



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
April 6, 2015

Committee #2 met on Monday, April 6, 2015 at 4:45 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Amy Mason, Chuck Hull, George Adrian.
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, Utility Office Manager Connie Freagon, Fire Chief Mike Hepfler, Battalion Chiefs Lee Douglas and John Bowe, Fire Department Union Representatives Greg Bowe, Chuck Goettl, Bill Schultz, Gary Bell, John Goodman.

Call to Order: 4:45 PM

1. Request by Fire Department Union to discuss Fire Department Management placement on the Administrative Pay Grid.

Union President Greg Bowe submitted a request for the information used by Committee #2 in placing Fire Department Management Staff on the Administrative Pay Grid. Information including the minutes from that meeting were sent to Mr. Bowe. He indicated his questions were not being answered and requested a meeting with Committee #2. Although the Committee felt his concerns were addressed, they agreed to place the item on the agenda to allow a clarification of the information. Mr. Bowe was looking for information on what items the committee would consider such as a pay study or comparables so they could prepare for their Union negotiations.

No action taken.

2. Discuss request to fill part-time Utility Department position along with any amendments to the job description or possible consolidation with other part-time Utility Department position. Possible recommendations to the Council.

City Engineer/Public Works Director/Utility Manager Rick Rubenzer presented a revised job description along with his recommendation to combine the two part-time Utility Department positions. Currently there are two part-time positions but he believes it would more efficient to combine the two part-time positions into one part-time position. The tasks completed in these positions are interrelated and efficiencies would be gained by having one person completing the job duties. Most benefits are being paid for now between the two positions but there could be a financial impact of up to \$8,000 if a new employee would take the highest cost health insurance plan. It is anticipated the position would be 72% or approximately 27 hours per week. Those hours would be split between the Utility Department at City Hall and the Water Shop Department.

Motion by Adrian/Hull to recommend the Council accept the request from City Engineer/Public Works Director/Utility Manager Rick Rubenzer to combine the Clerk-Typist and Billing Clerk I positions and fill the position. **All present voted aye. Motion carried.**

3. Review draft employee handbook. Possible recommendations to the Council.

The Committee continued discussions from the last meeting regarding the Compensatory Time Policy and the draft of the Employee Handbook. The recommendation of the City's labor attorney to eliminate the "use it or lose it" wording in the proposed Compensatory Time Policy was a bit confusing. That language was removed from the new draft policy and it was agreed that more research could be done and the policy amended in the future. Finance Manager/Treasurer Bauer indicated the Handbook could be amended at any time based on needs and/or law changes. Committee member Adrian asked who would be responsible for amendments or

changes to the Handbook. It was noted the intention is to keep the Handbook Review Committee in place (Rick Rubenzer, Bridget Givens, Dick Hebert, Lynne Bauer) for discussion with issues, concerns or changes to the Handbook.

Motion by Adrian/Mason to recommend the Council adopt the Employee Handbook including the proposed Compensatory Time Policy. **All present voted aye. Motion carried.**

4. Adjournment

Motion by Adrian/Hull to adjourn at 5:22 PM. **All present voted aye. Motion carried.**

**Minutes submitted by,
Amy Mason, Chair**

City of Chippewa Falls
Job Description

Job Title: Billing Clerk I
Department: Public Utilities
Reports To: Office Supervisor/Water Supervisor
FLSA Status:
Approved Date: DRAFT

SUMMARY

The essential functions of this position are listed below and are representative of the knowledge, skill and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

Various customer billing procedures as follows:

- Examine and verify meter readings from meter reports.
- Calculate estimated customer consumption.
- Check consumption for validity.
- Direct or take any action for exception items.
- Enter meter readings onto computer system.
- Sort printed utility bills / delinquency notices for exception items.
- Prepare monthly utility bills for Post Office.
- Prepare delinquency notices for mail service.

Assist in maintenance of customer billing additions and changes on computer.

Assist in meter change out process including handling of change out cards, making appointments,

Aid in direction of water staff to various appointments including notification of Diggers Hotline, SCADA alarms, may schedule diggers hotline for construction projects.

Keep accurate operational worksheets for water distribution system.

Aid in Cross Connection program by keeping accurate schedule, contacting residents and sending non-compliant letters.

Assist in maintaining and schedules daybook for meter readings, meter exchanges or other appointments.

Maintain accurate materials inventory including producing work orders and maps.

Handle customer complaints and inquiries regarding utility bills.

Assist in preparation of payroll.

Maintain various utility files.

Assist and cross-train in Billing Clerk II position.

Operation of an IBM compatible personal computer with a working knowledge of word processing, spreadsheet and database software.

Perform office clerical duties and typing as necessary.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements 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.

COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Should have a basic understanding of Internet/e-mail access and use.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or 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. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

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

CERTIFICATES, LICENCES, REGISTRATIONS

Valid Driver's 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 and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, 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.

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.

