



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
PERSONNEL COMMITTEE MEETING  
TUESDAY, JULY 2, 2024, at 5:00 PM  
Port Washington City Hall, 100 West Grand Avenue,  
Port Washington, Wisconsin 53074  
**Lower Level Conference Room**

**AMENDED AGENDA**

1. Roll Call
2. Approve Minutes of Previous Meeting
3. Update and Discussion on Senior Center and Recreation Staffing by Recreation Director
4. Consideration and Possible Action on Adoption of Personnel Committee Charter for 2024
5. Consideration and Possible Action on Job Classification Changes for City Clerk position
6. Consideration and Possible Action on Job Classification Changes for Deputy Clerk position
7. Consideration and Possible Action on Table of Organization Changes
8. MOTION TO CONVENE IN CLOSED SESSION - per Wis. Stat. § 19.85(1)(C) for the purpose of considering employment, promotion, compensation and other terms and conditions of employment or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
9. RECONVENE INTO OPEN SESSION to take action relating to closed session discussions or deliberations, if any.
10. Chairman's Business
11. Members/Liaisons' Business
12. Public Comments/Appearances
13. Adjournment

Committee Members: Alderpersons – Paul Neumyer, Jonathan Pleitner, Deborah Postl

Staff Liaisons: Emily Blakeslee, Melissa Pingel

*Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting. Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]*



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
PERSONNEL COMMITTEE MEETING  
WEDNESDAY, JUNE 12, 2024, AT 3:00 P.M.  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074  
Lower Level Conference Room**

**MINUTES**

1. **Roll Call-** Members present were Alderpersons Jonathan Pleitner, Paul Neumyer, and Deborah Postl. Also present was City Administrator Melissa Pingel, City Clerk Susan Westerbeke, and HR Director Emily Blakeslee.
2. **Approve Committee Chairperson for 2024-2025 Term-** MOTION MADE BY ALD. NEUMYER, TO NOMINATE ALD. PLEITNER AS CHAIRPERSON OF THE COMMITTEE FOR THE 2024-2025 TERM, THIS NOMINATION WAS SECONDED BY ALD. POSTL. Motion carried unanimously.
3. **Approve Committee Vice-Chairperson for 2024-2025 Term-** MOTION MADE BY ALD PLEITNER, TO NOMINATE ALD. POSTL AS VICE-CHAIRPERSON OF THE COMMITTEE FOR THE 2024-2025 TERM, THIS NOMINATION WAS SECONDED BY ALD. NEUMYER. Motion carried unanimously.
4. **Approve Minutes of Previous Meeting-** MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO APPROVE THE MINUTES OF THE PREVIOUS MEETING AS PRESENTED. Motion carried unanimously.
5. **Update and Discussion on Senior Center and Recreation Operations and Staffing-** The HR Director provided an update on the Senior Center and Recreation Department staffing. Discussion was held on future programming/staffing. The HR Director will provide bi-weekly updates to Committee members going forward.
6. **Discuss Creation of Personnel Committee Charter and KPIs-** The Committee reviewed the draft 2024 Charter. Discussion was held on Board/Committee/Commission (BCC) Chairperson appearing at the Common Council to provide an update on projects. The Committee will email the HR Director any remaining items to be included in the draft 2024 Charter.
7. **Discuss ongoing Compensation Strategy-** The HR Director provided an update on new changes to labor law for 2025. Salary grade ranges will be reviewed every other year.
8. **Update and Discussion on 2024 Merit Increase and 2025 Merit Plan-** Discussion was held on the current merit program and future plan process. A recommendation of the 2024 proposed plan will be presented at a future meeting for discussion.
9. **Update and Discussion on City Administrator's 30-60-90 Day Plan-** The City Administrator reviewed the 30-60-90 DAY plan, future BCC training, and current and future staffing needs.
10. **Discussion on Expectations for Personnel Updates and Meetings-** Discussion was held on future meetings schedule, agenda items and memos.
11. **Chairman's Business-** None.
12. **Member's Business-** None.
13. **Public Comments/Appearances-**None.
14. **Adjournment-** - MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 4:19 P.M. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke, City Clerk

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Personnel Committee

**FROM:** Tyler Mentzel, Recreation Director

**DATE:** July 2, 2024

**SUBJECT:** Update and Discussion on Recreation Department and Senior Center Staffing Plans

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**ISSUE:** This is an informational item pertaining to the staffing plan for the Recreation Center and Senior Center and their programs during the upcoming transition period while the Recreation Program Manager is on leave and while the City works to recruit, hire, and train a new Senior Center Program Manager following the incumbent's retirement.

