

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, WI 53132
Monday, April 21st, 2025 @ 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Welcome to New Member– Alderwoman Michelle Eichmann
- IV. Approval of the Minutes from 3/17/2025
- V. Election of a Vice-Chair due to the departure of Alderman Barber from the Committee
- VI. Revised Job Descriptions for the Administrative Clerk position (including changing title to Administrative Assistant) in the Health Department
- VII. Approval of a New Job Description for a Registered Sanitarian I in the Health Department
- VIII. Rotating Employee Non-Voting Member – Topics requested for discussion:
 - Step pay program
 - Clothing allowance
- IX. Continued Discussion Regarding Potential Changes to the Non-Represented Classification and Compensation Plan

Discussion will focus on a **phased implementation approach** to updating the City's non-represented compensation structure. This includes consideration of a **“Step 1” entry point** within a structured pay range to address compression concerns, promote internal equity, and support long-term planning for recruitment and retention. The Committee will be asked to provide direction on the feasibility and scope of this approach moving forward.
- X. Staffing Report
- XI. Future Agenda Items
- XII. Next Scheduled Meeting Date – May 19th, 2025
- XIII. Adjournment

CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., March 17th, 2025

MINUTES

I. The March 17th, 2025 Personnel Committee Meeting was called to order at 6:08 p.m. by Chair Budny in the Inspection Conference Room's at City Hall. Members present were Chair Budny, Alderman Barber, Alderman Hasan, Members Prusko, Richard, Ferguson and Ireland. Member Heidingsfeld was excused. Also in attendance was Director of Administration Hersh and Human Resources Manager Zahn.

II. Citizen comment period

There were no citizen comments.

III. Welcome to Two New Members – Nora Heidingsfeld and Kayley Ireland

Member Ireland was welcomed to the group and Alderman Barber was thanked for him many years of service to the Committee (as this is his last meeting upon not seeking re-election to Alderman.) No Action Needed

IV. Approval of the Minutes from 2/17/2025

Motion by Alderman Barber and seconded by Member Ferguson to approve the minutes from 2/17/2025 as submitted. Motion Carried: Ayes- All.

V. Revised Job Descriptions for the Secretary positions in the Inspection Services Department and the Planning Department, changing them to Administrative Assistants:

Motion by Alderman Hasan and seconded by Member Ferguson to recommend approval of the revised job descriptions. Motion Carried: Ayes – All.

VI. Continued Discussion Regarding Potential Changes to the Non-Represented Classification and Compensation Plan

Discussion Only. No Action Taken.

VII. Discussion Regarding Employee Suggestions to the City Health Insurance Plan

Discussion Only. No Action Taken.

VIII. Staffing Report

Info provided. No action needed.

IX. Future Agenda Items

X. Next Meeting Date

The next regularly scheduled meeting is planned for April 21st, 2025.

XI. Adjournment

Motion by Member Prusko and seconded by Member Richard to adjourn the Personnel Committee meeting at 7:02 p.m. Motion carried: Ayes-All.

CITY OF FRANKLIN
Job Description

Job Title: Administrative ~~Clerk Assistant (Health Department)~~

Department: Health

Reports To: Director of Health and Human Services ~~Administrator~~

Salary Level: ~~Teamsters Union Contract~~ Salary Grade 3

FLSA Status: ~~Union Non Exempt~~ Non-Exempt

Prepared By: ~~Becky Schermer, Human Resources Coordinator~~ Lauren Gottlieb, Director of Health and Human Services & Dana Zahn, Human Resources Manager

Prepared Date: ~~October 11, 2001~~ October 2023 ~~April 2025~~

Approved By: ~~The City of Franklin Common Council~~

Approved Date: ~~November 7, 2001~~

Summary

~~provides support with the daily activities of the Health Department through a broad range of clerical duties including data entry, filing, telephone coverage, appointment scheduling, registration, and citizen referrals by performing the following duties~~ Performs a variety administrative tasks in relation to Health Department functions through a broad range of duties including insurance billing, data entry, filing, telephone coverage, appointment scheduling, registration, and citizen referrals.

Essential Duties and Responsibilities include the following:

Performs routine clerical and administrative work in answering phones, receiving the public and providing customer assistance, referring when necessary to appropriate persons. Ensures accurate and timely communications are facilitated.

Composes, type, and edits a variety of correspondence, reports, memoranda, and other material requiring moderate judgment as to content, accuracy, and completeness. ~~This includes data entry, desktop publishing and creating presentations using Power Point.~~

Coordinates the office operations, including ordering and maintaining miscellaneous supplies, duplicating, and distributing materials, and maintaining office files.

Schedules clinic appointments and prepare necessary clinic forms in a timely manner.

