

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS  
9229 W. Loomis Road, Franklin, WI 53132  
Monday, July 15th, 2024 – 6:00 p.m.**

**AGENDA**

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 5/20/2024
- IV. Resignation of Alderman Ed Holpfer, Alderman Jon Peccarelli expected to be appointed to Personnel Committee
- V. Election of Officers
- VI. Nepotism Policy
- VII. City Attorney Staff Position and a City Attorney Job Description – Discussion only
- VIII. Pregnant Workers Fairness Act Policy
- IX. Director of Administration Updates
- X. Staffing Report
- XI. Future Agenda Items
  - Preliminary projections for the City Health Insurance Plan
  - Compensation Study
  - Employee Survey
- XII. Next Scheduled Meeting Date – August 19<sup>th</sup>, 2024
- XIII. Adjournment

\*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per States ex re Badke v Greendale Village Bd even though the Common Council will not take formal action at this meeting.

CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL HEARING ROOM  
9229 W. Loomis Rd., Franklin, Wisconsin  
6:00 p.m., May 20<sup>th</sup>, 2024

MINUTES

I. The May 20<sup>th</sup>, 2024 Personnel Committee Meeting was called to order at 6:02 p.m. by Chair Wikel in the Hearing Room at City Hall. Members present were Chair Wikel, Alderman Barber, Alderman Hasan, Traynor, Budny, and Prusko. Alderman Holpfer was excused. Member Emmons was absent. Also in attendance were Director of Administration Hersh and Human Resources Manager Zahn.

II. Citizen comment period

None

III Approval of the Minutes from 2/19/2024

Motion by Member Traynor and seconded by Alderman Barber to approve the minutes from 2/19/24 as written. Motion Carried: Ayes- All.

IV. Approval of Staffing Changes in the Department of Public Works

Motion by Member Budny and seconded by Member Traynor to recommend approval of the requested staffing changes. Motion Carried: Ayes – All.

V. Approval of a City Attorney Staff Position and a City Attorney Job Description

Motion by Alderman Barber and seconded by Alderman Hasan to table item for a decision until the September meeting, with questions being brought forward in advance, and discussions held at meetings prior to the September meeting. Motion Carried: Ayes – All.

VI. Nepotism Policy

Motion by Alderman Barber and seconded by Member Budny to leave policy as is pending advice by legal at the next meeting. Motion Carried: Ayes – All..

VII. Director of Administration Updates

VIII. Staffing Report

Info provided. No action needed.

IX. Future Agenda Items

- Compensation Study
- Employee Survey

X. Next Meeting Date

The next regularly scheduled meeting is planned for June 17th, 2024.

XI Adjournment

Motion by Alderman Barber and seconded by Member Traynor to adjourn the Personnel Committee meeting at 7:37 p.m. Motion carried: Ayes-All.

## **Nepotism**

The City of Franklin, **in its commitment to equal opportunities**, permits the employment of qualified relatives of employees. This is allowed as long as such employment does not, in the opinion of the City, create an actual or perceived conflict of interest.

**This policy defines a 'relative'** as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or 'step' relation. **'Relatives' also include any other person who shares the same residence and is generally regarded within that family as one of the foregoing family members.** The City of Franklin will exercise sound judgment in the placement of related employees by the following guidelines:

Relatives are permitted to work for the City, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within a relative's "chain of command" such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. No relatives are permitted to work in the same department or any other positions in which the City believes an inherent conflict of interest may exist. Employees who marry while employed are also subject to this policy. If in the opinion of the City, a conflict or apparent conflict arises due to the marriage, one of the employees may be transferred, or their employment status may be changed to eliminate the conflict.

This policy applies to all employment categories, including extended-term, limited-term, and part-time classifications.

**The Personnel Committee, as a part of its commitment to fairness and transparency, has the authority to waive this policy on a case-by-case basis. This ensures that all decisions are made with careful consideration of the unique circumstances involved, considering such factors as the person's experience, qualifications and/or nature of the position. The public interest would be served and not harmed as a result of the waiver.**



# JOB DESCRIPTION QUESTIONNAIRE (JDQ)

## SECTION 1 - DEMOGRAPHIC INFORMATION

<b>Class Title</b>	City Attorney	<b>Department</b>	City Attorney's Office	<b>Division</b>	City Attorney's Office
<b>Classification per 2.76 RMC</b>	<input checked="" type="checkbox"/> Executive (City Officer or Department Head) <input type="checkbox"/> Managerial Service <input type="checkbox"/> Deputy/Assistant Service <input type="checkbox"/> Supervisory <input type="checkbox"/> Professional <input type="checkbox"/> Confidential <input type="checkbox"/> General Employee		<b>Work Location</b>	<input checked="" type="checkbox"/> City Hall <input type="checkbox"/> Fire <input type="checkbox"/> Health <input type="checkbox"/> Library <input type="checkbox"/> PW <input type="checkbox"/> Police	
<b>Full-Time / Part-Time</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time, Hours per week 40+	<b>Supervisor Title</b>			
<b>HR Only</b>	<b>Working Title</b>	<b>Salary Grade -</b>	<b>FLSA Code:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	

### Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

Do you have a sincere commitment to municipal law and a passion for public service? Are you a problem solver who can help the City of West Allis in accomplishing the Mission, Vision and Strategic Goals of the City by balancing risks with rewards?

You must be a highly skilled lawyer adept at addressing the legal challenges facing Wisconsin municipalities and an accomplished team player who is savvy in solving organizational challenges. You must be comfortable guiding, managing, and inspiring a team of legal staff and collaborating with the results oriented leadership team. You must be analytical, logical and innovative. This position requires significant interaction with the Mayor, Common Council and the public, so you must have outstanding communication and interpersonal skills. The ideal candidate for this key position is a strategic and progressive leader who combines strong public sector legal expertise with excellent management and interpersonal skills.

