, EXPERIENCE & OTHER REQUIREMENTS:

A. Bachelor's degree in Human Resources, or Bachelor's degree and equivalent combination of knowledge and experience of personnel-Human Resource functions and employment laws.

B. ~~Five~~Three or more years' experience in Human Resources including interviewing, collective bargaining, training, safety, payroll, compensation and benefit programs, and workers compensation.

C. Experience conducting employment interviews and disciplinary conferences.

D. Experienced in Microsoft Office, email, websites, and the internet. Experience with budgets. Experience in network administration preferred.

E. Valid driver's license.

F. Preference for PHR certification (Professional in Human Resources) or SHRM-CP (Society for Human Resource Certified Professional) certification.

PHYSICAL REQUIREMENTS: The work environment characteristics described herein 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.

1. Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and office equipment.
2. Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling or crouching. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close and distant vision and the ability to adjust focus.

CITY OF ONALASKA

Grade 26+

Position: Human Resources Director
Location: City Hall
Page: 4 of 4

Department: Human Resources
Supervisor: City Administrator
Classification: Salaried Exempt

Approved by F & P Committee: 3/5/03, 8/3/05, 8/8/07, 4/7/10, 8/5/15, 5/4/16, 9/6/17
 Approved by Council: 3/11/03, 8/9/05; 11/8/05, 8/14/07, 4/13/10, 8/11/15, 5/10/16, 9/12/17

3. Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

PHYSICAL REQUIREMENTS:

1. Frequently sits at keyboard.
2. Frequent twisting.
3. Reads and writes.
4. Reaches to shoulder height frequently, and above and below shoulder height occasionally.
5. Occasional bending and climbing up and down stairs or on ladders.
6. Occasionally lifts and carries less than (50) pounds.
7. Pushes and pulls office equipment up to (30) pounds within the office area.
8. Large percentage of time is spent talking, hearing, speaking and using near and far vision
9. Eighty (80) percent of work day spent sitting.
10. Ten (10) percent of work day spent walking.
11. Ten (10) percent of work day spent standing.
12. All percentages above could vary, depending upon duties performed that day.

Percent of 8 Hour Day:

	67 – 100 Consistent	34 – 66 Frequent	6 – 33 Occasionally	0 – 5 Rarely
Sedentary 0 – 10# max	•			
Light Freq. to 10# -20#max		•		
Medium Freq. to 25#-50# max			•	
Heavy Freq. to 50#-100# max				•
Very Heavy Freq. over 50+# - 100+#				•

Signature of Employee

Date

Signature of Employer

Date

Job Evaluation Factors Questionnaire

Hope Burchell
Name

HR Director
Position Title

9/26/19
Date

Education Required – Weight 12 out of 100 Weight 4X 12 =48

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 3X 15 =45

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 5X 15 =75

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 4X 8 =32

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 4X 10 =40

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight 5X 10 =50

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight 4X 7 =28

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight 2X 7 =14

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight 4X 8 =32

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight 2X 8 =16

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight **395**

Grade **26**



HR Signature

10/2/19

Date

Job Evaluation Factors Questionnaire

Name _____

Utility Billing Assistant
Position Title

Budget 2020
Date

Education Required – Weight 12 out of 100 Weight 3X 12 =36

- 1 High school diploma or equivalent
- 2 High school diploma or equivalent; some additional training or certification
- 3 Associate degree or equivalent work experience
- 4 Bachelor's degree or equivalent work experience
- 5 Master's degree or equivalent work experience

Points	Grade
151-165	10
166-180	11
181-195	12
196-210	13
211-225	14
226-240	15
241-255	16
256-270	17
271-285	18
286-300	19
301-315	20
316-330	21
331-345	22
346-360	23
361-375	24
376-390	25
391-405	26
406-420	27
421-435	28
436-450	29
451-465	30

Experience Required – Weight 15 out of 100 Weight 1X 15 =15

- 0 0-1 years applicable work experience
- 1 1-3 years applicable work experience
- 2 3-5 years applicable work experience
- 3 5-7 years applicable work experience
- 4 7-10 years applicable work experience
- 5 10+ years applicable work experience

