



Employee Services

W240N3065 Pewaukee Road
Pewaukee, WI 53072
(262) 691-6035 Fax (262) 691-6009

EMPLOYEE SERVICES COMMITTEE MEETING NOTICE AND AGENDA

Friday, July 10, 2020

10:00 AM

Common Council Chambers ~ Pewaukee City Hall
W240N3065 Pewaukee Road, Pewaukee, WI, 53072

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1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
 3. Approval of meeting minutes from December 10, 2019.
 4. Discussion and possible action regarding approving the Emergency Management Director job description and naming Chief Bierce as the Emergency Management Director.
 5. Discussion and action regarding changing the Appraiser position to Deputy Assessor in the Assessor's Department and approving the Deputy Assessor job description.
 6. Adjournment

Kelley Woldanski, aPHR
Director of People & Culture

7/7/20

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 3.**

DATE: July 10, 2020

DEPARTMENT: Employee Services

PROVIDED BY:

SUBJECT:

Approval of meeting minutes from December 10, 2019.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

December Minutes

MEETING MINUTES
Tuesday, December 10, 2019
10:30 AM

Bonnie Blair Conference Room ~ Pewaukee City Hall
W240 N3065 Pewaukee Road, Pewaukee, WI 53072

In attendance:

Aldermen J. Kara, R. Grosch, Director of People & Culture K. Woldanski.

Also in Attendance:

Administrator S. Klein

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of meeting minutes from October 14, 2019.

A motion was made and seconded, (Ray Grosch, Jeff Kara) to approve the minutes as written. Motion Passed: 2-For, 0-Against.

4. Discussion and possible action to recommend to the Common Council to approve the proposed Employee Handbook Revision.

A motion was made and seconded, (Jeff Kara, Ray Grosch) to recommend to the Common Council to approve the proposed Employee Handbook revision. Motion Passed: 2-For, 0-Against.

5. Closed Session – You are hereby notified that the Common Council and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

A motion was made and seconded, (Ray Grosch, Jeff Kara) to convene into closed session. Motion Passed: 2-For, 0-Against.

- §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically related to the Public Works Director.

You are further notified that at the conclusion of the Closed Session, the Employee Services Committee may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

6. Adjournment

A motion was made and seconded, (Jeff Kara, Ray Grosch) to adjourn. Motion Passed: 2-For,

0-Against.

Respectfully Submitted,

Kelley Woldanski, aPHR
Director of People & Culture

12/4/2019

**CITY OF PEWAUKEE
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 4.**

DATE: July 10, 2020

DEPARTMENT: Employee Services

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding approving the Emergency Management Director job description and naming Chief Bierce as the Emergency Management Director.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Emergency Management Director Job Description

City of Pewaukee Job Description

Job Title: Emergency Management Director
Department: Administration
FLSA Status: Exempt
Prepared Date: April, 2020

GENERAL DEFINITION:

Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, pandemics, train derailments, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The Requirements listed below 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but not limited to the following:

1. Keep informed of activities or changes that could affect the likelihood or an emergency, as well as those that could affect response efforts and details of plan implementation.
2. Prepare plans that outline operating procedures to be used in response to disasters or emergencies, such as hurricanes, nuclear accidents, and terrorist attacks and in recovery from these events.
3. Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
4. Maintain and update all resource materials associated with emergency preparedness plans.
5. Coordinate disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
6. Develop and maintain liaisons with neighboring municipalities, county departments and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
7. Keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.
8. Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
9. Design and administer emergency or disaster preparedness table top exercises that teach City staff how to effectively respond to major emergencies and disasters.
10. Develop and perform tests of the City's Emergency Operations Plan in accordance with state and federal regulations.
11. Attend meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
12. Study emergency plans used elsewhere to gather information for plan development.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant equipment, policies, procedures and strategies to promote effective operations for the protection of the people, data, property and institutions of the City.
- Knowledge of applicable laws, legal codes, precedents, government regulations, executive orders, and agency rules.
- Knowledge of management principles involved in strategic planning, resource allocation,

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leadership technique, and coordination of people and resources.

- Knowledge of principles and methods for moving people or goods by different modes of transportation.

Skills Required:

- Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Talk to others to convey information effectively.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems.
- Active listening.
- Sound judgment and decision making.