The City Attorney conducts all the law business for the City pursuant to Section 62.09(12) Wis Stats, Section 2.15 of the City of West Allis Revised Municipal Code, and the City of West Allis Policies and Procedures Manual. The City Attorney is the attorney and advisor for all officials, officers, and departments of the City and represents the City in all litigation and proceedings, including the prosecution of cases before the Municipal Court. Work involves drafting and reviewing ordinances, resolutions, policies and procedures, and contracts prior to consideration by the City Council to ensure compliance with state, federal, and local laws. Emphasis is placed on municipal law, civil code enforcement, quality of life issues, land use and development, zoning, labor relations, claims, collections, contract review, and legislative interpretation. Duties include directing the City Attorney's office, preparing the department budget, coordinating with outside counsel regarding litigation on behalf of the City, researching/preparing oral and written legal opinions for the Common Council, City Administrator, Department Heads, staff, Committees, Commissions and Boards, and preparing City ordinances, resolutions, contracts and other legal documents. Must have knowledge of labor relations, civil litigation, collective bargaining and municipal, state, federal and constitutional law affecting municipal government. Must be skillful in managing situations requiring diplomacy, fairness, firmness and sound judgment, managing staff by delegating tasks and authority, providing coaching to improve staff performance and understanding/applying City policies and procedures. The position requires a Doctor of Jurisprudence Degree from an accredited law school and at least ten years of experience providing municipal or related legal services for a City, or similar government entity, 3-5 years of direct supervisory experience including evaluating and disciplining employees, experience developing and implementing a department budget, experience in handling public sector litigation. Previous experience as a City Attorney or Assistant City Attorney in Wisconsin strongly preferred. Direct experience with tax incremental financing and development agreement negotiating and drafting strongly preferred. Strong leadership, direct management, communication, and human relations skills required. Must be licensed by the State Bar of Wisconsin.

## SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done

rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
Assists and provides oral and written legal advice, recommendations, and opinions to the Mayor, Common Council, Department Heads, City Committees, Commissions, and Boards on matters affecting City operations (interpretation and application of City ordinances, resolutions, policies and procedures, rules and regulations, state and federal statutes, case law and administrative codes, and agency rules and regulations related to all aspects of municipal law, real estate, zoning, land use and development, employment, elections, bankruptcy, real and personal property taxation, public records and open meetings law, privacy, and contracts and agreements, including the assessment of the risks and financial exposure to the City for non-compliance and matters affecting the daily operation of the City) and on relevant legislation and changes in the law.	D	25%
Drafts resolutions, ordinances, policies and procedures, rules and regulations, legal opinions, contracts, leases, memorandums of understanding, disciplinary documents, License and Health Committee complaints, separation agreements, compromise and settlement agreements, public nuisance orders and various litigation documents including, but not limited to, pleadings, motions, briefs and other correspondence.	D	25%
Directs City legal staff on the provision of municipal legal services; manages the performance of attorneys, professional and administrative staff; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Prepares, administers, and ensures compliance with the approved budget and requests pertaining thereto.	D	10%
Represents the City in litigation in federal, state, and municipal courts and before various boards and administrative agencies (including prosecution of municipal ordinances and traffic violations; suits to collect delinquent personal property taxes and other debts owed to the City; defense of suits for negligence, intentional torts and deprivation of constitutional rights; defense of suits challenging the validity and constitutionality of City ordinances, defense of personal injury and property damage claims, defense of real estate tax assessments, defense of worker's compensation, unemployment compensation and discrimination suits, defense of disciplinary actions, enforcement of building code, zoning and licensing violations; defense of the City in cases involving review of discretionary decisions by the Common Council in contract, licensing and real estate development matters; representation of the City in public records litigation, property return hearings, litigation between the City and other governmental entities, when seeking recovery for damages to City property, and in defense of liability claims against the City which includes review of each claim and representation in both small and large claim circuit court actions). Reviews, evaluates and makes recommendations to deny or compromise claims against the City by third parties and conducts negotiations related thereto. Administers and manages labor and employment related legal services such as worker's compensation, unemployment compensation, discipline and discharge, employee benefits, leave and disability laws, wage and hour laws, health care laws. Administers and enforces all health and safety codes including building and zoning, tavern regulations, and traffic and quasi-criminal matters. Administers property damage and tax claims, raze/repair orders, and public nuisance claims. Administers municipal legal issues in a variety of areas such as, but not limited to, cable communications, social media, electronic communications, rights-of-way regulation, and public records and open meetings law. Provides legal representation on behalf of the City in mediation and arbitration matters, municipal code enforcement, subrogation and civil, criminal and employment litigation matters, including the handling and preparation of pleadings, motions, discovery, negotiation, and trial-related matters before courts and administrative agencies, including appeals, related to such matters. Appears on behalf of/represents the City at administrative hearings, quasi-judicial proceedings,	N	15%

trials and other court proceedings		
Provides updates and training regarding legislation and recommends changes in City policies and practices to comply with federal, state and local laws	N	5%
Manages and coordinates the insurance and risk management program in conjunction with the City Administrator	N	10%
Evaluates the legal risk associated with City service contracts, intergovernmental agreements, and other transactions		
Attends Common Council, City Committee and Board meetings, and meetings with Department Heads and supervisory staff, and participates in Department and inter-Departmental meetings to address projects and matters specific to the Department(s) to address the legal and public policy implications pertaining to the adoption and/or enforcement of proposed and existing laws, ordinances, regulations, rules, policies and procedures, contracts, collective bargaining agreements and administrative and judicial opinions and decisions Responds to and addresses Alderperson, citizen, staff and other attorneys' inquiries regarding such matters proposed and pending before the Common Council	N	10%
Performs other duties of a similar nature or level on behalf of the City		

**SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES**

<b>Accountable</b>	Responsive to the community's interests and needs, timely, dependable, consistent, answerable, effective in the use of resources, adheres to established policies and procedures as appropriate, able to justify decisions and actions
<b>Driven</b>	Goal oriented, creative in problem solving, exhibits initiative sets and pursues high standards, motivated to succeed
<b>Dedicated</b>	Demonstrates service to others, is customer focused, displays cultural competency and professionalism
<b>Integrity</b>	Sincere, honest, trustworthy, and ethical, models values and embodies competencies
<b>Technical</b>	Has and grows knowledge and skill in area of expertise, is competent and proficient in the use of available technology), develops cross-functional skills
<b>United</b>	Encourages and exemplifies teamwork, positive attitude, and emotional intelligence, is an effective communicator, tactful and diplomatic, mentors others, regularly gives and receives feedback
<b>Progressive</b>	Strategic, innovative, skilled in change management and agile, challenges the status quo, explores and drives continuous improvement opportunities

