



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
March 10, 2020

Committee #2 met on Tuesday, March 10, 2020 at 8:30 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, John Monarski

Committee Members absent: None

Mayor/Other Council Members present: Rob Kiefer, Paul Olson, and Paul Nadreau

Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matt Kelm, Fire Chief Lee Douglas, Parks and Recreation Director Dick Hebert, Utilities Office Manager Connie Freagon, and City Clerk Bridget Givens.

Call to Order: 8:30 am

- 1. Discuss revisions to the Police Department Business Office Clerk Lead, Business Office Clerk and Parking Enforcement Officer Job Descriptions. Possible recommendations to the Council.**

Police Chief Kelm presented revised job descriptions for positions in the Police Department as listed above. The revisions to the job descriptions were predicated on the retirement announcements of the Parking Enforcement Officer (May 2020) and the Business Office Clerk Lead (June 2020).

Motion by Hull/King to recommend Council approve the revisions to the Police Department Business Office Clerk Lead, Business Office Clerk and Parking Enforcement Officer Job Descriptions as presented. **All present voting aye, motion carried.**

- 2. Discuss revisions to Secretary/Receptionist Job Description in the Parks & Recreation Department. Possible recommendations to the Council.**

Parks and Recreation Director Dick Hebert requested the job description for the Secretary/Receptionist position in the Parks & Recreation Department be revised to change the job title to Office Assistant.

Motion by King/Monarski to recommend Council approve changing the job title for the Secretary/Receptionist in the Parks & Recreation Department to Office Assistant. **All present voting aye, motion carried.**

- 3. Review job description and consider increasing the part-time Utility Billing Clerk 1 position to full-time. Possible recommendations to the Council.**

Director of Public Works/City Engineer/Utilities Manager Rubenzer presented a revised job description for the Utility Billing Clerk 1 position and discussed the additional duties being assigned. Based upon these additional responsibilities, Rubenzer requested the position be increased to full-time. Funding for the increase to full-time would come from the Utility Budget.

Motion by Hull/Monarski to recommend Council approve increasing the part-time Utility Billing Clerk 1 position to full-time. **All present voting aye, motion carried.**

- 4. Discuss moving the Utility Billing Clerk 1 position to the Account Clerk pay grade. Possible recommendations to the Council.**

In addition to making the Utility Billing Clerk 1 position full-time, Rubenzer requested that the position be moved to the Account Clerk pay grade. The fiscal impact for both the increase in hours and moving pay grades is estimated at \$7,700 and will be funded by the Utility Budget.

Motion by Monarski/Hull to recommend Council approve moving the Utility Billing Clerk 1 position to the Account Clerk pay grade contingent upon approval by Committee #1. **All present voting aye, motion carried.**

- 5. Adjournment**

Motion by Hull/Monarski to adjourn at 8:47 am. **All present voting aye, motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

CITY OF CHIPPEWA FALLS POLICE DEPARTMENT POSITION DESCRIPTION

Position: Business Office Clerk (Lead)
Reports To: Lieutenant of Investigations
Created Date: 01-12-2016 (Police Chief Stelter)
Revised Date: 02-06-2020 (Police Chief Kelm)

Position Summary:

The purpose of this position is to work within and manage the police department's business office and to work within the Criminal Justice System, as identified.

The work requires the exercise of confidentiality, initiative, accountable record keeping, positive interactions with the public both on and off duty, independent judgment, and the ability to motivate and lead other business office staff. The work is performed under the direction of the Lieutenant of Investigations with moderate supervision and reviewed in a general manner on the basis of results obtained.

Essential Duties/Responsibilities: These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Fosters and encourages positive communication within the Department and the Community, as stated in the Department's Mission Statement.
- Acts as the Police Department's Court Coordinator, appearing at initial court proceedings, representing and presenting information on behalf of the City.
- Liaison between the Police Department Business Office and the District Attorney's Office and City Attorney's Office.
- Reports directly to Lieutenant of Investigations on all aspects of the business office.
- Responsible for reviewing, approving/denying, and releasing open records requests.
- Prepares and provides business office financial reports based upon fines paid, licenses sold, parking citations issued, etc.
- Makes timely deposits.
- Prepares and maintains up to date work schedules for the business office.
- Reviews and coordinates with supervisor on all business staff time-off requests, overtime, payroll, etc.
- Reviews and processes all bartender and taxi cab license applications and completes application packets for final approval/denial.
- Responsible for providing periodic statistical reports and any other data research reports as Administration requests.
- Liaison between the Police Business Office and the Records Management System software representatives.

