



## REPORT OF THE HUMAN RESOURCES COMMITTEE

September 7, 2018 Meeting  
Reported to Council on September 18, 2018

Steve Koth, Chairperson  
Scott Kellogg, Secretary  
Joe Zurfluh

The Human Resources Committee met at 1 pm on Friday, September 7, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Steve Koth, Joe Zurfluh, and Scott Kellogg were present. Also present were Mayor Vruwink, Sue Schill, Dawn Urban, Tim Desorcy, Ryan Giefer, Scott Young, Aaron Palbrach, and Erman Blevins.

1. Call to order.

The meeting was called to order by Chairperson Steve Koth at 1 pm.

2. Review and consider approval of an increase for Wastewater Operator on-call pay.

Dawn Urban indicated that Wastewater has requested an increase for on-call pay from \$20 per day to \$30 per day. Ryan Giefer, Wastewater Superintendent, provided a brief explanation for the purpose of this request. He also indicated that the City should recognize overall cost savings due to employees being able to monitor via remote alarms. The City has proposed that this be approved on a trial basis for October 1, 2018 through May 31, 2018.

Chairperson Koth made a motion to approve this request as presented, and this motion was seconded by Alderperson Kellogg. Motion carried.

3. Review and consider approval of the Fire and Finance Department Clerk share position in connection with the proposed contracted services for ambulance billing.

Dawn Urban explained that the intent of this position is to modify the current Billing Clerk position in the Fire Department since this individual currently spends a significant amount of time working on ambulance billing.

Alderperson Kellogg made a motion to approve this Job Description as presented, and this motion was seconded by Alderperson Zurfluh. Motion carried.

4. Review referral from Alderperson Blaser concerning the City's current residency requirement.

There was a discussion about this request. Police Chief Blevins indicated that he is supportive of changing the residency requirement to 30 miles. Fire Chief Young stated that he is also supportive of changing the residency requirement to 30 miles with the understanding that those EMS staff who live more than 15 miles from the border are not eligible for off-duty transfers or emergency call-ins.

A motion was made by Chairperson Koth to change the residency ordinance to require that the emergency personnel listed must live within 30 miles of the boundary of the City of Wisconsin Rapids. However, the ordinance is also amended to provide that the Chiefs of the Police and Fire Departments may enact policies which prohibit employees who live more than 15 miles from the boundary of the City of Wisconsin Rapids to be eligible for certain teams, duties, or call-ins which require timely response. This motion was seconded by Alderson Zurfluh. Motion carried.

5. Set next meeting date.

The next HR Committee meeting has been scheduled for 7 am on October 5, 2018 in the first floor conference room of City Hall.

6. The Committee may vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
  - a. In closed session, the Committee will discuss negotiation strategy regarding successor labor agreements with International Association of Firefighters Local 425, Wisconsin Rapids Professional Police Association, and AFSCME Local 1075.

A motion to go into closed session was made by Chairperson Koth and seconded by Joe Zurfluh. A roll call vote was taken and all members voted in the affirmative.

In closed session, the Committee discussed negotiation strategy regarding successor labor agreements with International Association of Firefighters Local 425, Wisconsin Rapids Professional Police Association, and AFSCME Local 1075.

The meeting adjourned in closed session at 2:17 pm.



## NOTICE OF PUBLIC MEETING

### Human Resources Committee

Steve Koth, Chairperson  
Scott Kellogg, Secretary  
Joseph Zurfluh

The Human Resources Committee will meet at 1 p.m. on Friday, September 7, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids.

### Agenda

1. Call to order.
2. Review and consider approval of an increase for Wastewater Operator on-call pay.
3. Review and consider the Fire and Finance Department Clerk shared position in connection with the potential contracted services for ambulance billing.
4. Review referral from Alderperson Blaser concerning the City's current employee residency requirement.
5. Set next meeting date.
6. The Committee may vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
  - a. In closed session, the Committee will discuss negotiation strategy regarding successor labor agreements with International Association of Firefighters Local 425, Wisconsin Rapids Professional Police Association, and AFSCME Local 1075.
7. The Committee will adjourn in closed session.

