

MINUTES 17-09-10
SALARIES AND GRIEVANCES COMMITTEE
THIRD FLOOR CONFERENCE ROOM - CITY HALL

DATE: Tuesday, February 2, 2010

TIME: 3:00 pm

PLACE: City Hall
Third Floor Conference Room

Members: Alderpersons Joseph Heidemann, Chair; Jean Kittelson, Vice Chair; Jim Gischia; Julie Kath

Ex-officio Member: Tom Rice Director of Human Resources and Labor Relations

Excused: Alderperson Cory Bouck

Others in Attendance: Mayor Ryan, Alderperson Hanna, Paulette Enders, Terry Hanson, Jeff Hermann, Sue Richards, Ed Wackowski, Mike Brunette, Dan Benson, Gary Maples

OPEN:

1. Call meeting to order.

Ald. Heidemann called the meeting to order at 3:00 pm

2. Pledge of Allegiance.
3. Approval of minutes from the January 25, 2010 meeting.

Motion by Ald. Heidemann to approve the minutes. Second by Ald. Kittelson. Passed 4 – 0.

4. Discussion and possible action (sending to Council with Committee's recommendation) regarding the job description for Director of Development.

Handout by Tom Rice on the revised job descriptions and the former non rep pay scale. Tom indicated that all 3 Director's job positions will be at a class grade 15.

The Mayor indicated that these 3 positions are the top of the pyramid and will report directly to the Mayor.

Ald. Hanna suggested to add "accredited college or university" under education for all of the positions.

Motion by Ald. Gischia to approve the job description with the following changes; adding “supervisory experience” and “accredited college or university” under education and/or experience. Second by Ald. Kittelson. Motion passes 4 – 0. All ayes

5. Discussion and possible action (sending to Council with Committee’s recommendation) regarding the job description for Director of Operations.

Tom Rice indicated that there were minor changes to all the positions, which included adding #17 regarding public relations.

Motion by Ald. Gischia to approve the job description with the following changes; adding “supervisory experience” and “accredited college or university” under education and/or experience. Second by Ald. Kittelson. Motion passes 4 – 0. All ayes

6. Discussion and possible action (sending to Council with Committee’s recommendation) regarding the job description for Director of Administration.

Tom Rice indicated that the title was changed to Director of Finance and Administration. Ald. Gischia made a motion to approve the job description with the following change; adding “supervisory experience” under education and/or experience. Second by Ald. Kittelson. Motion passes 4 – 0. All ayes

7. Discussion and possible action on the Mayor’s Table of Organization.

Ald. Gischia moved to have all 3 approved job descriptions, along with the Mayor’s Table of Organization with the proper ordinance changes be sent to council. Second by Ald. Kittelson.

Under discussion: The ordinance change allows the documents to be held over for two weeks. This will allow the other alderpersons time to review the job descriptions.

Motion passes 3 – 1 nay (Ald. Kath)

Set date and time of next Committee meeting.

February 22, 5:30 p.m. – Third Floor Conference Room, City Hall.

Adjourn.

Persons with disabilities who need accommodations to attend the meeting should contact the Human Resources Department at the following address as soon as possible: City Hall, Room 204, 828 Center Avenue, Sheboygan, WI. PH: 920/459-3373.

CITY OF SHEBOYGAN

DIRECTOR OF OPERATIONS

Grade 15

Code

Reports to: Mayor

Department: Operations

Classification: Exempt

Date: February 2, 2010

POSITION SUMMARY:

As a key member of the management team for the City of Sheboygan, the Director of Operations plans, directs and coordinates the Operational Division of the City, inclusive of the following departments: Public Works, Engineering, and Building Inspection. In addition, oversees elements of the Police and Fire Departments in accordance with state laws, city ordinances and policies determined by the City Council. This position implements directives of the Mayor and Common Council and recommends policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop, coordinate, and execute policies, rules, and regulations to improve the efficiency and effectiveness of the division.
2. Develop, coordinate, and recommend to the Mayor and Finance Committee policies that will achieve, maintain, and continually improve the City's operational efficiencies.
3. Oversee the planning and assignment of division work to ensure effective and efficient use of employee time.
4. Develop and interpret organization goals, policies, and procedures.
5. Assists in the hiring of department heads and staff members.
6. Prepares and manages the annual operating budget for designated areas of responsibility and explores and implements cost saving strategies to reduce waste and improve efficiencies.
7. Controls all City property and its use by the public or City employees.
8. Facilitates the prompt, economical, and efficient dispatch of City resources.
9. Responsible for the training and development of division personnel, develop and prescribes work methods and procedures to be followed by employees of the division.
10. Organizes the work of the departments under their control, assigning assistants, and/or employees to perform work or services in connection with any other office or department, provided that no such change shall affect the powers or duties of any elected official.
11. Controls the purchase, storage and distribution of all supplies, materials, equipment and contractual services of departments or projects under their control.
12. Attends meetings, council sessions, and other public events/meetings as prescribed by the Mayor or requested by the Common Council.
13. Directs operations of the division, including analyzing workflow, establishing priorities, developing standards and setting deadlines.
14. Represents the City when requested at functions common to the tactical operation of City government, maintaining a positive relationship with the general public.
15. Advises the Mayor and the council as to the needs of the City.

