

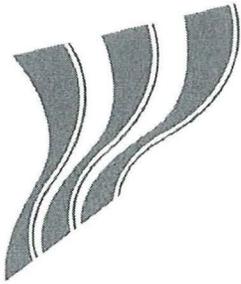
CITY OF WILLMAR

**LABOR RELATIONS COMMITTEE MEETING
4:45 PM, WEDNESDAY, APRIL 29, 2015
CONFERENCE ROOM #1
CITY OFFICE BUILDING**

**Chair: Steve Ahmann
Vice Chair: Jim Dokken
Members: Denis Anderson
Ron Christianson**

AGENDA

1. Meeting Called to Order
2. Public Comment
3. Request to Appoint Interim Fire Chief/Marshal
4. Request to Appoint Interim Director of Emergency Management
5. Request to Fill Fire Chief/Marshall Vacancy
6. Consider Options for Interim City Administrator
7. Consider Process to Fill City Administrator Vacancy
8. Accounting Supervisor Position Classification
9. Senior Technician Position Classification
10. Administrative Assistant to City Administrator Position Classification
11. Administrative Assistant to Police Chief Position Classification
12. Adjourn



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 29, 2015

Attachments: Yes No X

CITY COUNCIL ACTION

Date: May 5, 2015

- | | |
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| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Fire Department

Agenda Item: Request to appoint Interim Fire Chief

Recommended Action: Staff recommends appointing Jeff Gilbertson as the Interim Fire Chief for the City of Willmar.

Background/Summary: Our current Fire Chief Gary Hendrickson has submitted his resignation; his last day in the office is Thursday April 30th. Therefore in order to maintain continuity of operations at the fire department until another Fire Chief is hired it is recommended to name an Interim Fire Chief.

Alternatives:

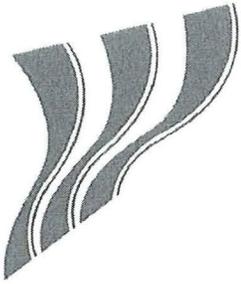
1. Appoint another member of the Fire Department as Interim Fire Chief
2. Do not appoint anyone as Interim Fire Chief and have current officers share Fire Chief responsibilities.

Financial Considerations: It is recommended that the Interim Fire Chief be paid a monthly stipend of \$2,000.00 per month.

Preparer: Gary Hendrickson

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: April 29, 2015
Attachments: Yes No X

CITY COUNCIL ACTION

Date: May 5, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Fire Department

Agenda Item: Request to appoint Interim Director of Emergency Management

Recommended Action: Staff recommends appointing Brad Hanson as Interim Director of Emergency Management for the City of Willmar.

Background/Summary: Our current Director of Emergency Management Gary Hendrickson has submitted his resignation; his last day in the office is Thursday April 30th. Currently Brad Hanson serves as the Deputy Director of Emergency Management and is certified as a Director by Homeland Security and Emergency Management which is a requirement to fulfil the duties of the position. Additionally this position is required per Minnesota Statute Chapter 12.25 which is outlined below.

Chapter 12.25 LOCAL ORGANIZATIONS; DIRECTORS, DUTIES.

Subdivision 1. Political subdivisions; director, responsibilities.

Each political subdivision shall establish a local organization for emergency management in accordance with the state emergency management program, but no town shall establish a local organization for emergency management without approval of the state director. Each local organization for emergency management must have a director appointed forthwith: in a city by the mayor, in a town by the town board, and for a public corporation organized and existing under sections 473.601 to 473.679 by its governing body. The local director is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.

Alternatives:

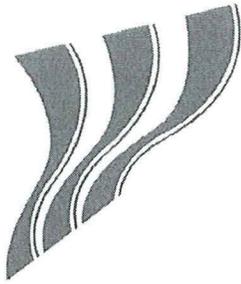
- 1. Appoint someone else as the Interim Deputy Director of Emergency Management

Financial Considerations: It is recommended that the Interim Director of Emergency Management be paid a monthly stipend of \$500.00 per month.

Preparer: Gary Hendrickson

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

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| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Administration

Agenda Item: Fire Chief/Marshal Vacancy

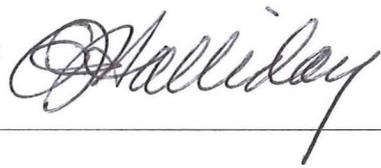
Recommended Action: Authorize staff to proceed with filling the Fire Chief/Marshal position for the City of Willmar and Appoint Assignee.

Background/Summary: As previously reported, the Fire Chief/Marshal has resigned from his position with the City effective May 4, 2015. The staff recommendation is to authorize implementing the hiring procedures to fill this vacancy and assign the Council Member to the interview committee as per the recent policy change for hiring of Department Directors. The initial step would be to post internally for ten (10) calendar days and if internal applications are received, to process them and set up the interview team of 1) Labor Relations Committee assignee, 2) City Administrator, 3) Police Chief and 4) State Fire Marshal.

Alternatives: Don't fill the position and solicit proposals for a professional services contract.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature: 

Comments:

FIRE CHIEF/MARSHAL

Position Title: Fire Chief/Marshal
Department: Fire
Department Head: Fire Chief
Immediate Supervisor: City Administrator
Pay Range: 12 **FLSA Status:** Exempt

<i>APPROVED:</i>	<u>April 5, 2000</u>
<i>REVISED:</i>	<u>Septemeber 2012</u>
<i>REVISED:</i>	
<i>REVISED:</i>	

Purpose

Serves as Department Director with primary responsibility for departmental administration and coordinating the daily activities of the Fire Department to provide fire protection, suppression and prevention for the City and contracting jurisdictions. Trains and supervises firefighters to ensure an effective and efficient operation; surveys building, grounds and equipment to determine departmental needs; and investigate and determines cause of fires. Coordinates City's emergency management plan.