- Liaison between the Police Business Office and IT support.
- Identify and resolve problems relating to essential job duties with minimal direction.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities.
- Must have the ability to cross train necessary functions with the Business Office Clerk to cover absences.

Supervisory Requirements:

- Minimum of two years experience in a lead work role preferred.

Education and/or Experience Requirements:

- High school diploma or equivalent.
- Minimum of one year of post high school education preferred in areas such as: Business Management, or Information Technology, or Office Assistant.
- Demonstrated positive attitude and a team player in prior or current work environment.
- Minimum of two years of working within a business office preferred.

Licenses, Certifications, Other Requirements, etc:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and ETIME.

Knowledge, Skills, & Abilities:

- Ability to type with speed and accuracy comparable to current business practices and needs.
- Ability to transcribe from audio (or video) recordings, including recordings with graphic factual depictions of criminal activities and events.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge and experience in the use of a variety of computer software, such as Microsoft Office, Excel, scheduling software, spreadsheets, e-mail, and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines
- Considerable knowledge of Business English, Spelling, and Arithmetic.
- Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.

- Ability to lead a structured business office operations system.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to provide descriptive data and reports; ability to create graphs, pie charts, etc., as requested.
- Ability to communicate effectively with all police department staff.
- Ability to work closely with other office personnel in a friendly and professional manner.
- Ability to read and interpret policy manuals, statutes, city ordinances, court documents, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, telephone, transcriber, and fax machine.

Physical Demands:

- **Standing/Walking:**
Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Sit in an office and while attending meetings/training.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
May routinely lift objects as part of regular duties (i.e., moving of computer equipment, lifting printer paper packs, etc). Lifting does not normally require anything over shoulder height. Weights can range up to 15 pounds.
- **Pushing/Pulling:**
Very little pushing/pulling, unless moving items around in office environment.
- **Bending:**
Move from the waist to pick up or lay down an object.
- **Reaching:**
Frequent reaching while sitting at desk.
- **Twisting:**

Twisting is required sitting at a desk or table while reaching for the telephone, computer, and other office related items.

- **Climbing – Height:**

Occasional climbing stairs between building levels.

- **Hearing:**

Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.

- **Vision:**

Must have vision sufficient (unaided or aided) to perform essential sight tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.

- **Voice:**

Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Work day is inside buildings, other than foot or vehicular travel to court, city hall, meetings, training, etc.

Equipment/Tools:

- Normal office tools/equipment (i.e. copier, fax machine, computer, printer, telephone, and small desk tools).
- Limited operation of a motor vehicle to attend court, meetings/training or other miscellaneous reasons.

Products/Materials:

- Paper, fingerprint ink glue, copier toner, and other common office products.

Employee's Signature

Supervisor's Signature

Date

Date

**CITY OF CHIPPEWA FALLS POLICE DEPARTMENT
POSITION DESCRIPTION**

Position: Business Office Lead Clerk
Reports To: Lieutenant of Investigations
Union Representation: AFSCME
Created Date: January 12, 2016 (Police Chief Stelter)

Position Summary:

The purpose of this position is to work within and manage the police department's business office and to work within the Criminal Justice System, as identified. The work requires the exercise of confidentiality, initiative, accountable record keeping, positive interactions with the public both on and off duty, independent judgment, and the ability to motivate and lead other business office staff. The work is performed under the direction of the Lieutenant of Investigations with moderate supervision and reviewed in a general manner on the basis of results obtained.

Essential Duties/Responsibilities: These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Fosters and encourages positive communication within the Department and the Community, as stated in the Department's Mission Statement.
- Acts as the Police Department's Court Coordinator, appearing at initial court proceedings, representing and presenting information on behalf of the City.
- Liaison between the Police Department Business Office and the District Attorney's Office and City Attorney's Office.
- Reports directly to Lieutenant of Investigations on all aspects of the business office.
- Responsible for reviewing, approving/denying, and releasing open records requests.
- Prepares and provides business office financial reports based upon fines paid, licenses sold, parking citations issued, etc.
- Makes timely deposits.
- Prepares and maintains up to date work schedules for the business office.
- Reviews and coordinates with supervisor on all business staff time-off requests, overtime, payroll, etc.
- Reviews and processes all bartender and taxi cab license applications and completes application packets for final approval/denial.
- Responsible for providing periodic statistical reports and any other data research reports as Administration requests.