16. Follows and enforces all ordinances, resolutions, and rules of the City.
17. Maintains effective public relations. Develops public/private partnerships. Provides information to news media representatives, business/industry representatives, civic groups, service organizations, and government officials, both in oral and written form.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees; planning, assigning, and directing work, appraising performance, and rewarding and disciplining department heads (with the exception of police and fire); addressing complaints and resolving problems.

Hiring/Promotion Clarification of Process: This individual recommends to the Mayor and Common Council, the appointment, promotion and termination of all employees that fall under the specified TO areas of responsibility in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for implementing employee evaluations of all Managers and Directors that fall under the specified TO areas of responsibility. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree from an accredited college or university required with an advanced degree such as a MBA or Masters in Public Administration preferred. Position requires at least ten years of professional work experience with a minimum of five years functioning in a leadership position. Experience in both the public and private sector is preferred.

Required Knowledge, Skills and Abilities:

- Experience in budgeting and financial administration.
- Knowledge in establishing and using performance measurement.
- General knowledge of engineering and facilities management.
- Able to establish and maintain effective working relationships with various units and sub-units of government, municipal officials, municipal employees and the general public.
- Comprehensive knowledge of general office management methods and use of modern office equipment and software.

- Able to effectively interpret and administer laws and regulations affecting municipal government.
- Ability to make recommendations and provide leadership, advice and counsel to the Mayor, the Common Council, administrative leadership, department heads/managers, staff and committees.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write documents and presentations using original or innovative techniques or style to convey complex information in a format that can be easily understood. Ability to make effective and credible presentations on potentially divisive or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level.

MATHEMATICAL SKILLS:

Ability to prepare forecasts, calculate and understand various ratios, and perform analytical procedures.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, analyze information, and draw valid conclusions.

PRE-EMPLOYMENT:

Job offers for this position are contingent upon the individual passing a pre-employment drug screen.

WORK ENVIRONMENT/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 of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

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 qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF SHEBOYGAN

DIRECTOR OF FINANCE AND ADMINISTRATION GRADE 15

Code

Reports to: Mayor

Department: Administration

Classification: Exempt

Date: February 2, 2010

POSITION SUMMARY:

As a key member of the management team for the City of Sheboygan, the Director of Administration plans, directs, and coordinates the administrative divisions of the City, including Finance, Human Resources, Information Technology, Assessment, and Risk Management. This position reports to and is directed by the Mayor and is also subject to legislative direction by the Common Council. This position implements directives of the Mayor and Common Council and recommends policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop, coordinate, and execute policies, rules, and regulations to improve the efficiency and effectiveness of the division.
2. Develop, coordinate, and recommend to the Mayor and Finance Committee policies that will achieve, maintain, and continually improve the City's administrative and fiscal management and financial position.
3. Oversee the planning and assignment of division work to ensure effective and efficient use of employee time.
4. Prepare and manage the annual operating budget for designated areas of responsibility and explore and implement cost savings strategies to reduce waste and improve efficiency.
5. Direct the planning and maintenance of schedules for all accounting, investments, and related reports in accordance with municipal requirements.
6. Oversee and coordinate the external and internal audit functions required by statute and/or policy.
7. Develop and interpret organizational goals, policies, and procedures.
8. Invest City funds within City policies and advise on the issuance of municipal bonds.
9. Develop and recommend insurance programs for the adequate protection of the City's property, funds, securities, and other municipal exposure to liability, and insure the City is properly reimbursed when losses arise.
10. Responsible for the training and development of division personnel, develop and prescribe work methods and procedures to be followed by employees of the division.
11. Perform all duties of Finance Director/Treasurer/Comptroller as prescribed by Wisconsin Statutes and City Ordinances.
12. Direct operations of the division, analyzing work flow, establishing priorities, developing standards and setting deadlines.
13. Assign and review the work of departmental managers.
14. Prepare and review operational reports or project progress reports.
15. Perform other duties as directed by the Mayor and/or Common Council.