PHYSICAL DEMANDS

The physical demands of this position are considered to be heavy (greater than 50 pounds lifted/carried or force exerted occasionally; 25-50 pounds lifted/carried or force exerted frequently); the work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting and tasting or smelling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

The City of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

**CITY OF PEWAUKEE
EMPLOYEE SERVICES COMMITTEE AGENDA ITEM 5.**

DATE: July 10, 2020

DEPARTMENT: Employee Services

PROVIDED BY:

SUBJECT:

Discussion and action regarding changing the Appraiser position to Deputy Assessor in the Assessor's Department and approving the Deputy Assessor job description.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Deputy Assessor Job Description

City of Pewaukee Job Description

Job Title: Deputy Assessor
Department: Assessor
FLSA Status: Non-Exempt
Prepared Date: July 2020

GENERAL DEFINITION:

Performs technical and professional work appraising personal property, improved and unimproved real property to determine the assessed value to be entered upon the City Assessment Roll in compliance with Wisconsin State Statutes, and related work as apparent or assigned. Work is performed under the general direction of the City Assessor.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but not limited to the following:

- Measure, List and Value, Commercial, Residential, Vacant Land and Personal Property.
- Interviews persons familiar with real and personal property and immediate surroundings, such as contractors, home owners, and other realtors to obtain pertinent information.
- Inspect and assess personal property for occupancy and assessable equipment, leasehold improvements and other such items
- Discovers new, changes and deleted personal property accounts and prepares personal property forms for mailing to all appropriate businesses.
- Digitally sketch all new and existing construction using digital software and obtain all property attributes from property blueprints and building inspection records
- Inspect and value vacant lands to determine eligibility for real estate and use-value assessment
- Inspect real estate and determine construction quality, condition, and functional design and obtain property building measurements when necessary.
- Considers factors such as depreciation, reproduction costs, value comparison of similar property, and income potential when computing final estimation of property value.
- Considers location and trends or impending changes that could influence future value of property.
- Searches public records for transactions, such as sales, leases, and assessments.
- Obtain photographs in person and via various websites of interior and exteriors of property to assist in estimating property value, to substantiate findings, and to complete appraisal report.
- Inputs data into system and prepares written report(s) and submits report(s) to corroborate value established.
- Provides assistance to the City Assessor as requested, including researching and assistance in Board of Review case preparation; conducting open book reviews; providing information to taxpayers, brokers, attorneys, etc.
- Assists in the preparation of statutory reports and supporting documentation for the Wisconsin Department of Revenue.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE

Associate Degree in Property Assessment, real estate related field, or appraisal coursework (Bachelor's preferred) and three years' experience in the assessment, appraisal, or real estate field or any combination of education and experience that provides equivalent knowledge, skills and abilities.

City of Pewaukee Job Description

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION SKILLS

- Ability to effectively communicate in English in oral and written form.
- Ability to comprehend and interpret a variety of documents such as blueprints, architectural drawings, statements of personal property, income statements, property record cards, Real Estate Transfers and Deeds.
- Ability to prepare a variety of documents such as personal property summaries, appraisals, sale ratio analysis, and using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to use and interpret a variety of publications such as the Wisconsin Property Assessment Manual, Chapter 70 of Wisconsin State Statutes, zoning, aerial, tax key wetland and flood plain maps.
- Ability to communicate effectively with taxpayers, attorneys, realtors, appraisers and the Board of Review and to convey or exchange information and receiving instructions from the City Assessor.

TECHNICAL SKILLS

- Working knowledge of Market Drive CAMA (computer assisted mass appraisal) software and standard Windows applications: Word, Excel and Access.
- Ability to operate a variety of equipment such as an automobile, computer, printer, drafting instruments, tape measures, calculators, photocopying machines, digital camera and telephones.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide: perform calculations using decimals, percentages, and algebraic equations; utilize principles of geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be certified by the State of Wisconsin Department of Revenue as an Assessor II.

Must possess a valid /Wisconsin driver's license and an acceptable driving record. May be required to provide a personal vehicle for use on the job.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception and the 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.

Work is performed in an office environment and outdoors in varying weather conditions with hazards associated with construction sites. Requires working under stressful conditions and irregular hours. Constant contact with all facets of the public, including complaining parties, and others who may display a full range of emotional behavior.

City of Pewaukee Job Description

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Pewaukee retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description.

The City of Pewaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.