- Recommend changes in procedures and processes to improve efficiency,
  - Support initiatives such as strategic planning, LEAN, and innovation,
  - Maintain prompt, predictable, and regular physical attendance,
  - Provide truthful and accurate written and verbal communications,
  - Possess the knowledge, skill and ability to meet physical demands and requirements, effectively function in the work environment and efficiently utilize the tools listed in Section 7 at the proficiency levels listed
- If checked the following are applicable to the position:***  maintains the ability to competently and credibly testify in court,  maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed,  maintains the ability to travel throughout and enter all different properties in the jurisdiction

<b>Job Specific</b>	<b>List the desired knowledge, skills, and abilities needed to be successful in performing the position</b> (e g , knowledge of local government organization and administration, skill in listening, critical thinking, problem analysis and problem-solving, ability to quickly adapt and learn specialized software systems and databases)
	Office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), Internet, Intranet, LexisNexis/Westlaw, HTE, Novatime, Phoenix, Simplifile, Adobe Acrobat Pro, Wisconsin Legal Resources, Court e-filing, Legal Files (electronic file management and storage system), Windows Media Player and various other multimedia players, CD/DVD burners and copiers, and FastCase Copy machines, printers, facsimile machine, scanners, telephones, calculators

**SECTION 4 - JUDGMENTS / DECISION-MAKING**

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision Who reviews, if anyone

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Advise Department and Division Heads on issues ranging from employee discipline to ordinance enforcement in order to avoid potential challenges, litigation, and liability	Review, analyze and apply all relevant resources including, but not limited to, City ordinances, City and Department Policies and Procedures, Civil Service Commission Rules and Regulations, state and federal laws, employment and disciplinary history (personnel file) or case history Assist the Department/Division Head through the process and recommend various options, pointing out potential challenges and defenses In the employee discipline example, draft and review disciplinary, termination, and separation documents In the ordinance enforcement example, draft and review complaints, orders, and enforcement guidelines, research federal, state, and local law to ensure that a legal basis exists for enforcement and that orders meet statutory and other legal requirements	Review and analyze relevant case law, administrative opinions and guidance, legal publications, City ordinances, state and federal laws, City and Department Policies and Procedures, Civil Service Rules and Regulations, etc In the employee discipline example, work with HR Director and Department/Division Head to review the employee's personnel file/history and to ensure discipline is meted out consistently throughout the City In the ordinance enforcement example, work with and instruct the Department Heads and staff who have citation authority to create guidelines for enforcement, create order templates, discuss constitutional issues with search and seizure, and ensure that enforcement is consistently and equally applied	NA
Respond to public records requests/ determine whether a public records request should be granted or denied	Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state and federal laws, City and Department Policies and Procedures, Analyze requests to determine if there is an	Review and analyze relevant case law, state and federal law, attorney general opinions and legal publications	NA



	<p>absolute right (pursuant to statute or court decisions) of access or denial or if access must be determined by conducting the balancing test (balance the strong public interest in disclosure of the record against the public interest favoring nondisclosure) Thereafter, either (1) Release the record(s) if there is an absolute right of access or if, after conducting the balancing test, it is determined the public policy interests favoring nondisclosure do not outweigh the public policy interests favoring disclosure (Note it must also be determined whether portions of the record(s) to be released may/should be redacted) or 2) If it is determined the record(s) should not be released, provide a written denial to the requestor, setting forth specific and sufficient reasons for the denial</p>	
<p>Prosecute municipal code violations and related appeals</p>	<p>Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures, Review police reports, citations, and complaints, Subpoena witnesses, Negotiate pretrial settlements, Prosecute cases in municipal court and circuit court, including court trials and jury trials, Draft and argue motions, responses to motions, and pretrial documents, including motions to dismiss, jury instructions, responses to stop and seizure motions, witness lists, motion in limine, and verdict forms, Initiate and respond to cases that are appealed to the Court of Appeals, including the drafting of appellate briefs and appendices</p>	<p>Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state and federal laws, City and Department Policies and Procedures Utilize legal research engines (e.g., Lexis, FastCase) Discuss cases with police officers and citizen witnesses Use knowledge and trial skills</p> <p style="text-align: right;">NA</p>
<p>Assess and process personal injury and property damage claims</p>	<p>Review, analyze and apply all relevant</p>	<p>Review and analyze statutes, case law, legal opinions, and City policies Consult</p> <p style="text-align: right;">NA</p>

resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures, Review documents filed with City to see if in compliance with Wis Stat Sec. 893.80, Send copy of claims to city's insurance carrier; obtain City records from various departments to determine claim background, Initiate investigations with City staff to determine background and facts of the claim, Review results of investigations to determine City's liability, Communicate with claimants and claimants' attorneys in regard to their claims for the purpose of seeking additional information, informing them of their claim status, informing them of denial of their claim, and/or negotiating an amount to settle the claim, Research accuracy of damage estimates, Research case law on City liability, duties, and defenses to liability, Examine City policies for potential liability, Create and maintain database for claims, Draft releases for claim settlements, Communicate with Common Council on claims and analyze the merits of the claims, Provide recommendation to Common Council as to whether to accept or deny a claim. If claimant sues, review the summons and complaint, collaborate with outside counsel if hired about merits of case and plan litigation strategy, respond to complaint with answer or other responsive pleading, draft motions, orders, and other legal documents, participate in settlement negotiations and mediations if appropriate, attend court hearings, defend the matter at a trial

with applicable City employees and Department Heads to investigate. Use knowledge and trial skills

Drafting ordinances

Discuss ordinance with person requesting it, Research federal, state, and local laws and case law as to constitutionality and form,

Review and analyze federal law, state statutes, local ordinances, case law, and legal opinions. Consult with other attorneys, Alderpersons, and City