**STAFF RECOMMENDATION:** N/A

**RECOMMENDED MOTION:** N/A

**BACKGROUND/DISCUSSION:**

The Recreation Program Manager will be out on leave for twelve (12) weeks this fall. Tentative timing suggests this leave will start sometime between August 18 – September 16, 2024.

The Senior Center Program Manager is retiring effective August 14, 2024 and is also expected to utilize accrued time off between July 15 – August 14. The department is planning to operate without a program manager for the Senior Center through at least the end of the 2024 calendar year due to budget constraints.

Staff is working diligently to ensure a smooth transition with minimal disruption in operations during this period.

**LEGAL:**

1. **City Attorney Review:** N/A

**FISCAL IMPACT:** N/A

**ATTACHMENTS:**

1. Staffing Plan

## ATTACHMENTS

### Recreation Department:

- Office Hours –
  - o 8 am – 4 pm
    - Annette – Monday – Friday 8 am – 2 pm
    - Tyler 2 pm – 4 pm
      - Considering a schedule to have Annette or another part time employee assist in providing coverage from 8 am – 4 pm Monday – Friday.
- Program Guides/Marketing – Annette
- Payroll – Tyler
- Programs/Events
- Postpone/Operation Changes
  - o Swim Lessons
  - o Office Hours – Various programs and meetings require Tyler to be out of the office. In the event this happens we will do our best to cover but the office may be closed periodically as needed.

### Senior Center

- Office Hours –
  - o Beth
    - Monday – Off
    - Tuesday – 1 -4 pm
    - Wednesday 8:30 am – 4:00 pm
    - Thursday 8:30 am – 1 pm
    - Friday 8:30 am – 2 pm
  - o Tyler
    - Monday – 8 – 12
    - Tuesday – 8 – 2
    - Wednesday
    - Thursday – 11 - 2
    - Friday
  - o Volunteers
    - Scheduled during any time Beth is not in the office.
- Programs/Events
- Tasks
  - o Budget – Catherine/Tyler
  - o Finance – Tyler/Annette
  - o Annual Report – Tyler
  - o Event/Trip Planning for 2025 – Tyler
  - o Lunches – Tyler
  - o Craft Fair Organization – Tyler with volunteers.
- Boards
  - o Commission on Aging - Tyler
  - o Senior Center – Change to quarterly.
  - o Friends
- Postpone/Operation Changes
  - o Newsletter

## Tyler Mentzel

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**From:** Beth MacDonald  
**Sent:** Thursday, May 30, 2024 3:26 PM  
**To:** Tyler Mentzel  
**Subject:** Beth On-going Tasks

### Daily/Weekly Tasks-

Hiking Challenge (tracking hikes/discovery items via email and Instagram, sending out current totals monthly from July – Oct)

Social Media management (Scheduling daily posts and stories promoting programs, events, etc. I usually schedule these out for the full week)

Payroll (for sports staff and Summer Park, transferring hours from 7shifts into paylocity)

Monitoring start and wrap up for programs – sending out any necessary pre-program communication

Participant communication – communicating any program changes/cancellations, answering parent questions, comments, complaints, etc.

Keeping track of programs on each day in case of weather/air quality cancellations

Staff communication for changes and cancellations etc.

### Other ongoing tasks-

Guides – Fall (should be ready or near ready by the time I am out, will likely be able to finish from home if need be)

- Winter/Spring (use previous year from canva and adjust info)

Thank you,

### **Beth MacDonald, CPRP**

Program Manager - Recreation

Port Washington, Wisconsin

201 N Webster St

Port Washington, WI 53074

O: 262.284.5881

Give feedback on this interaction [HERE](#).