- Liaison between the Police Business Office and the Records Management System software representatives.
- Liaison between the Police Business Office and IT support.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities.
- Must have the ability to cross train necessary functions with the Business Office Clerk to cover absences.

Supervisory Requirements:

- Minimum of two years experience in a lead work role preferred.

Education and/or Experience Requirements:

- High school diploma or equivalent.
- Minimum of one year of post high school education preferred in areas such as: Business Management, or Information Technology, or Office Assistant.
- Demonstrated positive attitude and a team player in prior or current work environment.
- Minimum of two years of working within a business office preferred.

Licenses, Certifications, Other Requirements, etc:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and ETIME.

Knowledge, Skills, & Abilities:

- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge and experience in the use of a variety of computer software, such as Microsoft Office, Excel, scheduling software, spreadsheets, e-mail, and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines
- Considerable knowledge of Business English, Spelling, and Arithmetic.
- Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.
- Ability to lead a structured business office operations system.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.

- Ability to provide descriptive data and reports; ability to create graphs, pie charts, etc., as requested.
- Ability to communicate effectively with all police department staff.
- Ability to work closely with other office personnel in a friendly and professional manner.
- Ability to read and interpret policy manuals, statutes, city ordinances, court documents, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, telephone, transcriber, and fax machine.

Physical Demands:

- **Standing/Walking:**
Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Sit in an office and while attending meetings/training.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
May routinely lift objects as part of regular duties (i.e., moving of computer equipment, lifting printer paper packs, etc). Lifting does not normally require anything over shoulder height. Weights can range up to 15 pounds.
- **Pushing/Pulling:**
Very little pushing/pulling, unless moving items around in office environment.
- **Bending:**
Move from the waist to pick up or lay down an object.
- **Reaching:**
Frequent reaching while sitting at desk.
- **Twisting:**
Twisting is required sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**

Occasional climbing stairs between building levels.

- **Hearing:**

Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.

- **Vision:**

Must have vision sufficient (unaided or aided) to perform essential sight tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.

- **Voice:**

Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Work day is inside buildings, other than foot or vehicular travel to court, city hall, meetings, training, etc.

Equipment/Tools:

- Normal office tools/equipment (i.e. copier, fax machine, computer, printer, telephone, and small desk tools).
- Limited operation of a motor vehicle to attend court, meetings/training or other miscellaneous reasons.

Products/Materials:

- Paper, fingerprint ink glue, copier toner, and other common office products.

Employee's Signature

Supervisor's Signature

Date

Date

**CITY OF CHIPPEWA FALLS POLICE DEPARTMENT
POSITION DESCRIPTION**

Position: Business Office Clerk
Reports To: Lieutenant of Investigations
Written By: 03-15-2016 (Chief Wendy Stelter)
Revised Date: 02-04-2020 (Chief Matthew Kelm)

Position Summary:

The purpose of this position is to work within the police department's business office. The work requires the exercise of confidentiality, initiative, accountable record keeping, and positive interactions with the public both on and off duty. The work is performed under the direction of the Business Office Lead Clerk and reports to the Lieutenant of Investigations.

Essential Duties/Responsibilities: These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Fosters and encourages positive communication within the Department and the Community, as stated in the Department's Mission Statement.
- Enters, saves, files, and attaches, etc., all accident reports, citations, incident reports, arrests, digital photographs, videos, and supplemental reports into computerized files of the department's records management system.
- Addresses the public at the business window with professionalism and is responsible for counter duties:
 - a. Collects fines
 - b. Copies reports
 - c. Provides direction to other departments/offices.
 - d. Provides/Updates House Watch information.
 - e. Answers/Directs telephone calls.
 - f. Sell licenses (Animal, Bicycle/scooters, temporary license plates, and dog park tags)
 - g. Maintains computerized bicycle files.
- Transcribes officers' dictated reports.
- Maintains computerized file on parking tickets. Mails overdue notices and suspensions on all unpaid parking citations.
- Assists Business Office Lead Clerk as needed.
- Transmits TraCS (Traffic Citation System).
- Prepares and emails monthly NIBR's checks.
- Validates records in NCIC/CIB file.
- Assists as needed with coping reports for City Attorney and District Attorney.
- Completes/Manages Proxy Forms as needed.