16. Attend meetings, council sessions, and other public events/meetings as directed by the Mayor or requested by the Common Council.
17. Maintain effective public relations. Develop public/private partnerships. Prepare and make presentations regarding financial or administrative matters. Provide information to news media representatives, business/industry representatives, civic groups, service organizations, and government officials, both in oral and written form.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees; planning, assigning and directing work, appraising performance and rewarding and disciplining direct reports; addressing complaints and resolving problems.

Hiring/Promotion Clarification of Process: This individual recommends to the Mayor and Common Council, the appointment, promotion and termination of all employees that fall under the specified TO areas of responsibility in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for implementing employee evaluations of all Managers and Directors that fall under the specified TO areas of responsibility. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree required in accounting and/or financial management from an accredited college or university. An advanced degree such as an MBA or Certified Public Accountant license is preferred. Position requires at least ten years of professional work experience with a minimum of five years functioning in a leadership position. Experience in both the public and private sector is preferred.

Required Knowledge, Skills and Abilities:

- Extensive ability in government budgeting and financial administration.
- Considerable ability to establish and maintain effective working relationship with various units and sub-units of government, municipal officials, municipal employees and the general public.
- Experience in strategic and financial planning.
- Comprehensive knowledge of general office management methods and use of standard and automated office equipment and software.
- Able to effectively interpret and administer laws and regulations affecting municipal government.
- Ability to make recommendations and provide leadership, advice and counsel to the Mayor, the Common Council, administrative leadership, department heads/managers, staff and committees.
- Knowledge of generally accepted governmental accounting principles.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write documents and presentations, using original or innovative techniques or style, to convey complex information in a format that can be easily understood. Ability to make effective and credible presentations on potentially divisive or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level.

MATHEMATICAL SKILLS:

Ability to prepare forecasts, calculate and understand various ratios, and perform analytical procedures.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, analyze information, and draw valid conclusions or reasonable forecasts.

PRE-EMPLOYMENT:

Job offers for this position are contingent upon the individual passing a pre-employment drug screen.

WORK ENVIRONMENT/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 of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

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 qualified individuals with disabilities to perform the essential functions.

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CITY OF SHEBOYGAN

DIRECTOR OF DEVELOPMENT

Grade 15

Code

Reports to: Mayor

Department: City Development

Classification: Exempt

Date: February 2, 2010

POSITION SUMMARY:

As a key member of the management team for the City of Sheboygan, the Director of Development, subject to legislative rulings, initiates, develops, directs, plans, and/or supervises the implementation of all matters related to comprehensive planning; zoning; development and redevelopment activities; senior activity center; tourism promotion and development; government access television channel; and performs related work as required. This position implements directives of the Mayor and Common Council and recommends policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Initiates, plans, directs, and coordinates programs which promote the economic development of the community including business development, downtown revitalization, redevelopment, housing, community facilities, historic preservation, and other areas that affect the growth and development of the community.
2. Establishes policies for administering the various divisions of the department; reviews plans and work in progress for adherence to established policies, proper planning, safety regulations, and administrative procedures; develops, coordinates, and executes policies, rules, and regulations to improve the efficiency and effectiveness of the department; and implements appropriate procedures, methods, and policies to improve the efficiency and effectiveness of department activities.
3. Initiates alternatives and plans for current and long-range municipal projects such as annexation, parks, and recreation, streets and highways, parking, urban renewal, etc.
4. Prepares and recommends legislation regarding zoning, subdivision regulations, etc., in addition to identifying problems affecting the growth and development of the community and recommends policies to be followed.
5. Assists in the preparation of strategic planning efforts.
6. Prepares and manages the annual operating budget for designated areas of responsibility and explores and implements cost savings strategies to reduce waste and improve efficiency.
7. Coordinates all activities related to tourism promotion and development, including but not limited to advertising, promotions, web design and maintenance, event coordination, and the fostering of relationships with other tourism entities and partners throughout the area.
8. Effectively manages and supervises the development and organization of all aspects of programming for seniors, including recreational and educational programs, management of building operations, and effective liaison relationships with various group leaders and volunteers.
9. Effectively manages and supervises television video production programming; plans, organizes, equips, and staffs production of television programs for the government access channel including public service, emergency information, education programs; completes timely broadcasting of

public meetings and presentations; and assists in negotiating the provisions of cable television franchise agreements.