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## **Director Responsibilities by month/week**

+Process Credit Card Report Monthly

### **January**

Complete any requests for carry over funds to the program, trip, etc, accounts to Finance Department

Verify outstanding bills from previous year are all in

Review, plan events for first quarter

Complete Annual Events & Trip List

Plan for travel show

Annual Report preparation begins – Long version is in word and then create a canva report from the detailed version

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

+Send Sponsor Letters out for Yearly events, ie Concert in Park (Rotary & Beattie Janashek Realty), Port State Bank for multiple events

### **Feb**

+ Early in the month prep posters with Assistant for March event sign up deadlines

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **March**

+Final prep for food order & volunteer needs for Chili Soup Supper & Memorial 8 Ball Tournament

+Final prep for St. Patrick's event

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **April**

Send press release for spring events

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

## **May**

Send press release for spring events

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

## **June (often had vacation days at the end of the month for trips to out of state family)**

### **2 biggest events in the month are Senior Conference and Oz Senior Games**

Send press release for summer events

Review financial report from May as prepared by assistant; review for typographical errors and complete financial data

FB post Senior Conference and Senior Games pictures

Senior Games hosting events; coordinating volunteers from center & sponsors; Send results to Grafton for Awards breakfast; pick up any needed fruit and breakfast bread from Costco; arrive 7:30 AM for breakfast awards; add offsite numbers for annual report; begin financial report for Cedarburg, Grafton, & Port; coordinate thank you letter to sponsors

Ozaukee Senior Conference -prep display; complete committee work for speakers/food; set-up day and day of event; coordinate volunteer to tally and type evaluations from participants & exhibitors (Exhibitor committee sometimes does)

Follow up on donation requests for July picnic

Finish any planning for August/September speakers or special events

Touch base with horseshoe league coordinator & bocce ball coordinator

Draft Agendas for Commission on Aging & Senior Board of Directors; prep envelope addressing by volunteers, prep copying for volunteers and direct envelope insertions; take

to Post office- If short on mailing days, walk into lobby and request Post cancellation for quicker mail delivery.

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **July (Usually take 1 week and 1-2 long weekends due to vacation time)**

Begin budget work

Finish Senior Games financial and process payments or invoices accordingly

Picnic work: Follow up on donations; registrations & payments; oversee assistant finalizing food order and place according to timeline

Ensure Concert posters are printed and distribution started

Be sure ice cream ordered from Cedar Crest request to get dry ice for each cooler

Check with Fireside for next years trips

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **August (usually planned some vacation days)**

Send press release for mid/late summer events

Confirm volunteers for Concert in Park with Ice cream; plan for someone or yourself to do pick up with the coolers at Cedar Crest

Invoice Town of Port, Village of Fredonia, and Town of Saukville for out-of-town members. Find previous years in Director M drive/invoices example: Village of Fredonia Contribution 2023 or Town of Port Washington Contribution  
These are emailed to the clerks for processing

Budget work as needed

Plan for summer ending programs: Horseshoe luncheon with awards; bocce ball

Plan if not already done in July the Senior Center month event

Set up trip planning meeting with Cedarburg and Grafton



Final prep for October event with Café 60 – usually it has been Oktoberfest

Check with Fireside for next years trips

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **September (usually planned a vacation day)**

Implement plan for summer ending programs: Horseshoe luncheon with awards; bocce ball

Finalize Senior Center month event & publicity

Work on day trips

Prep and finalize caterer, menu and cost for December Christmas luncheon for October newsletter

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **October**

Final meetings with Craft Fair on Corner Volunteers

Press Release

+Plan Speakers for Lakeside Tea Society

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

### **November**

Send request for discount on Lang Calendars for volunteers & update the volunteer list

Plan events for first quarter for the Center such as March Chili Soup Supper & Memorial Pool Tournament with Bingo

Meet & discuss joint 1<sup>st</sup> quarter event with Café 60 (has been either Mardi Gras or Valentine's Day –

Send an email to Milwaukee Musicians Union to see if any grants are available for following year. Be sure it is mentioned in publicity for confirmed event 2 months prior; for the month musician attends you will Process payment through City possibly setting up musician as a new vendor, then a check request which is expense, post event send photo to the union, and then follow up with Finance for Union check to code for center revenue.

### **December (Usually took vacation between Christmas & New Years)**

Pick up Lang Calendars in Brookfield, stage in Assistant office.

Host membership Christmas luncheon, usually at the Legion in Saukville

Prepare for end of the year

Be sure Assistant has closings posted

### **WEEKLY**

Review deposit prep by the assistant – transfer to the Account Deposit Form- take to Finance

Friday is a catch up day for FB, flyers, Patch.com, press releases

Last week or first week of the month prepare Agenda's, minutes, financial summaries for Commission On Aging Meeting & Senior Center Board

Meet with assistant for work coverage for time off and any program needs

+Process Bills

+Touch Base with assistant on workload & new projects if needed

+Touch Base with Environmental Maintenance Staff especially if changes to normal schedule

### **Miscellaneous**

Members stopping to share information about members ( ie in hospital, on hospice, etc)