Dawn Urban, Human Resources Director

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



### **Executive Summary for Wastewater On-call Pay**

The City currently has an on-call policy for Wastewater Operators who are on call during the weekend. This policy provides on-call pay at \$20 per day (in addition to time paid for hours worked). The City now has the ability for Operators to ensure that Wastewater operations are running smoothly via remote alarms. This requires additional troubleshooting skills along with an increased level of responsibility for Operators. The Wastewater Superintendent is requesting that this policy be changed, and the on-call pay be increased to \$30 per day. The total cost of the on-call pay increase is \$3,650 per year. However, the anticipated savings from remote alarms monitoring is \$6,383.52. This should result in an annual savings of \$2,733.52. We are proposing the following:

- The on-call pay for Wastewater Operators be increased to \$30 per day for a trial period of October 1 – May 30. This would be effective for the pay period beginning October 8, 2018.
- The Wastewater Superintendent will report to the HR Committee in January 2019 and April 2019. These detailed reports will include compensation paid to Wastewater Operators for on-call time between October 1, 2018 and the reporting date as well as net savings recognized from reduced hours worked and travel time for Operators. (The travel time is paid as hours worked to be in compliance with Wage and Hour laws.) The report will also identify any known issues with the alarms not functioning properly or any other issues connected with this program.
- After the above reports are given by the Wastewater Superintendent, the HR Committee may approve the continuation of this program (if savings are recognized) or may choose to discontinue the program if savings are not recognized. If the HR Committee elects to discontinue this trial program, the on-call pay for Operators would be reduced to \$20 per day as of June 1, 2019.



## City of Wisconsin Rapids

**Ryan Giefer**

**Wastewater Superintendent**

**2540 First Street South**

**Wisconsin Rapids, WI 54495-2780**

**Phone (715) 421-8287 Email [rgiefer@wirapids.org](mailto:rgiefer@wirapids.org)**

TO: Human Resources  
FROM: Ryan Giefer  
SUBJECT: Operators On-Call Pay  
DATE: September 2018

Dear Human Resources Director,

I am writing to you today to make a recommendation for a compensation adjustment as it relates to "On-Call Pay". This facility operates 24/7/365, and must continue to do so as long as we accept the City's wastewater. Through advances in technology we are able to run only one shift from 7 am – 5 pm, and monitor the operations remotely for the additional 14 hours per day.

Our operators are compensated \$20 per day to monitor operations during non-shift hours. This importance of proper monitoring and responding to alarms cannot be overstated. The liability the City faces if issues are not promptly addressed is enormous. Through plant upgrades and tightening permit discharge limits, this facility has taken on more equipment and more process complexity. This leads to more potential for issues to arise and also more need to closely monitor process adjustments. We have recently upgraded our SCADA (supervisory control and data acquisition) system, and have put into place the ability to remote connect to our plant computers from home. This has given the Operators even more ability to control and monitor what's happening at the plant and outlying lift stations. The additional control/monitoring ability comes with the price of the Operators spending more time/effort monitoring and adjusting things on their time at home. Although this will take more effort for the Operators, it will also save the Utility money. With the ability to remotely connect to plant process computers, the Operators are able to more effectively and efficiently address different alarms/issues, possibly even make corrections without coming in. This saves "call-in" time and overtime costs for the Utility. It is this additional time and effort I believe merits additional compensation. I recommend adjusting the Operators daily "On-Call Pay" to \$30 per day. I have met with Director of Public Works Joe Terry multiple times to discuss this issue. We are on the same page, and he has given me full support on this initiative.

I also want to reference the 2017 adjustment that was made to "relief supervisors" in the DPW. The policy was changed to pay them \$30 per day instead of \$20 per day. This adjustment was made, but the Wastewater staff was left out. Those "relief supervisors" are required to be "on-call" or available over the weekend. Our Operators are required to not only be "on-call" all week long, but also occasionally make checks and adjustments. Incorporation of the remote connection ability to make process adjustments, will save the Utility money by avoiding call-in and overtime pay for issues that can be handled remotely. It will also require more time and effort from the Operators outside of normal work hours. I feel that we need to pay them more, if we are requiring them to do more. If you would like to further discuss the need for adjusting the on-call daily pay rate, I would be more than happy to meet.