- Mails necessary OWI forms to District DMV office.
- Processes all bartender and taxi cab license applications.
- Maintains OWI log and accident log.
- Maintains email list for pet owners.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities.

Education and/or Experience Requirements:

- High school diploma or equivalent.
- Minimum of one year of post high school education preferred in areas such as: Business Management, or Information Technology, or Office Assistant, or equivalent job related experience.
- Demonstrated positive attitude and a team player in prior or current work environment.
- Minimum of two years of working within a business office preferred.

Licenses, Certifications, Other Requirements, etc.:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and ETIME.

Knowledge, Skills, & Abilities:

- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge and experience in the use of a variety of computer software, such as Microsoft Office, Excel, scheduling software, spreadsheets, e-mail, and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines
- Considerable knowledge of Business English, Spelling, and Arithmetic.
- Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to communicate effectively with all police department staff and the public.
- Ability to read and interpret policy manuals, statutes, city ordinances, court documents, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.

- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, telephone, transcriber, and fax machine.

Physical Demands:

- **Standing/Walking:**
Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**

Sit in an office and while attending meetings/training.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
May routinely lift objects as part of regular duties (i.e., moving of computer equipment, lifting printer paper packs, etc.). Lifting does not normally require anything over shoulder height. Weights can range up to 15 pounds.
- **Pushing/Pulling:**
Very little pushing/pulling, unless moving items around in office environment.
- **Bending:**
Move from the waist to pick up or lay down an object.
- **Reaching:**
Frequent reaching while sitting at desk.
- **Twisting:**
Twisting is required sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**
Occasional climbing stairs between building levels.
- **Hearing:**
Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.
- **Vision:**

Must have vision sufficient (unaided or aided) to perform essential sight tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.

- **Voice:**

Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Work day is inside buildings, other than foot or vehicular travel to court, city hall, meetings, training, etc.

Equipment/Tools:

- Normal office tools/equipment (i.e. copier, fax machine, computer, printer, telephone, and small desk tools).
- Limited operation of a motor vehicle to attend court, meetings/training or other miscellaneous reasons.

Products/Materials:

- Paper, fingerprint ink, glue, copier toner, and other common office products.

Employee's Signature

Supervisor's Signature

Date

Date

**CITY OF CHIPPEWA FALLS POLICE DEPARTMENT
POSITION DESCRIPTION**

Position: Business Office Clerk
Reports To: Lieutenant of Investigations
Written By: Police Chief Wendy L. Stelter
Revised Date: March 15, 2016

Position Summary:

The purpose of this position is to work within the police department's business office. The work requires the exercise of confidentiality, initiative, accountable record keeping, and positive interactions with the public both on and off duty. The work is performed under the direction of the Business Office Lead Clerk and reports to the Lieutenant of Investigations.

Essential Duties/Responsibilities: These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Fosters and encourages positive communication within the Department and the Community, as stated in the Department's Mission Statement.
- Enters, saves, files, and attaches, etc., all accident reports, citations, incident reports, arrests, digital photographs, videos, and supplemental reports into computerized files of the department's records management system.
- Addresses the public at the business window with professionalism and is responsible for counter duties:
 - a. Collects fines
 - b. Copies reports
 - c. Provides direction to other departments/offices.
 - d. Provides/Updates House Watch information.
 - e. Answers/Directs telephone calls.
 - f. Sell licenses (Animal, Bicycle/scooters, temporary license plates, and dog park tags)
 - g. Maintains computerized bicycle files.
- Transcribes officers' dictated reports.
- Maintains computerized file on parking tickets. Mails overdue notices and suspensions on all unpaid parking citations.
- Assists Business Office Lead Clerk as needed.
- Transmits TraCS (Traffic Citation System).
- Prepares and emails monthly NIBR's checks.
- Validates records in NCIC/CIB file.
- Assists as needed with coping reports for City Attorney and District Attorney.
- Completes/Manages Proxy Forms as needed.