Potential members needing information and a tour

Trip cancellations – posting or calling waitlist

EVERY MONTH – be sure trip numbers/payments are shared with cohorts in Cedarburg & Grafton

+Newsletter work monthly

+Seasonally schedule J&M Pest maintenance

# PERSONNEL COMMITTEE CHARTER FOR 2024



*Each of the City of Port Washington's Boards, Commissions, and Committees (BCC's) will have an annual charter. This charter will identify the mission of the BCC, the key strategies to monitor and the operational expectations for the year. The Charter includes the mission, membership, responsibilities, timelines, and deliverables/measures of success. The Charters will be brought to the City Common Council for approval after the City budget is approved, but no later than January of the preceding year. The measures of success shall be monitored by the BCC's and communicated to the Common Council through the Council's appointed representative each quarter and reported in Department's monthly reports to the Council.*

## PURPOSE OF PERSONNEL COMMITTEE

- **Ordinance Language:** Chapter 8-12: Personnel Committee

How constituted. The Personnel Committee shall consist of three Alderpersons. The term of office shall be for one year and commencing on the third Tuesday in April of each year. The City Administrator and Human Resources Director shall serve as staff liaisons to the Personnel Committee. [Amended 8-1-2023 by Ord. No. 2023-15]

Responsibilities. The Personnel Committee shall:

1. Act as a review committee for personnel decisions in the grievance procedure.
2. Review interdepartmental relationship of salaried, supervisory and other personnel not members of a recognized bargaining unit.
3. Recommend to the Common Council conditions of employment, fringe benefits and grievances of salaried, supervisory and other personnel not members of a bargaining unit.
4. Recommend to the Common Council work standards and compliance therewith for salaried, supervisory and other personnel not members of a bargaining unit.
5. Recommend to the Common Council, based upon recommendations from the City Administrator and department heads, increases or decreases in the number of salaried, supervisory and other personnel not members of a bargaining unit.
6. Develop policies and guidelines for negotiation strategies that can be used by the City's negotiation teams.

- **Mission Statement:** Foster an inclusive employee culture rich in creativity, employee engagement and empowerment, continuous improvement, and professional growth to align with the City of Port Washington's strategic goals.

## PERSONNEL COMMITTEE DESIGN AND MEMBERSHIP

- **Meeting Date and Time:** Second Wednesday of Even Months at 6:00 PM
- **Member List and Term:**  
Chairperson: Jonathan Pleitner, Vice Chairperson: Deborah Postl, Member: Paul Neumyer  
Staff Liaison: Emily Blakeslee, Assistant City Administrator/HR Director  
Staff Liaison: Melissa Pingel, City Administrator

**STRATEGIC RESPONSIBILITIES**

- **2024 Strategic Goals**
  - **Strategic Goal 1: Identify Key Performance Indicators for 2024**
    - **Key Milestones:** KPI’s identified and being tracked
    - **Responsible Person(s):**

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
June 12, 2024	August 14, 2024	KPI’s Identified		EB
June 2024	December 2024	KPI’s Tracked		EB

- **2024 Strategic Goals**
  - **Strategic Goal 2: Create a rolling 5-Year Succession Plan**
    - **Key Milestones:** Identify high potential internal talent and develop individualized development plans to prepare for anticipated role vacancies.
    - **Responsible Person(s):**

Task(s)				
Start Date	End Date	Description	Duration (Days)	Responsible Person
June 12, 2024	October 9, 2024	Anticipated vacancies identified		EB
June 12, 2024	December 31, 2024	High potential internal talent identified		EB
June 12, 2024	March 2025	Training plan(s) established		EB

**OPERATIONAL RESPONSIBILITIES**

- **For Budget Preparation/Submittal/Monitoring:** Advisory
- **For Purchase and Disposal of Equipment:** Advisory
- **For Personnel Decision Making:** Advisory

**OBSTACLES, RISKS AND COUNTERMEASURES TO STRATEGIC RESPONSIBILITIES**

- Time, Workload, Additional Vacancies above and beyond expected.