10. Administers and coordinates the activities of the Plan Commission, Redevelopment Authority, Industrial Development Commission, Architectural Review Board, and Commission on Aging and acts as technical advisor to and liaison between the Plan Commission, Redevelopment Authority, Industrial Development Commission, Architectural Review Board, Common Council, City departments, and consulting firms.
11. Takes appropriate action to foster inter-jurisdictional and business cooperation by keeping them informed of the City's goals and by cooperating with and assisting businesses and other organizations engaged in promoting the growth of commerce and industry. Works with private sector, local business, educational institutions, Chamber of Commerce, and lending institutions to develop and foster growth of high tech industries; a business incubator; labor attraction efforts; recruitment of new businesses, retention, expansion, and relocation of existing businesses.
12. Recommends and applies for applicable Federal, State, local grants and supervises project implementation.
13. Oversees the Sheboygan Business Center. Recruits businesses to the existing business parks, implements expansion of new park, and coordinates purchase and sale agreements with City Attorney.
14. Coordinates the creation of new tax incremental financing districts and the modification of project plans for active districts.
15. Oversees the various construction projects as they relate to various grants, programs, and department activities.
16. Maintains effective public relations. Develops public/private partnerships. Prepares and makes presentations regarding community and economic development. Provides information to news media representatives, business/industry representatives, civic groups, service organizations, and government officials, both in oral and written form.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees; planning, assigning and directing work, appraising performance and rewarding and disciplining direct reports; addressing complaints and resolving problems.

Hiring/Promotion Clarification of Process: This individual recommends to the Mayor and Common Council, the appointment, promotion and termination of all employees that fall under the specified TO areas of responsibility in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for implementing employee evaluations of all Managers and Directors that fall under the specified TO areas of responsibility. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed are representative of the knowledge required.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A Bachelor's Degree in Urban or Regional Planning, Business Administration, Public Administration, from an accredited college or university, or closely related field required, with a Masters in Urban Planning or MBA preferred from an accredited college or university. A minimum of ten years of professional work experience in a municipal setting involving extensive experience in a supervisory capacity; in community development, redevelopment, and revitalization; economic development; planning; zoning; and municipal projects; including no less than five (5) years of responsible direct supervisory experience.

Required Knowledge, Skills and Abilities:

- Considerable ability to establish and maintain effective working relationships with various units and sub-units of government, municipal officials, municipal employees and the general public.
- Comprehensive knowledge of general office management methods and use of modern office equipment and software.
- Comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- Ability to make recommendations and provide leadership, advice and counsel to the Mayor, the Common Council, administrative leadership, department heads/managers, staff and committees.
- Able to effectively interpret and administer laws and regulations affecting municipal government.
- Ability to plan, manage, direct, assign, organize, and inspect the work of professional, technical, and administrative staff. Ability to train and supervise. Ability to advise and interpret the application of policies, procedures, and standards to specific situations, including successful budget management and supervision.
- Ability to perform technical research, make comprehensive recommendations and reports, and plan and supervise city development programs.
- Knowledge of building design, construction, and inspection principles.
- Knowledge of principles of public relations and mass communications, print and broadcast media practices, and marketing strategies.
- Knowledge of the purpose, use and benefits of recreational and social programs and activities for seniors, as well as the local community resources and community service programs to assist senior citizens.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write documents and presentations using original or innovative techniques or style, to convey complex information in a format that can be easily understood. Ability to make effective and credible presentations on potentially divisive or complex topics to top management, public groups, and other organizations and individuals at the local, state, or federal level.

MATHEMATICAL SKILLS:

Ability to prepare forecasts, calculate and understand various ratios, and perform analytical procedures.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, analyze information, and draw valid conclusions.

PRE-EMPLOYMENT:

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The position requires the ability to work in a normal office environment, in addition to performing field observation and site visits from time to time.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

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 qualified individuals with disabilities to perform the essential functions.

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