Performs after-clinic processes, including department documenting and input into the Wisconsin Immunization Registry.

~~Answers telephone and either responds to inquiry or directs caller to appropriate personnel. Receives the public via in-person, phone, email, and other media, Answers questions, provides information, follow up, and directs to other City personnel when necessary.~~ Ensure accurate and timely communications are facilitated.

Assists citizens with walk-in services.

~~Assist in creation of~~ Develops and maintains forms and procedures for documentation and systems for organization as appropriate for operation of the department.

Assists Health Department Staff Members with program development, ~~for example brochures, newsletters, mailings, etc.~~

Assists Health Department staff with the creation of brochures, flyers, newsletters, mailings, etc.

Establishes and maintains filing systems, and control records and indexes. ~~Act as custodian of departmental documents and records.~~ Maintains department documents and records.

Researches and collects price quotes for comparison on department equipment in order to maintain a quality product at the best possible price. Maintains inventory and order office supplies, materials, forms, etc.

Arranges for maintenance of department equipment (ex- printer, fit-test machine, etc)

Assists as needed in the preparation of agendas and transcriptions of minutes for the Board of Health. May be required to attend monthly Board of Health meetings.

Compiles reports of Health Department services, used for community reports, reporting to governmental bodies, and internal planning purposes.

Maintains Department calendar, scheduling and room set-up for Health Department events.

Assists the Director of Health and Human Services Administrator in budget accountability. Includes ~~the filing a balancing of purchase orders and maintaining Grant financial records.~~ Documenting and keeping a filing system of purchase orders and invoices.

Assists with supplemental reports for the annual budget preparation

~~Prepares all billings and purchase orders for processing by finanee. Uses finance software modules for invoice entry, purchase order entry, and general ledger data.~~

Collects payment from citizens and reconciles daily cash reports. Creates and sends invoices on behalf of the Health Department. Receives payments and posts into appropriate Software.

Maintain inventory and documentation of vaccines and pharmaceuticals within the Department. Order supplies necessary for programs, projects, etc. Implement test kit distribution, and communicable disease reports as established by the Health Department. Remains current on confidentiality laws regarding Health Department records and services.

Prepares and submits insurance claims for billing of services. Posts payments into appropriate software.

Remains current on applicable insurance claims regulations and coding.

Acts as one of the administrators for each billing system (ex- Waystar, NGS Medicare, other provider portals, etc.)

Acts as one of the administrators for Health Department software (ex- Software Expressions).

Coordinates, reviews, and processes License Renewal applications for all licensed Retail Food Establishments, Hotels/Motels, and Pools in Franklin. Receives payments and posts into appropriate software.

Corresponds with applicants, owners, and the public to answer general questions regarding licensing, inspections, events, and other department procedures.

Works directly with the Treasurer's office in processing payments for licensing, inspections fees, insurance claims, services, and sales.

Assists in preparation of paperwork required for events within the City of Franklin, for example Civic Celebration and St. Martin's Fair.

Assist citizens with concern and empathy; respect their confidentiality and privacy and communicate with them in a courteous and respectful manner.

Maintain an environment to promote efficiency within the work area.

Process department mail for distribution and mailing Prepares outgoing mail, sorts and distributes incoming mail.

Other duties as assigned by the [Director of Health and Human Services](#) ~~Administrator~~.

Peripheral duties

~~Must be present at all clinics, routinely held the first and third Wednesday of every month.~~
Attend ~~nursing~~ staff meetings.

Site preparation for clinics.

Operate a vehicle to perform errands.

Keep well informed and proficient in computer skills and applications.

Supervisory Responsibilities

Exercises supervision over volunteer and temporary personnel as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); ~~two to four~~one to three years related experience and/or training in a health or human services environment; or equivalent combination of education and experience. ~~Cash handling experience is also preferred.~~

Language Skills

~~Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to read, analyze, and interpret general business procedures. Ability to write reports, business correspondence, and procedure manuals.~~ Ability to effectively present information in one-on-one and small group situations to citizens and other employees of the organization.

Mathematical Skills

~~Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to add, subtract, multiply, and divide in all units of measure. Ability to work with mathematical concepts and apply them in practical situations.~~

Reasoning Ability

~~Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.~~

Computer Skills

To perform this job successfully, an individual must become knowledgeable and proficient ~~at Community Health Agency Management Program, Wisconsin Physicians Service Claims Express, and Wisconsin Immunization Registry Internet software; must be able to learn Govern Software. We are willing to train individuals on the Internet, Govern, and CHAMP programs. in a variety of computer software programs, as well as internet databases (Software Expressions, BS&A, HealthSpace, etc.).~~ Microsoft Word experience is required. Microsoft Excel experience is preferred.