**DEPARTMENT BUDGET** *(to be reviewed by BCC and inserted in this document when the budget is approved.)*

	<b>Expenditures</b>	<b>2024 Budget</b>
	Subtotal Wages	\$ 146,485
	Subtotal Benefits	\$ 24,545
01-50-51330-370	Human Resources - Supplies	\$ 500
01-50-51330-375	Human Resources - Legal	\$ 5,000
01-50-51330-380	Human Resources - Benefit Fees	\$ 40,500
01-50-51330-385	Human Resources - Payroll	\$ 45,000
01-50-51330-390	Human Resources - Misc	\$ 10,000
01-50-51330-410	Human Resources - Training	\$ 20,500
01-50-51330-440	Human Resources - Dues & Fees	\$ 2,100
01-50-51330-510	Human Resources - Subscriptions	\$ 150
01-50-51330-750	Human Resources - Conferences	\$ 4,500
01-50-51330-800	Human Resources - Recruitment	\$ 5,500
	<b>Subtotal</b>	<b>\$ 133,750</b>
	<b>Total Expenditures</b>	<b>\$ 304,780</b>

**MEASURES OF SUCCESS**

- **Key Performance Indicators**
  1. Employee Engagement
    - a. Annual engagement survey with score equal or above the industry benchmark.
  2. Employee Satisfaction
    - a. Annual satisfaction score equal or above the industry benchmark.
  3. Employee Turnover Rate
    - a. Turnover rate below the industry benchmark.
  4. Time to Hire
    - a. Time to Hire rate below the industry benchmark.
  
- **Budget:** Within budget

**REPORTING**

- To Common Council:
  - Departmental reports each month

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Personnel Committee

**FROM:** Emily Blakeslee, ACA/HR Director

**DATE:** July 2, 2024

**SUBJECT:** Consideration and Possible Action on Job Classification Changes for City Clerk position

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**ISSUE:** Should the Common Council approve job classification changes for the City Clerk position?

**STAFF RECOMMENDATION:** Staff recommends Common Council approve job classification changes for the City Clerk position.

**RECOMMENDED MOTION:** “I move to accept Staff’s recommendation.”

**BACKGROUND/DISCUSSION:** In an effort to ensure the City’s workforce is operating as efficiently and effectively as possible, Staff reviewed the organizational structure, current job descriptions, and current actual duties of City Administration staff. This review found that the City Clerk’s current job classification is insufficient to properly capture their contributions to the City. Further, it is Staff’s recommendation that a restructure of reporting responsibilities for select roles will allow the City to provide quicker, more reliable service to the community.

The restructured position would be titled Director of Administration / City Clerk and would, in addition to their responsibilities as City Clerk, formerly assume the management of communications, IT, and network security. The position would also directly oversee all administrative support staff at City Hall.

Using the methodology recommended by GovHR and adopted by this body in 2023, the restructured position grades out into a Grade 11 [joining the Assistant City Administrator, Director of Public Works, Finance Director, Police Chief, and Fire Chief].

Job Analysis	Director of Administration / City Clerk
Prep & Train	90
Certifications	10
Experience	100
Decision Making	115
Policy	85
Planning	95
Contact	100
Supervision	80
Work Conditions	30
Tech Used	75
	<u>780</u>

Staff recommends, if approved, that the incumbent be moved to a salary of \$105,000.

**LEGAL:**

1. **City Attorney Review:** No

**FISCAL IMPACT:**

1. **Amount of Recommendation/Cost of Project:**

Initial Project Cost Estimate: \$4,196.85

Approved Budget Project Cost: NA

Total Project Costs to Date: NA

2. **Source of Funding:** After accounting for the Interim salary and recruiting costs, the City “saved” \$10,486.63 in total salary for the City Administrator position remaining vacant. This allows the Administration department budget to remain at a net positive for 2024 even with this increase.
3. **Operating and Maintenance Cost:** Ongoing salary to be approved by Common Council each budget cycle.

**IF APPROVED, NEXT STEPS:** The table of organization will be updated to reflect the new title and reporting responsibilities immediately. Staff will prepare to bring the grade change to full Council in August.

**ATTACHMENTS:**

1. Job Description



**Position:** Director of Administration / City Clerk  
**Reports To:** City Administrator

**Classification:** Exempt, Grade 11  
**Last Revised:** 6/25/2024

**GENERAL SUMMARY OF DUTIES:** The Director of Administration / City Clerk is responsible for directing, planning, organizing, and overseeing activities and operations for the Administration Department to include Information Technology, Building and Facility Security, and Communications, and for maintaining accurate City files and public records, directing the administration of Local, State and Federal Elections, and performing the statutory duties of the Clerk's Office per Wisconsin State Statute. The individual in this role will be responsible for a wide range of clerical and election related duties including agenda distribution, transcribing minutes, licensing and permitting, archiving of City records, processing voter registrations, issuing absentee ballots, preparing election locations, and processing requests for public records. The Director of Administration / City Clerk provides complex administrative and operational support for the City Administrator, the Mayor, Common Council, and various appointed commission/committee members.

