

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, WI 53132
Monday, March 17th, 2025 @ 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Welcome to Two New Members – Nora Heidingsfeld and Kayley Ireland
- IV. Approval of the Minutes from 2/17/2025
- V. Revised Job Descriptions for the Secretary positions in the Inspection Services Department and the Planning Department, changing them to Administrative Assistants
- VI. Continued Discussion Regarding Potential Changes to the Non-Represented Classification and Compensation Plan
- VII. Discussion Regarding Employee Suggestions to the City Health Insurance Plan
- VIII. Staffing Report
- IX. Future Agenda Items
- X. Next Scheduled Meeting Date – April 21st, 2025
- XI. Adjournment

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
7:00 p.m., February 17th, 2025**

MINUTES

- I. The February 17th, 2025 Personnel Committee Meeting was called to order at 7:00 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, and Ferguson. Also in attendance was Mayor Nelson, Director of Administration Hersh, and Human Resources Manager Zahn. Fire Chief Mayer, Lieutenant Polaske, and Director of Health and Human Services Gottlieb were present as the rotating employee representatives.
- II. Citizen comment period

There were no citizen comments.
- III. Welcome to Two New Members – Cathleen Richard and Melissa Ferguson

No Action Needed
- IV. Approval of the Minutes from 12/16/2024

Motion by Alderman Hasan and seconded by Alderman Barber to approve the minutes from 12/16/24 as submitted. Motion Carried: Ayes- All.
- V. Fire Department Employee Non-Voting Representative - Requested topics for discussion only:
 - Retiree insurance
 - Insurance costs
 - Staffing needs for Fire Department
 - Education compensation
Discussion only. No Action Taken.
- VI. Initial Discussion Regarding Potential Changes to the Non-Represented Classification and Compensation Study

Discussion Only. No Action Taken.
- VII. Staffing Report

Info provided. No action needed.
- VIII. Future Agenda Items

More info will be provided on a potential compensation plan. Information regarding topics brought up by Lieutenant Polaske will also be provided.

IX Next Meeting Date

The next regularly scheduled meeting is planned for March 17th, 2025.

X Adjournment

Motion by Member Prusko and seconded by Alderman Barber to adjourn the Personnel Committee meeting at 8:26 p.m. Motion carried: Ayes-All.

CITY OF FRANKLIN
Job Description

Job Title: ~~Secretary~~ Administrative Assistant (Inspections)

Department: Inspection Services

Reports To: Director of Inspection Services

Salary Level: Salary Grade ~~2~~ 3

FLSA Status: Non-Exempt

Prepared By: ~~Scott Satula~~ Justin Ligocki, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~March 2019~~ May 2024

Approved By:

Approved Date:

GENERAL PURPOSE

Provide ~~secretarial~~ administrative support services to ~~achieve in support of~~ department objectives and coordinate office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compose, type, and edit a variety of correspondence, reports, memoranda, and other materials.

Act as primary department representative for incoming phone calls, front counter permit intake, transactions and general customer services.

Receive and perform preliminary checks of building plans, surveys, and specifications submitted for permit applications.

Scan/enter all permit plans into Department software. (plumbing, electrical, residential mechanical and building)

Creates, updates and modifies handouts, forms and applications for public use

Prepare application forms for all permits.

Sort and process incoming/outgoing mail

Approve Web Requests for online permits

Answer phones and direct calls to the appropriate Inspectors/Departments.

Coordinate and schedule inspections to be made by the building, HVAC, plumbing, and electrical inspectors, ~~and engineering technicians, for drive approach permits.~~

Send out emails or make phone calls to contractors or homeowners when permits are ready for pickup.

Responds to email inquiries relating to one & two-family residential construction.

Maintain records and files, including plumbing, building, HVAC, soil erosion, drive approach, culverts, hydrant use, and sign permits.

Maintains a variety of department reports, records, construction plans and surveys.

Establish and maintain filing systems, control records, and indexes.

Prepare various detailed monthly and yearly reports for federal and state governments, local utilities, and city use.

Verify/Issue New One- and Two-Family New Home Building permits with the State of Wisconsin DSPS online system.

Enter and process permit applications (**Residential – New One- and Two-Family Homes, Building, HVAC, Electrical, Plumbing and Mechanical**) into various computer databases and coordinates occupancy reinspections for the inspectors.

Meet with contractors, owners, and the general public to answer general questions regarding building, housing, ~~signs~~, and soil erosion codes.

Coordinate/run the ~~agenda for the~~ Architectural Review Board. **Complete agendas**, mail required notices, and transcribe minutes.