NA

	<p>Draft ordinance and circulate to other attorneys in the office and/or other City employees for their input, Draft final revisions and present to Common Council member for sponsorship</p>	<p>employees for input before implementation</p>	
<p>Collection</p>	<p>Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures, Review City records to determine whether City can successfully recover the debt, Obtain invoices and other similar documents that indicate the amount of debt owed, Perform review of bankruptcy status, Send payment demand letters to debtors, Draft summons and complaints for collection in circuit court, Negotiate settlements and draft payment agreements, Draft motions, affidavits, pretrial documents, and judgments, Subpoena witnesses, Litigate cases at court trials or jury trials, Pursue recovery of judgments and other certified debts via the tax intercept collection program</p>	<p>Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures, Consult with the City's insurance carrier and other City employees on collection efforts and amounts due Use knowledge and trial skills</p>	<p>NA</p>
<p>General Litigation</p>	<p>Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures, Review City records and court filings to determine facts of case, Initiate investigations with City staff to prepare City's complaint, response, motions, or other court documents, Review results of investigations to determine City's liability, Draft summons and complaints, answers or responsive pleadings, motions, pretrial reports, affidavits, jury instructions, stipulations, and other court documents, Initiate and participate in</p>	<p>Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures, Consult with the City's insurance carrier and other City employees Use knowledge and trial skills</p>	<p>NA</p>

	discovery, including interrogatories, document production, and depositions, Negotiate settlements with other attorneys, Communicate settlement discussions with Common Council		
General Legal Advice	Review, analyze and apply all relevant resources including, but not limited to, City Ordinances, state law, federal law, City and Department Policies and Procedures, Communicate legal opinions to City employees	Review, analyze and apply all relevant resources including, but not limited to, City ordinances, state law, federal law, City and Department Policies and Procedures	NA

**SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS** Typical work relationships with persons inside or outside of the City of West Allis

Title of Individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
<p>Alderspersons, Mayor, Municipal Judge, City Administrator, Department and Division Heads and staff, City Board and Committee members, City employees</p>	<p>Address a wide variety of issues, as set forth above. Interactions may occur individually or on an interdepartmental basis, in-person, in writing, by phone or e-mail. Interactions may include their requests for and the Attorney's provision of advice regarding the interpretation and application of City ordinances, policies and procedures, state and federal constitutions, statutes and case law, administrative code and agency rules and regulations, contract interpretation and enforcement, project coordination, implications of proposed ordinances and resolutions, and public policy implications of any particular proposed course of action.</p>	<p>To interpret, comply with and administer applicable laws and prevent/avoid legal liability. To explain pending/potential issues and address resolution and/or litigation strategy. Prepare witnesses for deposition or trial. To inform them of new laws and regulations.</p>
<p>Outside legal counsel, union representatives and attorneys, Administrative Law Judges, Arbitrators, Mediators, Municipal, Circuit Court and Appellate Judges, Administrative Agency and Court staff, agents, and representatives</p>	<p>Interactions with these individuals may be in-person, in writing, by phone and/or by e-mail. Interactions occur prior to, during and subsequent to various court and administrative proceedings. Interactions can include the negotiation of resolutions and settlements of employee grievances and of municipal, administrative and court proceedings, the negotiation of contracts, and the litigation, mediation and arbitration of legal claims initiated by the City and suits filed against the City and its officers.</p>	<p>To discuss legal matters involving and/or before these individuals. To negotiate resolutions and/or prepare and present cases in administrative and judicial proceedings.</p>
<p>Members of the public</p>	<p>Field complaints and review license applications in-person or via phone conversations or email. These interactions are typically related to requests by other Departments or staff to review necessary documentation.</p> <p>Interactions also occur throughout the litigation process to include pretrial conferences, negotiations, pleadings, stipulations and witness interactions.</p>	<p>To ensure efficient use of Department and judicial time.</p> <p>To resolve questions and concerns pertaining to license applications.</p> <p>To prepare, resolve and/or litigate cases.</p>

**SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED<sup>1</sup>**

<b>Education</b>	<input type="checkbox"/> Less than High School <input type="checkbox"/> High School/GED <input type="checkbox"/> One Year Certificate <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input checked="" type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc ) Field of Study <u>Juris Doctorate</u> Additional Information (e.g. specific coursework, etc ) _____
<b>Experience</b>	<input type="checkbox"/> No Experience <input type="checkbox"/> < 2 yr <input type="checkbox"/> 2 to 3 yrs <input type="checkbox"/> 4 to 5 yrs <input type="checkbox"/> 6 to 7 yrs <input type="checkbox"/> 8 to 9 yrs <input checked="" type="checkbox"/> 10 to 11 yrs <input type="checkbox"/> ≥ 12 yrs Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity)  At least ten years of experience providing municipal or related legal services for a City, or similar government or organization, 3-5 years of direct supervisory experience including evaluating and disciplining employees, experience developing and implementing a department budget, experience in handling public sector litigation  Previous experience as a City Attorney or Assistant City Attorney in Wisconsin strongly preferred  Direct counsel experience with tax incremental financing and development agreement negotiating and drafting strongly preferred  Strong leadership, direct management, communication, and human relations skills required

Required Certification/Licensure/Training <sup>2</sup>	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin Law License		X	
National Incident Management System s (NIMS) ICS-100 and 700 training	Provided by City		X (within 6 months)
Lean/Six Sigma Training Preferred	Provided by City		X
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification employer payment for obtaining or renewing etc.) The City of West Allis will pay for certifications directly related to job duties List preferred Education, Experience, Certification, Licensure or Training –			

**SECTION 7 - SUPERVISION / MANAGEMENT**

**A** Supervision Received by this position upon successful completion of a training period

**Close Supervision** Assigned duties according to specified procedures and receives detailed instructions Work is checked frequently

**Supervision** Performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments

**General Supervision** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.

**Direction** Establishes methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals Only the final results of work are typically reviewed

**General Direction** Exercises wide latitude in determining objectives and approaches to critical assignments.

B Type of Responsibility/Area of Action performed by this position	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees	X		
Provide Written/Verbal Warnings	X		

Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures or certifications (e.g. juris doctorate public health nurse, etc.). If Equivalency was indicated for Educational requirements it should be taken into consideration when determining work experience requirements.  
<sup>2</sup> including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management		X	
Provide Work Direction For Others		X	
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)		X	
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies		X	
<b>Direct supervision<sup>3</sup> of any employees. Number of FTEs and job titles of those employees listed below:</b>		X	
	<b>Job Title</b>		<b># of FTEs</b>
	Deputy/Principal City Attorney		3
	Legal Intern (third-year law student)	Varies (~15 hrs /wk during school year and ~40 hrs /wk during summer)	
	Senior Legal Secretary		75
	Principal Legal Secretary		10

**SECTION 8 - PHYSICAL DEMANDS<sup>4</sup> AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS**

N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2 5 hours per day)  
 F=Frequent (34 to 66% of time, 2 6 – 5 25 hours per day) C=Constant (67 to 100% of time, 5 26 and above hours per day)

Possess the physical capacity to perform the duties of the position including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds		X			
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds, Handle Odd Objects	X				
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period			X		
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs Hands and arms may be used for balance (e g , to hold a railing)			X		
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders scaffolding ropes poles and the like using feet/legs and/or hands/arms	X				
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly				X	
Crawling - Moving about on hands and knees or hands and feet.	X				
Crouching - Bending body downward and forward by bending legs and spine			X		
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard Devices include traditional keyboard tablet, 10 key pad, touch screen smart phone, etc.				X	
Kneeling - Bending legs at knees to come to rest on knee(s)			X		
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling) Carrying is to transport an object – usually by holding it in the hands or arms but may occur on the shoulder			X		
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i e , working with small objects or reading small print) including use of computers				X	

<sup>3</sup> Section 111.70 (1)(o) Wis. Stats. defines a supervisor as: any individual who has authority in the interest of the municipal employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.  
<sup>4</sup> https://www.bls.gov/nchs/ors/physical.htm

	Never	Seldom	Occasional	Frequent	Constant
Sitting - Remaining in a seated position					X
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.			X		
Stooping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles			X		
<b>Possess the capacity to effectively and efficiently work with/in the following conditions -</b>					
Indoor/Office Work Environment					X
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X				
Insects	X				
Rodents	X				
Exposure to Various Lighting Conditions (High Low LED etc)	X				
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X				
Outdoor Weather Conditions (Dry/Wet/Slippery)	X				
Hazardous Fumes or Odors / Toxic Chemicals	X				
Confined Spaces (as identified by OSHA)	X				
Close Proximity to Moving Machinery / Equipment	X				
Bodily Fluids / Communicable Diseases	X				
Working Alongside Moving Traffic on Roads	X				
Electrical Hazards	X				
Vibrations	X				
Dust	X				
Interact with persons of various social cultural economic personal hygiene standards mental capacities and educational backgrounds			X		
Other:					

**Section 9 - Additional Comments**

Please identify any other information that would help someone else understand your job more clearly

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs services and/or benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems in its judgment, to be proper.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ DATE: \_\_\_\_\_  
 DEPT HEAD \_\_\_\_\_ DATE \_\_\_\_\_ HR REP: \_\_\_\_\_ DATE \_\_\_\_\_



## Dana Zahn

---

**From:** Andrew J Vickers <avickers@oakcreekwi.gov>  
**Sent:** Tuesday, May 21, 2024 12:42 PM  
**To:** Kelly Hersh  
**Subject:** RE [EXTERNAL] Job description

Hello Kelly,

You can view the City Attorney's budget at our 2024 Budget Link (page 75).

<https://www.oakcreekwi.gov/home/showpublisheddocument/18285/638411096653470000>

This is not our only "legal cost center" there is also \$40,000 allocated to general government, and I believe police and fire each have line items for outside legal services (generally, personnel-related counsel).

I could not readily find a position description for the City Attorney- although an employee we have a unique set-up. We will keep looking.

Respectfully,

Andrew J. Vickers | City Administrator  
City of Oak Creek | Administration  
8040 South 6th Street | Oak Creek, WI 53154  
Direct: 414-766-7060  
Email: avickers@oakcreekwi.gov  
Pronouns: he/him/his

-----Original Message-----

From: Kelly Hersh <KHersh@franklinwi.gov>  
Sent: Monday, May 20, 2024 9:54 PM  
To: Andrew J. Vickers <avickers@oakcreekwi.gov>  
Subject: [EXTERNAL] Job description

Hi Andrew,

I hope you are well. We have been working on presenting a possible change to our City Attorney model for the future. This change considers bringing the role in-house. I know you have your in-house attorney, Melissa. Will you share your job description and budget for your legal department? Do you have a legal department, and what does this look like? Our Personnel Committee wants us to compare with various municipalities beyond the comparison we have already provided.

Thank you for your help; I appreciate it!

Best regards,  
Kelly

Kelly Hersh

Director of Administration

City of Franklin

9229 W. Loomis Road

Franklin WI 53132

Main Phone: (414) 858-1100

Direct: (414) 427-7504

Email: [khersh@franklinwi.gov](mailto:khersh@franklinwi.gov)

NOTICE: This email is from outside the City of Oak Creek, please use caution when reviewing its contents. Do not open any unexpected attachments or links.

If you are unsure about the email contact the sender using methods not listed in the email to verify the source.

View a Social Engineering Red Flags Quick Reference

Guide. <<https://www.oakcreekwi.gov/home/showdocument?id=15262&t=637568444423093058>>

---

The City of Oak Creek is subject to Wisconsin Statutes related to public records. Unless otherwise exempted from the public records law, senders and receivers of City email should presume that this email message is subject to release upon request, and to state records retention requirements.

See our full disclaimer on our website <<https://www.oakcreekwi.org/email-disclaimer>>

## Dana Zahn

---

**From:** Rick Petfalski <rpetfalski@muskego.wi.gov>  
**Sent:** Monday, May 20, 2024 10:10 PM  
**To:** Kelly Hersh  
**Cc:** Kate Croteau  
**Subject:** Re Job Description

Hi Kelly,

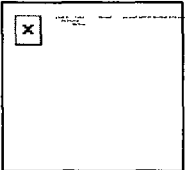
Yes, we have an in-house attorney who handles all our legal reviews, defense, and prosecutions for our court, he does not provide HR related issues, although he probably could, but we have always used von Briesen & Roper.