This position serves as the City's Public Records Officer and Records Custodian. The Director of Administration / City Clerk further serves as a member of the City's Senior Leadership Team.

**ESSENTIAL RESPONSIBILITIES:**

- Manages the operations of the City Clerk's Office, Elections division, and Communications division including preparation of annual division budgets; Authorizes and monitors expenditures; Plans, coordinates, assigns, and reviews work, supervises division staff and evaluates performance; Manages data of the Clerk's Office, Elections division, and Communications division and prepares reports and analytics as needed.
- Directs and administers all official elections with the City to include reviewing and certifying candidate nomination papers and petitions, supervising voter registration and the absentee voting process, recruiting, training, and supervising poll workers, and transmitting official election results.
- Maintains Voter Registration files in WisVote to include registering new voters, recording changes of address, issuing absentee ballots, conducting election integrity audits, and maintaining records as prescribed by statute.
- Reviews and processes official documents, legal notices, adopted resolutions, ordinances, and minutes required for public meetings; Assures the accuracy of documentation files, official records, and Municipal Code; Manages the publication of official notices, agendas, ordinances, and resolutions; Oversees record management program including retention and disposition of official documents.
- Coordinates with department leads to compile, prepare, review, and distribute Common Council and Board, Committee, and Commission (BCC) meeting agenda information packets.
- Performs oath of office procedures and administers the oath of office; Serves as a City Notary Public; Serves as custodian of the corporate Seal of the City.
- Processes annual Alcohol, Tobacco, Cabaret, Amusement, Operator, Sellers & Solicitor and Event applications, permits, and licenses.
- Serves as the City's Network Administrator and coordinates all information technology (IT) needs to include network capabilities and capacity, employee email and computer login information, technical equipment / software / program stock and acquisition, and vendor contract maintenance; Manages City facilities security program and access rights.
- Manages the City's digital, brand, and communications strategies and messaging; Maintains the City website.



- Performs special projects for the Administrator; Develops collaborative relationships with community leaders, elected officials, residents, and coworkers.
- Other responsibility as assigned.

**SUPERVISORY RESPONSIBILITY:**

- Management Analyst / Deputy Clerk
- Administration Specialist(s)

**SKILLS & QUALIFICATIONS:**

- Strong project management and organizational skills in which attention to detail and the ability to prioritize and manage multiple tasks/projects simultaneously on time is essential.
- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross-functional teams.
- Exceptional communication skills and situational adaptability; capable of clearly conveying City standards.
- Ability to work independently and efficiently, exercise initiative, resourcefulness, and good judgement.
- Flexible and comfortable working under pressure in a fast-paced environment.
- Must have a working knowledge and understanding of how to apply all relevant laws and regulations relating to elections, licensing, and permitting within the United States and the State of Wisconsin.
- Must have a working knowledge and understanding of the functions of public agencies, including the role of an elected Council and appointed boards and commissions and practice of Robert's Rules of Order.
- Ability to maintain a high level of confidentiality and work with sensitive materials.  
Ability to work occasional flexible hours for night Common Council meetings, Elections, and/or City-declared emergencies.

**COMPETENCIES:**

- Ensures Accountability
- Communicates Effectively
- Balances Stakeholders
- Instills Trust
- Drives Results
- Organizational Savvy

**EDUCATION & EXPERIENCE:**

- Required
  - Bachelor's degree in Business, Public Administration, Communications, or a related field
  - Eight (8) or more years of experience in a municipal clerk's office
  - Three (3) or more years of experience administering elections
  - Valid Wisconsin driver's license
  - Notary Public in the State of Wisconsin or ability to obtain within three (3) months of hire
  - Wisconsin Certified Municipal Clerk (WCMC) status
  - Must be bondable
  - Previous experience with WisVote or ability to obtain certification within one (1) month of hire
  - Highly proficient in the use of the Microsoft Office Suite of Products: Excel, PowerPoint, Word, Outlook
- Preferred
  - Master's degree in Business, Public Administration, Communication, or similar field
  - Wisconsin Certified Municipal Clerk (WCMC) designation

**WORK ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; regularly stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hearing: Hear in the normal audio range with or without correction.
- Environment: Standard office setting; frequent interaction with City staff; work with intense deadlines.

