



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
August 1, 2017

Committee #2 met on Tuesday, August 1, 2017 at 4:45 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer
Others present: Finance Manager/Treasurer Lynne Bauer

Call to Order: 4:45 pm

1. Review updated Fiscal Clerk I Position Description and consider request to fill the position. Possible recommendations to the Council.

Finance Manager/Treasurer Lynne Bauer presented an updated job description and requested permission to fill the vacancy created by the resignation of Katie Hutson.

Motion by Hull/Monarski to recommend the Council approve the updated job description and request to fill the Fiscal Clerk I vacancy. **All present voted aye. Motion carried.**

2. Discuss amendments to the hiring policy. Possible recommendations to the Council.

The Committee discussed amending the hiring policy in Resolution 2001-55 to allow the Mayor and Finance Manager/Treasurer Lynne Bauer to approve filling vacancies if there are no job duty changes and the positions are currently budgeted. Any job descriptions changes or unfunded positions would need to be addressed by the appropriate committees. In the event the Mayor and Finance Manager do not agree on filling the position, the matter shall be considered by the appropriate committee. A resolution will be placed on the next council agenda.

Motion by Monarski/Hull to recommend the Council approve amendments to the hiring policy to grant the Mayor and Finance Manager/Treasurer the authority to approve filling budgeted positions as they become vacant. **All present voted aye. Motion carried.**

3. Adjournment

Motion by Hull/Monarski to adjourn at 4:55 PM. **All present voting aye. Motion carried.**

**Minutes submitted by,
CW King, Chair**

**City of Chippewa Falls
Position Description**

Title: Fiscal Clerk I
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: August 2017
Wage Rate: \$16.51/hour

Position 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 will be required and assigned.

- Process cash receipts
- Ensures receipts are deposited to appropriate accounts
- Process city payrolls
- Assists new employees with benefit paperwork
- Completes State retirement reporting requirements
- Completes State new hire reporting requirements
- Process employee life and health insurance forms
- Process retiree health insurance forms/payments
- Process payroll quarterly reports
- Process annual payroll reports
- Process accounts payables
- Process CDBG payments
- Process 1099s
- Process special assessment searches
- Assist other offices as time permits
- Performs all other duties as directed

Qualifications

Ability to deal with public in a pleasant, competent, professional manner

Knowledge of payroll and benefit procedures and practices

Ability to read and interpret benefit manuals

Ability to work independently

Knowledge and use of Microsoft office programs is required

Employee must be bondable for insurance purposes of dealing with cash

Ability to communicate effectively in writing and orally

Ability to calculate figures and amounts

Ability to solve problems where limited standardization exists

Ability to interpret a variety of instructions

Associate Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position.

Work Condition and Physical Demands

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to 75 pounds.

Probationary Period

A successful candidate will be expected to serve a six month probationary period and pass a background check.


RESOLUTION ADOPTING HIRING POLICY

WHEREAS, the Common Council desires to change policy C-2 of the Policy Handbook as concerns hiring of employees

NOW THEREFORE, IT IS RESOLVED:

1. When a full-time or part-time employee retires or quits, the position will be reviewed by the Mayor to determine if it should be filled. The position shall not be filled unless the Mayor approves.
2. No new, non-budgeted positions will be created or filled. Applications for exceptions shall be directed to the Mayor, who has the decision to approve or not approve the new, non-budgeted position.
3. When the Mayor makes a decision under paragraphs (1) or (2) above, said decision shall be forwarded to Committee 2 for review. Committee 2 shall then recommend to the full Council, at its regularly scheduled meeting, whether or not to fill such position. Any actions of the Council pursuant to such recommendation by Committee 2 is subject to the Mayor's veto and the Council's override thereof pursuant to Section 2.12 of the City Code.
4. The Library is exempt from this policy based upon Section 43.58 of the Wisconsin Statutes. The Library Board has the exclusive control of the appointing authority for the librarian and the establishments of other positions as it deems necessary.
5. This resolution is not intended to apply to the vacancy in the police department which exists as of the date of this Resolution and which is in the process of being filled as of the date of this resolution, or to the new position in the City Engineer's department which has heretofore been approved by the Council and which is now in the process of being filled.
6. This policy and resolution supersedes Resolution 2000-01, adopted January 4, 2000.
7. This Resolution does not apply to seasonal employees.

Dated this 20th day of November, 2001.


Alderman

ADOPTED: November 20, 2001

APPROVED: Virginia C. Smith
Mayor

ATTEST: Lynne Bauer
City Clerk

RESOLUTION PROVIDING FOR ANNUAL
REVIEW OF THE TABLES OF ORGANIZATION
FOR CITY DEPARTMENTS

WHEREAS, the various departments of the City experience fluctuation and changes in needs and provisions of City services, and,

WHEREAS, the City grows and expands at various rates and at various times, and,

WHEREAS, the City budget has variable and changing sources of income and must be reflective of the needs placed on departments by demands for services, and,

WHEREAS, Department Organizational Charts which define personnel and basic job duties are used to meet the needs for City services and to stabilize the budgeting process, and,

WHEREAS, it is desirous for the City to have a consistent and regular approach to department organization, staffing, and budgeting, and,

WHEREAS, to aid in both long and short term planning, Department Tables of Organization should be reviewed, even if not changed, annually,

NOW THEREFORE, IT IS RESOLVED, that each City department will review and update if necessary its Table of Organization and present the same to the City Council in August of each year, and,

IT IS FURTHER RESOLVED, that as a part of the Table of Organization, there be included an in depth description of any known or anticipated changes in personnel status for the coming fiscal year, particularly but not limited to, retirements, additions of positions, eliminations of positions, and any anticipated changes in the structure of the Table of Organization itself, and,

IT IS FURTHER RESOLVED, that the City Council will have the above information available during its budget deliberations each fall, and,

IT IS FURTHER RESOLVED, that once the Table of Organization is approved by the City Council in its budget process, then that table may be staffed and put into effect without further action by the Council or Council Committees. However, any changes in staffing levels within the department must be referred to Committee No. 2 and thereafter the Council before any such changes are made, and,

RESOLUTION 2000-01

IT IS FURTHER RESOLVED, that the hiring freeze adopted in Resolution R-93-25, and its later amendments be and hereby is superseded by this Resolution in view of the annual reviews as called for herein.

This Resolution supersedes Resolution R-99-43, dated July 6, 1999.

Dated this 4th day of January, 2000.

Alderman

ADOPTED: January 4, 2000

APPROVED: _____
Mayor

ATTEST: _____
City Clerk