The "Department" includes our attorney, a law intern and part-time administrative assistance.

I have copied our HR Director who can provide you with salary information and job descriptions. Originally, I wasn't in favor of adding this position, until I became Mayor and I now see the huge advantage of having legal in-house on a regular basis.

Let me know if you have any other questions after Kate gets you the information.

Best Regards,



Rick Petfalski

**Mayor**

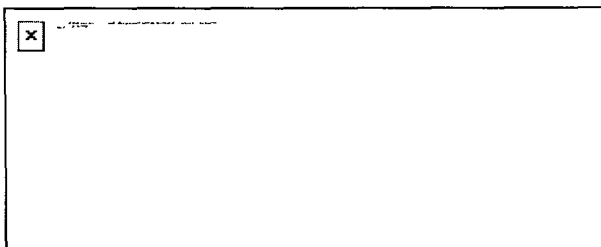
**City of Muskego**

W182 S8200 Racine Ave

Muskego, Wisconsin 53150

Email: [rpetfalski@muskego.wi.gov](mailto:rpetfalski@muskego.wi.gov) (NOTE NEW E-MAIL ADDRESS – PLEASE UPDATE YOUR RECORDS)

(262) 679-5675



On 5/20/24, 9:57 PM, "Kelly Hersh" <KHersh@franklinwi.gov <mailto:KHersh@franklinwi.gov>> wrote:

CAUTION: This email originated from outside the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening, Mayor Rick,

I hope you are well. We have been working on presenting a possible change to our City Attorney model for the future. This change considers bringing the role in-house. I know you have your in-house attorney. Will you share your job description and budget for your legal department? Do you have a legal department, and what does this look like? Our Personnel Committee wants us to compare with various municipalities beyond the comparison (budget information only from online) we have already provided.

Thank you for your help; I appreciate it!

Best regards,  
Kelly

Kelly Hersh

Director of Administration

City of Franklin

9229 W. Loomis Road

Franklin WI 53132

Main Phone: (414) 858-1100

Direct: (414) 427-7504

Email: [khersh@franklinwi.gov](mailto:khersh@franklinwi.gov) <<mailto:khersh@franklinwi.gov>>

Kelly Hersh

Director of Administration

City of Franklin

9229 W. Loomis Road

Franklin WI 53132

Main Phone: (414) 858-1100

Direct: (414) 427-7504

Email: [khersh@franklinwi.gov](mailto:khersh@franklinwi.gov) <<mailto:khersh@franklinwi.gov>>

This message originates from a City of Muskego Employee. It contains information that may be confidential or privileged and is intended only for the individual named above. It is prohibited for anyone to disclose, copy, distribute or use the contents of this message without permission, except as allowed by Wisconsin Public Records Laws. If this message is sent to a quorum of a governmental body, my intent is the same as though it were sent by regular mail and further distribution is prohibited. All personal messages express views solely of the sender, which are not attributed to the municipality I represent, and may not be copied or distributed without this disclaimer.

**Dana Zahn**

---

**From:** Kate Croteau <kcroteau@muskego.wi.gov>  
**Sent:** Tuesday, May 21, 2024 10:08 AM  
**To:** Rick Petfalski; Kelly Hersh  
**Subject:** RE: Job Description  
**Attachments:** City Attorney pdf, Legal Intern pdf

Hi Kelly,

Our salary range for the City Attorney position is \$122,078 to \$158,661 (this range will be going up by 2% in July 2024). In terms of budget, below is a screen shot of our legal budget from our budget book:

**GENERAL GOVERNMENT - LAW:**

100 01 05 00 5101	SALARIES & WAGES	\$96,963	\$142,577	\$142,577	\$95,74
100 01 05 00 5201	FICA	\$7,676	\$11,274	\$11,274	\$7,49
100 01 05 00 5202	PENSION	\$5,609	\$8,530	\$8,530	\$5,58
100 01 05 00 5204	LIFE INSURANCE	\$472	\$674	\$674	\$76
100 01 05 00 5229	HEALTH INSURANCE ALLOWANCE	\$3,400	\$4,800	\$4,800	\$3,08
100 01 05 00 5303	CONFERENCES & TRAINING	\$196	\$1,000	\$1,000	\$
100 01 05 00 5305	DUES AND MEMBERSHIP	\$1,511	\$1,000	\$1,000	\$57
100 01 05 00 5506	COMPUTER CHARGES	\$5,737	\$5,400	\$5,400	\$3,21
100 01 05 00 5601	TELEPHONE/CITY HALL	\$480	\$480	\$480	\$32
100 01 05 00 5701	OFFICE SUPPLIES AND EXPENSES	\$595	\$1,000	\$1,000	\$91
100 01 05 00 5805	ATTORNEY	<u>\$11,394</u>	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$19,85</u>
<b>LAW Total</b>		<b><u>\$134,032</u></b>	<b><u>\$186,735</u></b>	<b><u>\$186,735</u></b>	<b><u>\$137,54</u></b>

**GENERAL GOVERNMENT - NON DEPARTMENTAL**

Attached is the job description for the City Attorney and the legal intern. Please note that the legal intern will be making \$18.00/hr this year.

Please let me know if you have any additional questions.

Thanks,

***Kate Croteau***

Human Resources Director  
City of Muskego  
W182 S8200 Racine Avenue  
Muskego, Wisconsin 53150  
Phone: 262-679-4156  
Email: [kcroteau@muskego.wi.gov](mailto:kcroteau@muskego.wi.gov)



**From:** Rick Petfalski <rpetfalski@muskego.wi.gov>  
**Sent:** Monday, May 20, 2024 10:10 PM  
**To:** Kelly Hersh <KHersh@franklinwi.gov>  
**Cc:** Kate Croteau <kcroteau@muskego.wi.gov>  
**Subject:** Re: Job Description

Hi Kelly,

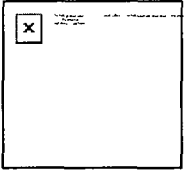
Yes, we have an in-house attorney who handles all our legal reviews, defense, and prosecutions for our court, he does not provide HR related issues, although he probably could, but we have always used von Briesen & Roper.