**ABOUT PORT WASHINGTON:**

The City's population of 12,353 resides within seven square miles including four miles of waterfront. The City provides full-city services including Public Safety (Police, Fire, EMS), Engineering, Public Works, Water and Sewer utilities, Building Inspections, Community Development, Parks and Recreation, Marina, Senior Center, Library, Finance, Clerk and Administration. We are a welcoming destination for living, working, and visiting that – combined with our core values of accountability, innovation, trust, industriousness, and friendship – create an environment with opportunities to make a positive impact for our community.

**COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB):**

The City is committed to building a culture where difference is valued and where everyone feels empowered to bring their full, authentic selves to work. We believe that every person brings a unique perspective and lived experience that advances our mission and vision to be the Premier Community on the Great Lakes. We commit to centering Diversity, Equity, Inclusion, and Belonging in our community, our workforce, and our decision-making. These are more than just words. They are guiding principles that shine a path forward to foster a culture based on mutual respect and passion for the community we serve.

**EQUAL EMPLOYMENT OPPORTUNITY:**

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**EMPLOYEE ACKNOWLEDGEMENT:**

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\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Personnel Committee

**FROM:** Emily Blakeslee, ACA/HR Director

**DATE:** July 2, 2024

**SUBJECT:** Consideration and Possible Action on Job Classification Changes for Deputy Clerk position

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**ISSUE:** Should the Common Council approve job classification changes for the Deputy Clerk position?

**STAFF RECOMMENDATION:** Staff recommends Common Council approve job classification changes for the Deputy Clerk position.

**RECOMMENDED MOTION:** "I move to accept Staff's recommendation."

**BACKGROUND/DISCUSSION:** In an effort to ensure the City's workforce is operating as efficiently and effectively as possible, Staff reviewed the organizational structure, current job descriptions, and current actual duties of City Administration staff. Following this review, it is Staff's recommendation that the Deputy Clerk position be expanded to facilitate the overall Administration department restructure.

The restructured position would be titled Management Analyst / Deputy Clerk and would, in addition to their responsibilities as Deputy Clerk, assume additional responsibilities with the management of City-wide communications, enhanced analytical support, and special projects for the City Administrator. The position would also assist the Director of Administration / City Clerk with the management of administrative support staff at City Hall.

Using the methodology recommended by GovHR and adopted by this body in 2023, the restructured position grades out into a Grade 5.

Job Analysis	Management Analyst / Deputy Clerk
Prep & Train	80
Certifications	10
Experience	50
Decision Making	55
Policy	40
Planning	65
Contact	60
Supervision	40
Work Conditions	15
Tech Used	65
	480

Staff recommends, if approved, that the incumbent be moved to a salary of \$72,500.

**LEGAL:**

1. **City Attorney Review:** No

**FISCAL IMPACT:**

1. **Amount of Recommendation/Cost of Project:**

Initial Project Cost Estimate: \$785.00

Approved Budget Project Cost: NA

Total Project Costs to Date: NA

2. **Source of Funding:** After accounting for the Interim salary and recruiting costs, the City “saved” \$10,486.63 in total salary for the City Administrator position remaining vacant. This allows the Administration department budget to remain at a net positive for 2024 even with this increase.
3. **Operating and Maintenance Cost:** Ongoing salary to be approved by Common Council each budget cycle.

**IF APPROVED, NEXT STEPS:** The table of organization will be updated to reflect the new title immediately. Staff will prepare to bring the grade change to full Council in August.

**ATTACHMENTS:**

1. Job Description



**Position:** Management Analyst / Deputy Clerk  
**Reports To:** Director of Administration / City Clerk

**Classification:** Non-Exempt, Grade 5  
**Last Revised:** 6/25/2024

**GENERAL SUMMARY OF DUTIES:** The Management Analyst / Deputy Clerk is responsible for performing a variety of highly technical, analytical, and administrative support for various City projects while primarily supporting the City Administrator and City Clerk. The individual in this role is responsible for maintaining accurate City files and public records and assists in the administration of Local, State and Federal Elections. The individual in this role will be responsible for a wide range of clerical and election related duties including agenda distribution, transcribing minutes, licensing and permitting, archiving of city records, processing voter registrations, issuing absentee ballots, preparing election locations, assisting with the maintenance of the City website, and processing requests for public records. The Management Analyst / Deputy Clerk assists the public daily and ensures a friendly, welcoming, and consistently excellent standard of customer service.