Scope of Responsibility - Weight 15 out of 100 Weight 3X 15 =45

- 1 Minimal autonomy and independent judgment are exercised
- 2 Moderate autonomy and independent judgment are exercised; errors are readily detected
- 3 Considerable Autonomy and independent judgment exercised; errors may cause confusion or delay
- 4 High autonomy and independent judgment exercised; errors may cause considerable confusion and adversely affect outside relationships
- 5 Extreme autonomy and independent judgment exercised; errors may affect organizational policy and damage outside relationships

Budget Responsibility - Weight 8 out of 100 Weight 1X 8 =8

- 1 No fiscal responsibility
- 2 Approves expenses within limited spending authority
- 3 Partially responsible for an annual budgeting and approval of expenditures for a department/area
- 4 Fiscally responsible for a departments/area including annual budgeting and approval of expenditures
- 5 Fiscally responsible for multiple departments/areas including annual budgeting and approval of expenditures

Nature of Supervision Received - Weight 10 out of 100 Weight 3X 10 =30

- 1 Immediate supervision; performs routine, repetitive assignments according to instructions and with procedures to follow
- 2 Close supervision; performs routine duties according to established procedures
- 3 General supervision; performs varied assignments following established procedures
- 4 General direction; performs varied assignments within an area according to broadly stated program objectives
- 5 General direction; performs assignments in various functional areas with little or no guidance

Nature of Supervision Exercised - Weight 10 out of 100 Weight 1X 10 =10

- 1 No supervision exercised
- 2 Lead worker of a work group; or assists in directing a work group's activities
- 3 Responsible for a work group within a department
- 4 Responsible for a specific work unit within a City department
- 5 Responsible for an entire department within the City

Mental/Psychological Demands - Weight 7 out of 100 Weight 2X 7 =14

- 1 Unpredictable fluctuations in work volume; frequent interruptions; regular changes in work priority
- 2 Unpredictable fluctuations in work volume; frequent interruptions; frequent changes in work priority; occasional rush orders or conflicting deadlines
- 3 Frequently conflicting deadlines; constant rush orders; constant changes in work priority
- 4 Extremely tight deadlines; frequent exposure to distressing human situations
- 5 Conflicting priorities in matters of serious consequence; repeated or continuous exposure to distressing human situations

Physical Demands - Weight 7 out of 100 Weight 1X 7 =7

- 1 Minimal physical effort; slight risk of minimal injury or illness
- 2 Minimal physical effort; some risk of minimal injury or illness
- 3 Moderate physical effort, such as long periods of standing, walking, bending, climbing, reaching, repetitive motion, or lifting of moderately heavy items
- 4 Considerable physical effort, such as prolonged crouching or crawling in cramped spaces, digging, or frequent lifting of heavy objects; some risk of life-threatening injury or illness
- 5 Considerable risk of life-threatening injury or illness

Social Demands - Weight 8 out of 100 Weight 3X 8 =24

- 1 Basic interpersonal skills needed; responds to simple requests for information
- 2 Moderate interpersonal skills needed; verifies and explains facts/information
- 3 Considerable interpersonal skills needed; teaches, instructs, advises, counsels, guides, or interviews individuals; handles sensitive or confidential information
- 4 High interpersonal skills and understanding needed; persuades, motivates, or influences others; facilitates meetings and negotiations involving important or difficult issues
- 5 Extreme interpersonal skills and sensitivity needed; obtains trust and cooperation from individuals; negotiates critical, highly controversial issues

Working Conditions - Weight 8 out of 100 Weight 1X 8 =8

(disagreeable conditions: dust, dirt, grease, rime, blood or soil, offensive sights or odors, heat or cold, extreme weather conditions, or noise)

- 1 No exposure to disagreeable conditions
- 2 Minimal exposure to disagreeable conditions
- 3 Moderate exposure to disagreeable conditions
- 4 Considerable exposure to disagreeable conditions
- 5 Extreme exposure to disagreeable conditions

Total Weight 197

Grade 13

HR Signature

Date