The "Department" includes our attorney, a law intern and part-time administrative assistance.

I have copied our HR Director who can provide you with salary information and job descriptions. Originally, I wasn't in favor of adding this position, until I became Mayor and I now see the huge advantage of having legal in-house on a regular basis.

Let me know if you have any other questions after Kate gets you the information.

Best Regards,



Rick Petfalski

**Mayor**

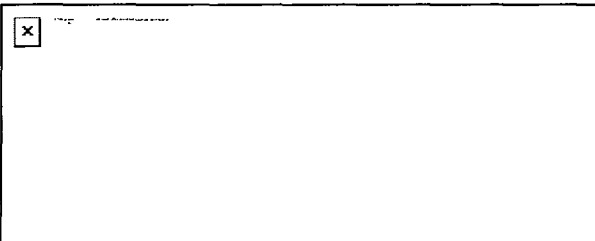
**City of Muskego**

W182 S8200 Racine Ave

Muskego, Wisconsin 53150

Email: [rpetfalski@muskego.wi.gov](mailto:rpetfalski@muskego.wi.gov) (NOTE NEW E-MAIL ADDRESS – PLEASE UPDATE YOUR RECORDS)

(262) 679-5675



On 5/20/24, 9:57 PM, "Kelly Hersh" <[KHersh@franklinwi.gov](mailto:KHersh@franklinwi.gov) <<mailto:KHersh@franklinwi.gov>>> wrote:

CAUTION: This email originated from outside the organization.

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening, Mayor Rick,

I hope you are well. We have been working on presenting a possible change to our City Attorney model for the future. This change considers bringing the role in-house. I know you have your in-house attorney Will you share your job description and budget for your legal department? Do you have a legal department, and what does this look like? Our Personnel Committee wants us to compare with various municipalities beyond the comparison (budget information only from online) we have already provided.

Thank you for your help; I appreciate it!

Best regards,  
Kelly

Kelly Hersh

Director of Administration

City of Franklin

9229 W. Loomis Road

Franklin WI 53132

Main Phone: (414) 858-1100

Direct: (414) 427-7504

Email: [khersh@franklinwi.gov](mailto:khersh@franklinwi.gov) <<mailto:khersh@franklinwi.gov>>

Kelly Hersh

Director of Administration



City of Franklin

9229 W. Loomis Road

Franklin WI 53132

Main Phone: (414) 858-1100

Direct: (414) 427-7504

Email: [khersh@franklinwi.gov](mailto:khersh@franklinwi.gov) <<mailto:khersh@franklinwi.gov>>

This message originates from a City of Muskego Employee. It contains information that may be confidential or privileged and is intended only for the individual named above. It is prohibited for anyone to disclose, copy, distribute or use the contents of this message without permission, except as allowed by Wisconsin Public Records Laws. If this message is sent to a quorum of a governmental body, my intent is the same as though it were sent by regular mail and further distribution is prohibited. All personal messages express views solely of the sender, which are not attributed to the municipality I represent, and may not be copied or distributed without this disclaimer.

**City of Muskego  
Position Description**

<b>Name:</b>	Jeff Warchol	<b>Department:</b>	Law
<b>Position Title:</b>	City Attorney	<b>Pay Grade:</b>	M70
		<b>FLSA:</b>	E
<b>Date:</b>	February 15, 2016	<b>Reports To:</b>	Mayor and City Council

---

2015 Salary Scale Min \$87,665 Midpoint \$99,938 Maximum \$113,929

### **Purpose of Position**

The purpose of this position is to manage and administer the provision of professional municipal legal services to the City, through counsel, advisement and representation rendered to the Mayor, Common Council and other City personnel as well as all other duties as mandated under Wisconsin Statutes Section 62.09 (12). This work is performed under the general direction of the Mayor and the policy directives of the City Council.

### **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.

- Provides legal counsel to the Mayor, Common Council and Department Heads on a regular basis, attends and advises on issues at City Council meetings, commission meetings, committee meetings and on other issues as required, drafts legal opinions as required
- Drafts and conducts legal reviews, and provides input regarding various contracts, agreements, licenses, bonds, documents and other legal paperwork, drafts and reviews real estate transactions including offers to purchase, deeds, closing statements and various buyers or seller bidding related documents, reviews leases, easements, covenants, affidavits and related documents
- Prepares and/or reviews ordinances and resolutions for approval by the Common Council
- Represents the City of Muskego in all aspects of litigation and claims, including the preparation of pleadings, briefs and legal research, and administrative hearings before state and federal courts, boards and commissions
- Prosecutes all municipal citations in Municipal and Circuit Court. Conducts legal research and analysis of statutes, ordinances, contracts and other documents to render appropriate legal opinions
- Locates and assists outside special legal counsel for selected legal matters pursuant to engagement of same pursuant to Wis Stat § 62.09 (12)(g)
- Reviews municipal codes and recommends changes for compliance with state and federal laws, rules and regulations
- Provides advice regarding parliamentary procedures as required
- Attends as requested by the Mayor or Common council various board, committee and departmental meetings providing legal advice or guidance

- Performs related administrative tasks; advises the Clerk on agendas, minutes, open records requests and related legal issues; insurance claims, responds to media requests and inquires; responds to citizen inquires, petitions and provides legal explanation regarding laws and policies.
- Assists the City's Finance and Administration and Assessor Departments to resolve property ownership and certain tax matters, participates in Board of Review process and prepares annual attorney audit report.
- Prepares the annual legal budget; monitors budgetary activity.
- Performs other related duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Graduated from an accredited college or university with a Juris Doctor Degree, experienced in the practice of Wisconsin municipal law, litigation, real estate law, constitutional and general business law, or any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work. **Must be licensed as an attorney and member of Wisconsin State Bar Association and in current compliance with Continuing Legal Education Requirements.**

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

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

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to develop materials and to teach others.