## **City of Wisconsin Rapids**

**Ryan Giefer**

**Wastewater Superintendent**

**2540 First Street South**

**Wisconsin Rapids, WI 54495-2780**

**Phone (715) 421-8287 Email [rgiefer@wirapids.org](mailto:rgiefer@wirapids.org)**

Lastly, I would like to reference compensation from other municipalities. In speaking with the City of Stevens Point Wastewater Department and the Village of Plover Wastewater Department, I have found they also use one shift with “on-call Operators” monitoring the plant and collection system during off hours. The City of Stevens Point compensates their “on-call Operators” \$40 per day, and the Village of Plover compensates their “on-call Operators” \$35 per day. To keep up with the ever evolving plant and process, we must make this adjustment to compensation to stay up to date with what is right and fair.



## The City of Wisconsin Rapids Position Description

**Position Title:** Department Clerk      **Department:** Finance/ Fire  
**FLSA Status:** Hourly      **Pay Grade:** 4  
**Reports to:** Fire Chief

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### **Purpose of Position**

This is a shared support position within the Finance and Fire departments, and this individual performs a variety of clerical duties. This individual's primary work location will be Fire Station #1. This person will be the primary tax collections person during busy tax collections seasons.

### **Essential Duties and Responsibilities**

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

- 1) Provides general clerical support to Fire and Finance Departments.
- 2) Provides phone and face-to-face customer service. Attempts to resolve customer issues.
- 3) Exports EMS reports to contracted billing service on a daily basis.
- 4) Performs a variety of clerical work, including data entry, typing, word processing, mathematical computations, and computer work,
- 5) Collects and processes tax payments. Prepares and mails delinquent tax payment notices.
- 6) Prepares special assessment certificates and billings for title companies.
- 7) Tracks annual required Fire training in Excel spreadsheet and forwards to Human Resources.
- 8) Enters fire inspection violation repair information into inspection software.
- 9) Schedules meetings via Outlook.
- 10) Generates and/or prints general Finance reports.
- 11) Puts packets together for Committee and Council meetings.
- 12) Maintains records and documents.
- 13) Purchases office supplies.
- 14) Assists with special projects.
- 15) Acts as Relief Clerical for multiple City departments.

### **Secondary Duties:**

- 1) May assist with Accounts Payable and Accounts Receivable activities.
- 2) Must have the ability to travel between City Hall and Fire Station #1 during the day.
- 3) May coordinate special events, such as retirement parties.



## Administrative Assistant

### **Education/Experience:**

- High school diploma or GED is required.
- Post-high-school training in Office Administration, previous clerk/administrative work experience, and demonstrated proficiency in Microsoft Suite is required.
- Associate Degree in Administrative Assistant or a related field is preferred.
- Knowledge of basic accounting transactions is preferred.
- Previous public sector work experience is beneficial.

### **Knowledge/Skills/Abilities:**

- Possesses knowledge of office practices and procedures.
- Possesses strong verbal and written communication skills. Demonstrates the ability to communicate well with the general public.
- Demonstrates high-level proficiency in the following: Word, Excel, and Outlook.
- Possesses the ability to gain knowledge of an HRIS.
- Demonstrates the ability to work in a fast-paced environment (particularly during tax collection season).
- Possesses the ability to develop working relationships and become a productive team member.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific oral and written instructions and respond to simple requests from others.

Ability to utilize a variety of advisory data and information such as fuel system reports, purchase requisitions, meeting agendas, minutes, computer software operating manuals, procedures, guidelines and non-routine correspondence.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**





#### Administrative Assistant

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria and make minor decisions in accordance with departmental policy.

#### **Physical Requirements**

Ability to operate a variety of office equipment such as computer, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry and typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling. May occasionally lift up to 20 lbs.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

#### **Environmental Adaptability**

Tasks are regularly performed without exposure to adverse environmental conditions.

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