Certificates, Licenses, Registrations

Valid WI Drivers License

Physical Demands

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

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. The noise level in the work

environment is usually moderate.

Other Skills and Abilities

Working knowledge of computers and electronic data processing.

~~Working knowledge of modern office practices and procedures.~~

Working knowledge of Health Department functions.

Working knowledge in insurance billing.

Some knowledge of accounting principles and practices.

Ability to type 45 words per minute.

~~Knowledge of medical termination as demonstrated by work experience, education, or pre-employment test.~~

Ability to work in a high customer contact area.

Ability to protect confidentiality and right to privacy of all clients and staff of the Health Department, consistent with the need for confidentiality in health-related matters.

Ability to organize daily tasks for efficiency, to meet all requirements.

Ability to utilize communication skills in interactions with telephone callers, visitors to the department, and co-workers.

Ability to make independent judgments which have moderate impacts on the organization.

Miscellaneous

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Franklin Job Description

Job Title: Registered Sanitarian I

Department: Health

Reports To: Director of Health & Human Services

Salary Level: Grade 78

FLSA Status: Non-Exempt

Prepared By: ~~Courtney Day, Director of Health and Human Services~~ Lauren Gottlieb, Director of Health and Human Services

Prepared Date: ~~December 12, 2019~~ April 4, 2025

Approved By:

Approved Date:

SUMMARY

The Sanitarian performs specialized and technical services to protect human health and safety; enforces local and state statutes, ordinances, regulations, and rules; investigates human health hazard complaints; assists in food and waterborne outbreak investigations with other public health staff; inspects and licenses all Agent businesses and establishments regulated by the City of Franklin; obtains samples for testing as needed; provides technical assistance and consultation on a variety of environmental health issues under the direct supervision of the Director of Health and Human Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspection and Licensing (70%)

- Conduct inspections of establishments under the operational, regulatory, or licensing control of the City of Franklin including but not limited to: permanent, temporary, and mobile restaurants; retail food establishments; hotels, motels, tourist rooming houses, bed and breakfast; public swimming pools; school kitchens; recreational, educational, and temporary campgrounds; tattoo and body piercing establishments; micro markets; and food vending machines.
- **Maintains the State of Wisconsin required designation of Agent Standard for the FDA Food Code as required by the State of Wisconsin DATCP and assures that all Environmental Health Sanitarian Staff are standardized by successfully completing field standardization exercises.**

- Review license applications and approve, as appropriate, licenses for all new, change-of-operator, and annual renewals for City of Franklin businesses and establishments licensed by the City of Franklin Health Department
- Provide consultation, technical assistance, and training to licensed or inspected establishments within the City of Franklin. **Develop and provide educational material on regulation, policies and other compliance information and provide training to operators as applicable.**
- **Review construction application documents and plan for new or remodeled retail food establishments, public swimming pools and lodging facilities for compliance with applicable State of Wisconsin statutes and codes.**
- Prepare, organize, maintain, and file all necessary reports, documents, and letters as required by the State Agent Program and the City of Franklin Health Department including the review and recommendation of Health Department related policies, procedures, plans, and fees.
- **Complete annual Self-Assessment as required by the State Agent Program and DATCP program audits including development, review and implementation of a work plan and response grid.**
- Conduct investigations of suspected food or waterborne illness associated with licensed operators.
- Act as liaison between state agencies and the City of Franklin Health Department.

Environmental Health Referral and Technical Assistance (20%)

- Investigate environmental complaints and/or provide technical assistance within the City of Franklin related to human health hazards, water quality, waste disposal, pest control, indoor air quality, environmental tobacco smoke, radon, and lead.
- Serve as an advocate for the City of Franklin in environmental health issues.
- Participate in various committees relating to environmental public health issues (**South East Region Environmental Health Task Force,- St. Martin's Fair Commission, WALHDAB EH**)
- **Provide regulation and policy compliance information to engineers, building inspectors, fire marshals, contractors, owners, operators, consultants and independent entities.**
- **Develop, provide and explain educational material on regulation, policies and other compliance information and provide training to operators as applicable.**

Other Duties as Required (10%)

- Provide training, assistance, and consultation to Franklin Health Department staff, and other municipal departments, in the areas of environmental health.
- As directed by the Director of Health and Human Services, provide services within other governmental boundaries as may be required through intergovernmental or other such mutual aid agreements.
- **Maintains Emergency Preparedness Core Public Health Competencies by participating in preparedness training, exercises and assisting in emergency response.**
- **Respond to Environmental Health emergencies on a twenty-four-hour basis in conjunction with local emergency response teams and appropriate state agencies.**
- **Reviews and evaluates violations of City of Franklin Ordinances and Wisconsin Statutes, issues citations, and initiates legal action with Corporation Counsel when warranted and serves as a witness when required.**
- Other duties as assigned by the Director of Health and Human Services.