- Mails necessary OWI forms to District DMV office.
- Processes all bartender and taxi cab license applications.
- Maintains OWI log and accident log.
- Maintains email list for pet owners.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities.

Education and/or Experience Requirements:

- High school diploma or equivalent.
- Minimum of one year of post high school education preferred in areas such as: Business Management, or Information Technology, or Office Assistant, or equivalent job related experience.
- Demonstrated positive attitude and a team player in prior or current work environment.
- Minimum of two years of working within a business office preferred.

Licenses, Certifications, Other Requirements, etc.:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and ETIME.

Knowledge, Skills, & Abilities:

- Considerable knowledge of modern office practices, procedures, and equipment.
- Considerable knowledge and experience in the use of a variety of computer software, such as Microsoft Office, Excel, scheduling software, spreadsheets, e-mail, and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines
- Considerable knowledge of Business English, Spelling, and Arithmetic.
- Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to communicate effectively with all police department staff and the public.
- Ability to read and interpret policy manuals, statutes, city ordinances, court documents, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.

- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, telephone, transcriber, and fax machine.

Physical Demands:

- **Standing/Walking:**
Stand and walk on concrete or asphalt pavement or uneven, unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Sit in an office and while attending meetings/training.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
May routinely lift objects as part of regular duties (i.e., moving of computer equipment, lifting printer paper packs, etc.). Lifting does not normally require anything over shoulder height. Weights can range up to 15 pounds.
- **Pushing/Pulling:**
Very little pushing/pulling, unless moving items around in office environment.
- **Bending:**
Move from the waist to pick up or lay down an object.
- **Reaching:**
Frequent reaching while sitting at desk.
- **Twisting:**
Twisting is required sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**
Occasional climbing stairs between building levels.
- **Hearing:**
Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.
- **Vision:**

Must have vision sufficient (unaided or aided) to perform essential sight tasks.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.

- **Voice:**

Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Work day is inside buildings, other than foot or vehicular travel to court, city hall, meetings, training, etc.

Equipment/Tools:

- Normal office tools/equipment (i.e. copier, fax machine, computer, printer, telephone, and small desk tools).
- Limited operation of a motor vehicle to attend court, meetings/training or other miscellaneous reasons.

Products/Materials:

- Paper, fingerprint ink, glue, copier toner, and other common office products.

Employee's Signature

Supervisor's Signature

Date

Date

CITY OF CHIPPEWA FALLS POLICE DEPARTMENT POSITION DESCRIPTION

Position: Parking Enforcement Officer
Reports To: Lieutenant of Field Operations
Union Representation: AFSCME
Written By: 01-02-2014 (Chief Wendy Stelter)
Revised Date: 02-10-2020 (Chief Matthew Kelm)

Position Summary:

The purpose of this position is to monitor parking and provide enforcement as necessary, to work with the Lieutenant of Field Operations, the Police Chief and other city officials about parking concerns, to educate the public about parking violations, to monitor the down town business district, and other areas of the city as requested, for other ordinance violations and report them to the Patrol Division as necessary, and to work within the Police Department's Business Office as directed.

The work is performed under the direction of the Lieutenant of Field Operations with moderate supervision.

Essential Duties/Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive and other duties may be required or assigned.

Essential Functions:

- Maintains a communication level with the Community and the Department's employees that enhances the Department's effectiveness and accomplishes the Department's Mission.
- Works independently with little supervision.
- Works and adapts to changing weather conditions.
- Demonstrates consistent, productive and self-motivated performance.
- Demonstrates and maintains confidentiality.
- Patrols city streets and city parking lots for parking violations and takes necessary corrective action (i.e. citation, warning).
- Responds to parking complaints and takes appropriate action.
- Monitors ongoing public nuisance issues as directed and takes action as requested.
- Monitors condition of city owned property (parking meters, city traffic/parking signs, city sidewalks and streets, etc.) and reports information to appropriate person.