Ability to utilize a variety of advisory data and information such as legal documents, non-routine correspondence, agreements, conveyances, leases, contracts, ordinances, resolutions, statutes, Federal codes, case law, zoning manuals, proposed and pending litigation, permits, citations, claims, real estate documents, State codes, accounting methods, engineering and election manuals, municipal officials' handbook, property assessment rolls and educational curricula.

Ability to communicate orally and in writing with attorneys, judges, City personnel, news media representatives, City elected and appointed officials, County officials, State agency personnel, auditors, contractors, developers, vendor representatives and the general public.

#### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

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

Ability to use functional reasoning in performing abstract reasoning.

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, machinery and basic software functions requiring simple but continuous adjustments, such as computer/keyboard, telephone, fax machine, calculator, scanner, photocopier and MS Office Suite products

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing Requires walking or standing to a significant degree, or requires sitting most of the time

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of lifting, stooping, carrying, pushing and pulling exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related tasks, objects and materials

Ability to recognize and identify degrees of similarities or differences between characteristics of sounds associated with job-related objects, materials and tasks

**Environmental Adaptability**

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses minimal, if any, risk of injury

The City of Muskego 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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**City of Muskego  
Position Description**

<b>Name:</b>		<b>Department:</b>	Law		
<b>Position Title:</b>	Legal Intern	<b>Pay Grade:</b>	Seasonal	<b>FLSA:</b>	Non-Exempt
<b>Date:</b>		<b>Reports To:</b>	City Attorney		

---

**Part Time - Hourly \$12.00 – Maximum 20 hours per week**

**Purpose of Position**

Under the direction and supervision of the City Attorney the Legal Intern will assist the City Attorney in providing advice on a variety of legal issues to City staff and the Government body as a whole. This position will begin on or about May 1<sup>st</sup> of each calendar year and will end upon graduation from Law School.

**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.**

The Legal Intern will be responsible for the prosecution of Municipal cases before the Municipal Court under the supervision of the City Attorney. This will involve the reviewing of Police Reports, conducting pretrial conferences with defendants, prosecution of trials before the Municipal Judge and possibly handling municipal cases that get appealed to the Waukesha County Circuit Court. There will be a minimal amount of research in the handling of these matters.

The Legal Intern will also be responsible for assisting the City Attorney in handling the day to day operations of the office. There will be an emphasis on the research, review and writing of contracts and agreements for the City. The Legal Intern will be responsible for interacting with other City Departments, for the purpose of researching and drafting Municipal Ordinances and Resolutions to be passed by the Government body.

Other tasks will include assignments given to the Legal Intern by the City Attorney in a variety of areas of Municipal Law. The Legal Intern will be allowed to appear, along with the City Attorney, before committees and the Common Council, on occasional situations, should he or she desire this type of experience. Overall, the Legal Intern will gain valuable experience in the essential functions of a Municipal Government Lawyer.

**Minimum Training and Experience Required to Perform Essential Job Functions**

It is required that the Legal Intern have enough credits to have completed the second year of Law School.

Skill in communicating effectively with all levels of personnel.

Ability to establish and maintain effective working relationships.

Ability to process confidential materials with discretion.

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

**Language Ability and Interpersonal Communication**

Ability to assist the City Attorney in how to apply policies, procedures, guidelines and standards, to specific situations.

Ability to communicate orally and in writing with city employees, police, school personnel, and citizens

**Judgment and Situational Reasoning Ability**

Ability to exercise the judgment, decisiveness and creativity required in the analysis of legal issues and the processes involved in resolving those issues

**Physical Requirements**

Ability to operate equipment, such as computers, printers, modems, fax machine, telephone, and calculator/adding machine

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, lifting, carrying, pushing and pulling Ability to sustain prolonged visual concentration and stand for extended periods of time

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, intimidation, toxic agents, electrical currents, hazardous materials, explosives and disease may cause discomfort and poses little risk of injury

The City of Muskego 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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DRAFT**

## Pregnant Workers Fairness Act:

The City of Franklin will provide reasonable temporary accommodations for known limitations related to pregnancy (including termination of pregnancy), childbirth, lactation or the need to express breast milk for a nursing child, or other related medical conditions or medical appointments (including fertility treatments), provided that such accommodations would not create an undue hardship.

The following accommodations will generally be presumed to be reasonable and will be granted as soon as possible and without supporting documentation:

- Carrying or keeping water nearby and drinking
- Additional restroom breaks
- The ability to alternate between sitting and standing
- Breaks to eat and drink

If you need an accommodation, notify your manager or HR. If the need for a particular accommodation is not obvious, you may be asked to provide additional information, such as how it will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, the City of Franklin will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodations. Documentation to support a request for a temporary accommodation may be required, but only when reasonable under the circumstances.

If leave is provided as a reasonable accommodation, it may run concurrently with other leaves provided by federal, state, or local law. The City will not take a retaliatory action against an employee who requests or receives an accommodation under this law.

# Staffing Report

## Data as of June 12th, 2024

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
2	Dispatcher	1/3/24	Retirement	Non-Rep	We have 2 new dispatchers starting on 7/15 and 7/31
1	Chief Plumbing Inspector	10/2/2023	Resignation	Non-Rep	Position is vacant due to the promotion of Justin Ligocki to Director We have not yet been able to fill the position
1	Community Service Officer		Resignation	Non-Rep	Our CSO resigned to take a police officer position at another municipality We are accepting applications for the position until 5/20
1	Desktop & User Support Administrator		Resignation	Non-Rep	We had a contract IT employee that left last summer We have an applicant expected to start on 7/22
3	Police Officer	5/23/24, 6/3/24, 6/7/24	Resignation and Retirement	Police Union	2 officers did not pass probation and Sgt Bath has retired
1	Sewer & Water Tech	2/1/2024	Resignation	Non-Rep	We had some movement within departments and restructuring We are currently looking to hire an Assistant Mechanic for DPW
1	Assistant City Engineer	7/12/2024	Resignation	Non-Rep	Tyler Beinlich has submitted his resignation to pursue another opportunity