**ESSENTIAL RESPONSIBILITIES:**

- Conducts administrative and operational analyses involving City initiatives, programs, and/or projects by applying appropriate research techniques and gathering/analyzing data to make highly developed recommendations.
- Manages and creates documents, correspondence, and calendars for the City Clerk, City Administrator, Elected Officials, Municipal Court, and Boards, Commissions, and Committees (BCCs).
- Manages the planning and execution of various internal and external events, meetings, workshops, and seminars for staff, the Common Council, and BCC members to include arranging for meeting space, ensuring audio-visual capabilities, ordering and setting up catering, and preparing agendas and briefing materials.
- Responds, researches, and provides solutions to elevated and/or sensitive inquiries, issues, concerns, and/or complaints from residents, regulatory agencies, and/or members of the business community.
- Archives City records and legal documents to include ordinances, resolutions, agreements, Municipal code, election records, and other documents in accordance with state and local retention policies and statutes.
- Prepares and distributes agendas, meeting packets, minutes for Common Council and BCC meetings.
- Maintains Voter Registration files in WisVote to include registering new voters, recording changes of address, issuing absentee ballots, conducting election integrity audits, and maintaining records as prescribed by statute.
- Processes annual Alcohol, Tobacco, Cabaret, Amusement, Operator, Sellers & Solicitor and Event applications, permits, and licenses.
- Publishes and posts all legal notices, ordinances, and resolutions; follows all required deadlines for Federal, State, County, and Municipal filings.
- Completes various clerical duties including processing departmental invoices, ordering office supplies, filing, managing software program accounts, and providing customer service.
- Assumes the duties of the City Clerk in the City Clerk's absence.
- Other responsibility as assigned.

**SUPERVISORY RESPONSIBILITY:**

- Administration Specialist(s)

**SKILLS & QUALIFICATIONS:**

- Strong project management and organizational skills in which attention to detail and the ability to prioritize and manage multiple tasks/projects simultaneously on time is essential.

- Exceptional interpersonal skills and ability to navigate organizations to build relationships and garner support; ability to work collaboratively with cross-functional teams.
- Exceptional communication skills and situational adaptability; capable of clearly conveying City standards.
- Ability to work independently and efficiently, exercise initiative, resourcefulness, and good judgement.
- Flexible and comfortable working under pressure in a fast-paced environment.
- Must have a working knowledge and understanding of how to apply all relevant laws and regulations relating to elections, licensing, and permitting within the United States and the State of Wisconsin.
- Must have a working knowledge and understanding of the functions of public agencies, including the role of an elected Council and appointed boards and commissions and practice of Robert's Rules of Order.
- Ability to maintain a high level of confidentiality and work with sensitive materials.
- Ability to work occasional flexible hours for night Common Council meetings, Elections, and/or City-declared emergencies.

#### **COMPETENCIES:**

- Ensures Accountability
- Communicates Effectively
- Customer Focus
- Manages Conflict
- Optimizes Work Processes
- Decision Quality

#### **EDUCATION & EXPERIENCE:**

- Required
  - Bachelor's degree in Business, Public Administration, Political Science, or a related field
  - Three (3) or more years of administrative experience, municipal government experience preferred
  - Valid Wisconsin driver's license
  - Notary Public in the State of Wisconsin or ability to obtain within three (3) months of hire
  - Previous experience with WisVote or ability to obtain certification within one (1) month of hire
  - Proficient in the use of the Microsoft Office Suite of Products: Excel, PowerPoint, Word, Outlook
- Preferred
  - Master's degree in Business, Public Administration, Political Science, or similar field
  - Wisconsin Certified Municipal Clerk (WCMC) designation

#### **WORK ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Physical: Sufficient physical ability to work in an office setting; sit for prolonged periods of time; regularly stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hearing: Hear in the normal audio range with or without correction.
- Environment: Standard office setting; frequent interaction with City staff; work with intense deadlines.

**ABOUT PORT WASHINGTON:**

The City’s population of 12,353 resides within seven square miles including four miles of waterfront. The City provides full-city services including Public Safety (Police, Fire, EMS), Engineering, Public Works, Water and Sewer utilities, Building Inspections, Community Development, Parks and Recreation, Marina, Senior Center, Library, Finance, Clerk and Administration. We are a welcoming destination for living, working, and visiting that – combined with our core values of accountability, innovation, trust, industriousness, and friendship – create an environment with opportunities to make a positive impact for our community.

**COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB):**

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