

RESOLUTION OF THE PERSONNEL COMMITTEE

Authorizing and directing the proper city official(s) to approve filling the City Clerk/Personnel Director position due to the current City Clerk's resignation.

Committee Action: 4-0

Fiscal Impact: City Clerk/Personnel Director starting wage \$56,576.00 (approx)

File Number: R-111-2011

Date Introduced: Oct 25 , 2011

WHEREAS, the City of Stoughton has an opening for a City Clerk/Personnel Director as a result of the resignation of our current City Clerk/Personnel Director, and

WHEREAS, the Personnel Committee met on September 6, 2011, and October 6, 2011 to consider filling the City Clerk /Personnel Director position, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed and authorized to fill the City Clerk/Personnel Director position as recommended.

Council Action: ☐ Adopted ☐ Failed Vote _____

Mayoral Action: ☐ Accept ☐ Veto

Donna Olson, Mayor

Date

Council Action: _____ ☐ Override Vote _____

MINUTES

REGULAR MEETING OF THE PERSONNEL COMMITTEE

Date Thursday, October 6, 2011 @ 5:30 pm., in the Giles Dow room at City Hall.

Members Present: Greg Jenson, Larry Peterson, Paul Lawrence, Mayor Donna Olson.

Others Present: Pili Hougan, Bob Ohlsen, Tamarah B. Fleres, Debbie Blaney, Steve Tone, Ron Christianson, Laurie Sullivan, David McKichan, Cindy McGlynn, Ross Scovotti

Call to Order: Chairperson Greg Jenson noted there was a quorum present and called the meeting to order at 5:45 pm.

Review of City Clerk/Personnel Director position and job description as it relates to possible changes or reorganization of the department to fit City of Stoughton needs.

Bob Ohlsen gave an overview of his report regarding the Attorney/Clerk or Attorney/HR Director positions as requested by the committee. The Finance Director has requested taking one of the receptionists into the Finance Department for 20 hours per week, along with the financial functions of HR. Mayor Olson stated her concern about taking too many hours from the Clerk's office when hours need to be spent on HR duties. Ohlsen had suggested allowing the receptionist to work 10 hours per week in Finance and the balance (20 hours) in the Clerk's office. Finance Director Laurie Sullivan stated that having an additional person in her office only 2 hours per day was not a workable solution. Reorganization of the Clerk's office should be looked at.

Motion by Lawrence, second by Peterson, to leave the Clerk/Human Resources Director job description as it is and forward to the Council. Discussion: The City should advertise for a Clerk with strong HR experience. Motion carried 3-0.

Review Human Resources needs for the City of Stoughton including an HR Generalist position, and other possible combinations to fulfill Human Resources/Personnel services.

Ron Christianson questioned what would happen if we extended both of the receptionists' hours by 5 hours each; what the cost would be to the City. Staff was instructed to investigate what the costs would be and report back to the committee.

Motion by Peterson, second by Lawrence to take the position (Clerk/Human Resources Director) and the job description to the Council. Motion carried 3-0.

**City of Stoughton
Position Description**

Name:		Department:	Clerk's Office
Position Title:	City Clerk/Personnel Director	Pay Grade:	FLSA: E
Date:	March 2009	Reports To:	Mayor

Purpose of Position

The purpose of this position is to supervise, direct and coordinate City Clerk's Office activities, maintenance of public records, elections, licenses, official minute taking, and coordinate administrative personnel functions for the City.

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.

City Clerk Duties:

- Supervises and directs Clerk's office staff activities including Court Clerk.
- Maintains public records and ensures that records are properly preserved, filed and disposed of; maintains official records of licenses, permits and bonds; coordinates publication of City legal notices.
- Prepare official City Council proceedings, minutes; prepares meeting agendas and other materials as required; completes follow-up of City Council and Committee actions.
- Coordinates and administers public hearing process for Council and Committee of the Whole and other departments.
- Coordinates health insurance and other benefit administration; administers all City insurance programs.
- Coordinates and administers City election process including voter registration, ballot preparation, absentee voting and conducts Election Day process.
- Coordinates the open book and board of review process.
- Prepares salary and benefit data of annual budget process.
- Prepares election and court line items for annual budget process.
- Prepares tax rolls for submission to the City Treasurer; reviews statement of assessments and statement of taxes.
- Processes delinquent utilities for tax roll.
- Prepares ordinances and resolutions and coordinates the codification process.
- Performs Recycling Coordinator duties, apply for and administer yearly Recycling Grant.
- Logs and expedites complaints and reports to the City Council.

City of Stoughton
Position Description

City Clerk/Personnel Director

- Liaison to Federal Census Bureau.
- Files all insurance claims with respective carriers (i.e. Workers Compensation, Property, Liability, etc.).
- Prepares Special Assessments Worksheet for Tax Roll.
- Maintains all contract files.
- Submits Quarterly Strategic Management Goal Accomplishments for Clerk's Department.
- Has overall responsibility for all City insurance coverage and makes recommendations regarding adequacy to the City Council. Serves as City Risk Manager, reviews and approves all contracts in regards to insurance coverage.
- Represents the City to the Cities and Villages Mutual Insurance Company.

Personnel Director Duties:

- Assists department heads and supervisors with personnel problems; assists the Personnel Committee in collective bargaining, as required; handles and refers labor grievances to Personnel Committee, Staff person to Personnel Committee.
- Prepares and organizes the recruitment of new employees.
- Directs new employee orientation regarding payroll, withholding, benefits, retirement, etc. Provides forms for, and collects new employee information regarding payroll, withholding, etc.
- Provides or reviews necessary financial data for collective bargaining and assists Personnel Committee as necessary.
- Administers CDL Random Drug and Alcohol Screening Process.
- Does follow-up for CDL drug and alcohol positive readings.
- Staff Person to Council and Committee of the Whole.
- Assists with Interpretation of Union Contracts and Work Rules.
- Coordinates and participates in the hiring of City Employees so that hiring policies are followed and is responsible for going over contracts, Work Rules, Policies and benefits with new hires.
- Maintains Regular and Confidential Personnel Records.
- Liaison to City Attorney.
- Liaison to Labor Attorney regarding Union negotiations.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.

City of Stoughton
Position Description

City Clerk/Personnel Director

- Ability to make recommendations regarding the selection, discipline and discharge of employees.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, vocational/technical training in accounting, three to five years municipal government or related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations within an organization, and the ability to oversee operations. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret the application of policies, procedures and standards to specific situations.
- Ability to utilize, prepare and/or interpret a variety of advisory and design data and information such as meeting minutes/agendas, insurance records, legal notices, public records, payroll records, special assessments, election notices, licenses, accounts payable, accounts receivable records and documents, State Statutes, City ordinances, tax rolls, financial statements and accounting methods.
- Ability to communicate effectively orally and in writing with Mayor, office staff, other City personnel, City Council members, vendor representatives, attorneys and the general public.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals, interest, discount and ratios. Ability to interpret descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing synthesis functions and influence functions such as supervising, managing, leading, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.
- Ability to exert light physical effort in sedentary to light work typically involving lifting, carrying, pushing and pulling.
- Ability to coordinate eyes, hands, feet and limbs in performing moderately coordinated movements such as typing.

City of Stoughton
Position Description

City Clerk/Personnel Director

Environmental Adaptability

- Ability to work under generally safe and comfortable office conditions where exposure to irate individuals may cause discomfort and poses possible risk of injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American 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.

Employee's Signature

Supervisor's Signature

Date

Date

Council approved ~~4-13-04~~ 3-10-2009