- Monitors the downtown area for bicycle, skateboarding and other city ordinance violations and take appropriate action or referral to patrol.
- Maintains a current knowledge of laws and ordinances pertaining to parking enforcement.
- Follows the Department's Policies and work rules.
- Operates department vehicles in safe and legal manner.
- Effectively and professionally deals with verbal abuse; maintains composure.
- Listens to and responds accordingly to police radio communications.
- Actively monitors patrol areas for suspicious behavior and reports observations to patrol watch commander.
- Works as a team member with supervisor and city officials on improving downtown parking.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities (filing, data entry, issues bicycle and animal licenses, etc.).
- Provides support and communication to the Patrol and Investigative Divisions as needed.
- Performs other such duties as assigned.

Supervisory Requirements:

- None.

Education and/or Experience Requirements:

- High School Diploma or equivalent
- Technical College Degree in a related field preferred.
- Prior work experience in a law enforcement setting preferred.

Licenses, Certifications, Other Requirements, etc.:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and E-TIME.
- Ability to be trained and maintain proficiency on the use of Oleoresin Capsicum Spray.

Knowledge, Skills, & Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge and experience in the use of e-mail and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines.
- Knowledge of Business English, Punctuation, Spelling, and Arithmetic.

- Ability to problem-solve and take appropriate action.
- Ability to make independent decisions in accordance with precedents and regulations. Able to apply these decisions to work situations.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to communicate effectively with all police department staff, city officials, and the public.
- Ability to read and interpret policy manuals, statutes, city ordinances, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, cell/telephone, and fax machine.
- Ability to organize and prioritize work effectively within general departmental guidelines.
- Ability to plan and organize work in the short and long term; in order to meet deadlines.
- Ability to work a regular work schedule.

Physical Demands:

- **Standing/Walking:**
Significant amount of standing and walking on concrete or asphalt pavement of even, uneven, paved and unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Significant amount of sitting while driving the department's parking enforcement vehicle.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
Very little lifting of objects as part of regular duties (i.e., lifting printer paper packs, stacks of report forms, etc.). Lifting does not normally require anything over shoulder height. Weights can range up to 20 pounds.
- **Pushing/Pulling:**
Significant amount of pushing/pulling parking chalk stick. Less of moving items around in office environment.
- **Bending:**
Significant amount of moving at the waist to pick up or lay down an object, to chalk a tire, to collect parking payments in drop boxes, etc.

- **Reaching:**
Significant amount of reaching while enforcing parking violations. Some reaching while assisting in the Records Department.
- **Twisting:**
Significant twisting is required sitting in parking enforcement vehicle and enforcing parking violations. Less twisting sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**
Frequent climbing stairs between levels of various buildings.
- **Hearing:**
Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.
- **Vision:**
Must have vision sufficient (unaided or aided) to perform essential sight tasks. Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as driving a motor vehicle, keyboard use, etc.
- **Voice:**
Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Most of work day is outside.

Equipment/Tools:

- Motor vehicle.
- Normal office tools/equipment.

Products/Materials:

- Chalk.
- Common office products.

Employee's Signature

Supervisor's Signature

**CITY OF CHIPPEWA FALLS POLICE DEPARTMENT
POSITION DESCRIPTION**

Position: Parking Enforcement Officer
Reports To: Lieutenant of Field Operations
Union Representation: AFSCME
Written By: Chief Stelter
Revised Date: January 2, 2014

Position Summary:

The purpose of this position is to monitor parking and provide enforcement as necessary, to work with the Lieutenant of Field Operations, the Police Chief and other city officials about parking concerns, to educate the public about parking violations, to monitor the down town business district for other ordinance violations and report them to the Patrol Division as necessary, and to work within the Police Department's Business Office as directed.

The work is performed under the direction of the Lieutenant of Field Operations with moderate supervision.

Essential Duties/Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive and other duties may be required or assigned.

Essential Functions:

- Maintains a communication level with the Community and the Department's employees that enhances the Department's effectiveness and accomplishes the Department's Mission.
- Works independently with little supervision.
- Works and adapts to changing weather conditions.
- Demonstrates consistent productive performance.
- Demonstrates and maintains confidentiality.
- Patrols city streets and city parking lots for parking violations and takes necessary corrective action (i.e. citation, warning).
- Responds to parking complaints and takes appropriate action.
- Monitors condition of city owned property (parking meters, city traffic/parking signs, city sidewalks and streets, etc.) and reports information to appropriate person.
- Monitors the downtown area for bicycle and skateboarding city ordinance violations and takes appropriate action.