Minimum Requirements

Education & Experience:

- Graduation from an accredited college or university with a Bachelor's Degree in physical or biological science or environmental health.
- Current registration as a Wisconsin Sanitarian **as required by ATCP 74.08.**
- **Maintain current NIMS/ICS 100, 200, 300, 700 and 800 certifications, if applicable, or the ability to obtain such certification within one year of hire.**
- Two years of employment in the field of environmental health.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of:
 - Various Wisconsin state agencies (Department of Natural Resources; Department of Health Services; Department of Agriculture, Trade and Consumer Protection; Department of Safety and Professional Services)
 - The Wisconsin Food Code as well as other applicable laws, rules, and regulations set forth on the State and Municipal level.
 - Terms and Requirements as related to the Memorandum of Agreement Between the State of Wisconsin Department of Agriculture Trade and Consumer Protection and The Franklin Health Department
 - Epidemiological techniques relative to sampling, interviewing, and evaluating occurrences of food and waterborne disease outbreaks; as well as vector and communicable disease control techniques.
- Language skills:
 - Ability to read, analyze, and interpret professional journals, technical procedures, governmental regulations
 - Ability to write reports, grant applications, business correspondence and procedural manuals
 - Ability to present information and respond to questions from groups of managers, clients, citizens, and/or the general public
- Mathematical and Computer Skills
 - Proficient use of Microsoft Office applications including Word, Outlook, Excel and Internet Explorer
 - Proficient use of public health databases (Share Point, Health Space, etc.)
 - **Proficient use of City of Franklin BS&A Building Inspection database**
 - Calculate basic epidemiologic value including incidence, prevalence, odds ratio, and confidence intervals
- Reasoning Ability
 - Ability to ~~define problems~~ **solve practical problems**, collect data and deal with a variety of variables in situations where only limited standardization exists
 - **Ability to define problems, identify relevant data and information, and carry out appropriate interventions**
 - Ability to prepare and implement projects and programs
- Interpersonal Competencies
 - Use appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds.
- **Availability**

- Must be able to occasionally work weekends and evenings for inspection duties, meetings, communicable disease outbreaks, environmental health emergencies or special events

Certificates, Licenses, and Registrations:

- Licensed as a Registered Sanitarian with the State of Wisconsin Department of Safety and Professional Services or as a Registered Environmental Health Sanitarian through the National Environmental Health Association within 3 years of employment.
- ~~Registered as a Wisconsin Sanitarian under Wis. Adm. Rule, HFS, 160.~~
- Valid WI Driver's License.

Supervision Received:

- Works under the guidance and direction of the Director of Health and Human Services.

Supervision Exercised:

- ~~None~~ May serve as Health Officer Designee for the city City of Franklin, when assigned, in the absence of the Director of Health and Human Services for issues related to licensed establishments.
- Provides direction, consultation, and assistance to sanitarian staff in areas such as program operation, administrative codes, report writing, regulations and training.
- Conducts and approves standardization exercises for all other sanitarian staff while acting as the department standard as required by DATCP. (ATCP 74.08(7))

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee must be independently mobile and is required to sit, walk, and talk or hear. The employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms and taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various facilities. Hand-eye coordination is necessary to operate testing instruments, collecting samples, operating a computer and various pieces of office equipment.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work place is moderate.
- The employee may be required to work outdoors and is occasionally exposed to wet and/or humid conditions.
- The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Staffing Report

Data as of April 17th, 2025

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
2	Light Equipment Operator (or Mechanic)	10/4/2024 & 2/28/2025	Resignation	Non-Rep	2 employees resigned from DPW. 1 applicant has accepted an Asst. Mechanic position. We continue to search for a light equipment operator.
2	Sewer & Water Technician	10/1/2024 & 2/28/2025	Retirement & Resignation	Non-Rep	The S&W Superintendent retired. Glen Beardsley was promoted to Superintendent, Joel Hittman was promoted to Operator II. We will hire a Technician and later this year promote 1 Technician to Operator I
3	Police Officer	1/17/2025, 3/1/25, and 3/23/2025	1 Retirement and 2 Resignations	Police Union	We are currently taking applications from inexperienced applicants who would be selected and have to attend the Police Academy in August or September.
1	Engineering Tech IV	7/1/2025	Retirement	Non-Rep	1 employee has given us notice that he'll retire in July. We have the position posted, have received several applications, and will be interviewing soon.
1	Police Administrative Assistant	8/13/2025	Retirement	Non-Rep	Maureen Schick has announced that she will retire in August. We have not yet started the posting process to fill this position.