Serve as cashier and post money to appropriate accounts.

Provides backup support to department Permit Technicians.

Other duties as assigned by the Director of Inspection Services.

PERIPHERAL DUTIES

Process various types of permits.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent with specialized course work in general office practice and, two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Must be able to type 40 wpm.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Necessary Knowledge, Skills, and Abilities

Working knowledge of zoning and building codes and the ability to generally explain their requirements.

Skill in operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

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

SUPERVISION RECEIVED

Works under the general supervision of the Director of Inspection Services.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, GIS, and ~~GOVERN~~ BS&A software, copy machine, fax machine, calculator, radio, and telephone.

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 frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

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

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: ~~Secretary~~Administrative Assistant

Department: Planning/Community Development

Reports To: Planning Manager

Salary Level: ~~Teamsters Union Negotiated Rate~~Salary Grade 3

FLSA Status: Non Exempt

Prepared By: ~~Becky Sehermer~~Dana Zahn, Human Resources
~~Coordinator~~Manager & Regulo Martinez, Planning Manager

Prepared Date: ~~July 2, 2001~~March 11, 2025

Approved By:

Approved Date: ~~July 10, 2001~~

Summary Under general direction and supervision of the Planning Manager perform routine clerical, secretarial and administrative work in answering phones, providing customer assistance, data ~~processing~~entry, and record keeping by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Coordinates s the operations of the office.

~~Coordinate and schedule meetings for the Planning Manager.~~

Screens incoming calls and correspondence and responds independently when possible to general inquiries from property owners, citizens, and applicants regarding project status and department processes.

Communicates effectively with the public, board and commission members, and Alderpersons.

Directs preparation of records such as meeting agendas, public hearing notices, meeting minutes, property maps, and resolutions for City meetings, such as Plan Commission, Board of Zoning and Building Appeals, Quarry Monitoring Committee, as well as Parks and Environmental Commission.

Coordinates and schedules meetings for Planning staff, and for the boards and commissions above.

~~Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents.~~

Creates and maintains database and spreadsheet files, such as a log of development applications.

Duplicate and distributes s materials.

Provides clerical support to Planning ~~Division~~ staff.

~~Maintain securities from developers to ensure adequate completion of public improvements.~~

~~Receive-Processes all department applications, and coordinates with applicants when additional information is needed. process paperwork, distribute legal notices, schedule agenda, and coordinate meetings for the Board of Zoning and Building Appeals, and the Plan Commission.~~

~~Receive-Processes fees for zoning all applications, and sends invoices to applicants.~~

~~Prepares and distributes legal notices. Generates mailing list using a Deographic Informatino System (GIS), merges, prints, and mails notices.~~

~~Assists Planning Manager with distribution of applications and inquiries to staff.~~

~~Coordinates with vendors, including printing services and office supplies.~~

~~Enters and processes invoices.~~

~~Records legal documents, such as final plats, CSM's, and easements.~~

Supervisory Responsibilities

This job has no supervisory responsibilities.

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 (2) years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to ~~customers, clients, citizens, applicants,~~ and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of the Internet-Explorer Internet software; and the Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software Office Suite. Experience with BS&A Software and Geographic Information Systems (ArcGIS) is a plus.

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 reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance 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.

The noise level in the work environment is usually moderate.

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.

Staffing Report

Data as of March 12th, 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 We will fill either a LEO or a Mechanic/LEO position, depending on the applications we receive
1	Sewer & Water Technician	10/1/2024	Retirement	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
4	Police Officer	6/7/24, 1/17/2025, 3/1/25, and 3/23/2025	2 Retirements and 2 Resignations	Police Union	Sgt Bath and Captain Morris have retired We've had multiple promotions to Captain, Sgt, and Detective and will now hire new Patrol Officers 1 former officer has applied to return to employment with us Several other applicants will likely need to go thru the Academy in August
1	Administrative Assistant (Engineering)	3/31/2025	Retirement	Non-Rep	Debbie Bitz will be retiring after 38 years of service At this time we are not looking for a replacement.
2	Dispatcher	4/1/2025 & 4/9/2025	Retirement & Resignation	Non-Rep	Dispatcher Boziel has turned in her retirement notification Gabby Mauch started 3/4/25 as her early replacement. Alberto Juarez will be leaving us and another dispatcher has been selected to take his place
1	Engineering Tech IV	7/11/2025	Retirement	Non-Rep	1 employee has given us notice that he'll retire in July We are in the process of reworking job duties and training of our other 2 Techs We will decide which level Tech we need to hire and post the position shortly