- Maintains a current knowledge of laws and ordinances pertaining to parking enforcement.
- Follows the Department's Policies and work rules.
- Operates department vehicles in safe and legal manner.
- Effectively and professionally deals with verbal abuse; maintains composure.
- Listens to and responds accordingly to police radio communications.
- Actively monitors patrol areas for suspicious behavior and reports observations to patrol watch commander.
- Works as a team member with supervisor and city officials on improving downtown parking.

Other Functions:

- Must have the ability to support and assist as needed in all areas of the business office responsibilities (filing, data entry, issues bicycle and animal licenses, etc.).
- Provides support and communication to the Patrol and Investigative Divisions as needed.
- Performs other such duties as assigned.

Supervisory Requirements:

- None.

Education and/or Experience Requirements:

- High School Diploma or equivalent
- Technical College Degree in a related field preferred.
- Prior work experience in a law enforcement setting preferred.

Licenses, Certifications, Other Requirements, etc.:

- Be at least 18 years of age.
- Possess a valid driver's license.
- Ability to become certified and maintain certifications in TIME, WILENET, and E-TIME.
- Ability to be trained and maintain proficiency on the use of Oleoresin Capsicum Spray.

Knowledge, Skills, & Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge and experience in the use of e-mail and Internet browsers.
- Ability to carry out a multitude of duties simultaneously and meet deadlines.
- Knowledge of Business English, Punctuation, Spelling, and Arithmetic.
- Ability to problem-solve and take appropriate action.

- Ability to make independent decisions in accordance with precedents and regulations. Able to apply these decisions to work situations.
- Ability to understand and effectively carry out oral and written instructions with minimal direction and supervision.
- Ability to communicate effectively with all police department staff, city officials, and the public.
- Ability to read and interpret policy manuals, statutes, city ordinances, etc.
- Ability to assess and handle stressful situations in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.
- Ability to operate office equipment such as: computer and keyboard, photocopier, computer printer, calculator, cell/telephone, and fax machine.
- Ability to organize and prioritize work effectively within general departmental guidelines.
- Ability to plan and organize work in the short and long term; in order to meet deadlines.

Physical Demands:

- **Standing/Walking:**
Significant amount of standing and walking on concrete or asphalt pavement of even, uneven, paved and unpaved surfaces. While inside; stand and walk on concrete, vinyl and carpeted floors.
- **Sitting:**
Significant amount of sitting while driving the department's parking enforcement vehicle.
- **Carrying:**
May routinely carry objects of varying sizes up to 100-feet in distance. Objects may be of different substances or shapes.
- **Lifting:**
Very little lifting of objects as part of regular duties (i.e., lifting printer paper packs, stacks of report forms, etc.). Lifting does not normally require anything over shoulder height. Weights can range up to 20 pounds.
- **Pushing/Pulling:**
Significant amount of pushing/pulling parking chalk stick. Less of moving items around in office environment.
- **Bending:**
Significant amount of moving at the waist to pick up or lay down an object, to chalk a tire, to collect parking payments in drop boxes, etc.

- **Reaching:**
Significant amount of reaching while enforcing parking violations. Some reaching while assisting in the Records Department.
- **Twisting:**
Significant twisting is required sitting in parking enforcement vehicle and enforcing parking violations. Less twisting sitting at a desk or table while reaching for the telephone, computer, and other office related items.
- **Climbing – Height:**
Frequent climbing stairs between levels of various buildings.
- **Hearing:**
Must have hearing sufficient (unaided or aided) to perform essential hearing tasks. Essential hearing tasks include, but are not limited to: discerning and distinguishing spoken words and speech. If amplification devices are used, they must be of the type that prevents further hearing loss, but also allows the employee to perform essential hearing tasks.
- **Vision:**
Must have vision sufficient (unaided or aided) to perform essential sight tasks. Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as driving a motor vehicle, keyboard use, etc.
- **Voice:**
Must have voice sufficient (unaided or aided) to perform essential speaking tasks.

Environment:

- Most of work day is outside.

Equipment/Tools:

- Motor vehicle.
- Normal office tools/equipment.

Products/Materials:

- Chalk.
- Common office products.

Employee's Signature

Supervisor's Signature

Date

Date

City of Chippewa Falls

Job Description

Job Title: Secretary/Receptionist
Department: Parks, Recreation and Forestry
Reports To: Director
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 01-20-06
Job Grade: Clerical

SUMMARY

Serves as secretary and receptionist for the Department

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs routine duties including: typing, filing, answering phone, responding to citizen's requests, receive and distribute mail, responding to routine correspondence, distributing news releases
- Prepare time cards for personnel each pay period.
- Prepare payroll each pay period.
- Receipt daily revenue from ActiveNet & receipt book turning in to City Treasurer on a daily basis
- Handle monthly claims and prepare vouchers for payment
- Assist in compiling information and typing annual activity report; seasonal brochures; and monthly reports for the Department
- Handle scheduling and related items of public facilities in regard to established policy
- Keep complete accounting records in designated categories as they relate to funds expended within the budget
- Type and distribute the following: softball, volleyball, basketball and soccer schedules
- Serves as billing clerk for department
- Handle seasonal program registrations.
- Input Registrations & Park Facility Reservations in the ActiveNet on-line program, with daily close out reports the following day and turned into the City Treasurer.
- Input monetary donations in the computer and mail appropriate acknowledgement
- Distribute monthly Park Board Agendas & Minutes.
- Keep inventory and order office supplies as needed.
- Prepare weekly reservation reports for Park Shelters.
- Compile standings for Volleyball/Basketball & Softball leagues.
- Issue Dog Park permits.
- Input activity grades in ActiveNet for Swimming Lessons.
- Prepare tree stump lists as needed for removal.
- Type up the swim lesson skills sheets in excel for spring, summer, fall & winter sessions. Run class lists for instructors for these classes also.
- Assist Director and Recreation Supervisor with Marketing, Fundraising and Social Media.

SUPERVISORY RESPONSIBILITIES

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law

- Addressing complaints and resolving problems

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

- Degree in Secretarial Science or equivalent from two-year college or technical school
- Two to four years related experience and/or training
- Equivalent combination of education or experience
- Must be proficient in the use of personal computers
- Knowledge of and ability to use word processing, spread sheets and database programs
- Ability to work in network environment:

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedural manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

MATHEMATICAL SKILLS

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret a variety of technical instructions

CERTIFICATES, LICENSES, REGISTRATIONS

- None required

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

City of Chippewa Falls
Job Description

Job Title: Billing Clerk I

Department: Public Utilities

Reports To: Office Supervisor/Water Supervisor/Wastewater Supervisor

FLSA Status:

Approved Date: Draft – current approved job description 4/7/15

SUMMARY

The essential functions of this position are listed below and are representative of the knowledge, skill and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

Various customer billing procedures as follows:

- Examine and verify meter readings from meter reports.
- Calculate estimated customer consumption.
- Check consumption for validity.
- Direct or take any action for exception items.
- Enter meter readings onto computer system.
- Sort printed utility bills / delinquency notices for exception items.
- Prepare monthly utility bills for Post Office.
- Prepare delinquency notices for mail service.

Assist in maintenance of customer billing additions and changes on computer.

Assist in meter change out process including handling of change out cards, making appointments,

Aid in direction of water staff to various appointments including notification of Diggers Hotline, SCADA alarms, may schedule diggers hotline for construction projects.

Keep accurate operational worksheets for water distribution system.

Aid in Cross Connection program by keeping accurate schedule, contacting residents and sending non-compliant letters. Maintain accurate cross connection Laserfiche data.

Assist in maintaining and schedules daybook for meter readings, meter exchanges or other appointments.

Maintain accurate data collection in InfraMap software.

Responsible for accurate scanning of documents through Laserfiche.

Maintain accurate materials inventory including producing work orders and maps.

Clerical duties at the Wastewater Treatment Plant.

Handle customer complaints and inquiries regarding utility bills.

~~Assist in preparation of payroll.~~

Maintain various utility files.

Assist and cross-train in Billing Clerk II position.

Operation of an IBM compatible personal computer with a working knowledge of word processing, spreadsheet and database software.

Perform office clerical duties and typing as necessary.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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

COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Should have a basic understanding of Internet/e-mail access and use.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENCES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.