Organizational Relationships

Communicates with: *Internally* - Police Chief and other department directors, police department personnel, Planning and Development Services Department personnel, and the City Attorney
Externally - Other fire chiefs and fire marshals, FIRE Center, state and federal disaster and fire service agencies, state law enforcement agencies, prosecutors, developers and architects and the general public.

Supervises: Building and Equipment Maintenance Worker, ClerkTypist and volunteer firefighters.

ESSENTIAL FUNCTIONS

1. Perform administrative activities
 - A. Plan, coordinate, supervise and evaluate Fire Department programs.
 - B. Create and manage department budget and review with City Administrator for approval by City Council.
 - C. Plan the staffing, organization and function of department's human resources to ensure an efficient and effective program for fire prevention and protection.
 - D. Evaluate the Fire Department training program.
 - E. Establish and maintain mutual aid agreements with neighboring fire departments to ensure adequate response for emergency situations.
 - F. Establish and implement a public information program that is appropriate for both adult and youth regarding fire safety, prevention and emergency activities.
 - G. Establish policies and procedures for the Fire Department in order to implement directives from the City Administrator.
 - H. Work with other City Departments and organizations to plan for the orderly growth of the City.

FIRE CHIEF/MARSHAL

ESSENTIAL FUNCTIONS (continued)

2. Fire Suppression
 - A. Maintain department in a continual state of readiness in order to deal with emergency situations effectively.
 - B. Direct firefighters at scene of fires and emergencies.
 - C. Evaluate fire prevention and control policies by keeping abreast of new methods and incorporate appropriate new methods in department's operation.
 - D. Maintain appropriate records on fire occurrences, equipment, personnel, training and all items relating to the Fire Department.
 - E. Investigate fire code complaints and issue corrective orders when appropriate.

3. Enforce Related Codes and ordinances
 - A. Coordinate with the building and zoning department the enforcement of state and local fire codes when building permits are issued.
 - D. Investigate fire code complaints and issue corrective orders when appropriate.
 - C. Coordinate any changes in the Fire Department and fire code ordinances with the City Administrator.

4. Perform Inspection Activities
 - A. Conduct and/or oversee code enforcement and maintenance inspections of multi-family, commercial and industrial buildings, properties and fire protection systems.
 - B. Perform fire pump, standpipe and sprinkler plan reviews and tests.

5. Coordinate City's Emergency Preparedness Plan
 - A. Establish procedures to respond to hazardous material emergencies.
 - B. Coordinate duties and responsibilities with the City Administrator in order to effectively respond to an emergency situation.
 - C. Work with County Emergency Management Director to maintain and monitor the emergency warning sirens to ensure adequate coverage in case of an emergency.
 - D. Maintain the City's Emergency Operation Plan.
 - E. Maintain the City's Emergency Resource Manual.

6. Perform Budget and Financial Activities
 - A. Compile, prepare and recommend to the City Administrator the overall budget for the Fire Department.
 - B. Monitor and control overall departmental expenditures.

FIRE CHIEF/MARSHAL

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of fire fighting equipment practices, principles, methods and techniques.

Knowledge of fire codes, building and mechanical codes, and fire prevention laws and regulations.

Ability to prepare and implement operating and capital improvement budgets.

Ability to effectively communicate with the public, departmental personnel, City staff, City Council and other governmental agencies.

Ability to prepare technical reports and present reports to the City staff and City Council.

Ability to provide leadership and promote morale among the firefighters.

Ability to develop cooperative relations with the public.

Ability to use a computer.

Ability to train and supervise subordinate personnel.

MINIMUM QUALIFICATIONS

Associate's degree and ten years training and experience with a paid on-call fire department including five years at the rank of Fire Captain or above. An equivalent amount of training and experience may be considered.

Preferred Qualifications

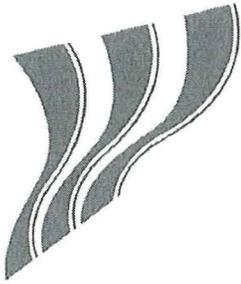
Bachelor's Degree in Fire Science, Public Administration or closely related field. Preferred certifications include: firefighter's fire officer, fire instructor, technical level hazardous materials, fire code inspections, and fire investigation.

Working Conditions

Works indoors at fire station and outdoors while traveling and conducting inspections and investigations. Operates a vehicle for regular transportation needs. Sits, stands and performs a variety of physical movements to conduct fire investigations, building inspections, and training.

Exposure to irritants/fumes, hazardous chemicals, fire and smoke, noise, and electric shock.

Performs some manual digging. Uses all types of visions and senses.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Interim City Administrator

Recommended Action: Enter into a contractual agreement with former City Administrator Michael Schmit and assemble a committee to draft the interim professional services contract..

Background/Summary: The short-term appointment of Interim City Administrator Halliday ends May 6th. Staff has prepared options for the Council to consider. The Council could consider external professionals. The League of Minnesota Cities has presented a list of willing consultants, business firms and available administrators willing to assist the City on a short-term contractual arrangement. Other firms such as PSP (see attachment) have contacted staff and would offer one or more of their talent pool of former administrator's to assist the City on a number of set hours system or a smaller project-based contract. And thirdly, staff contacted former City Administrator Michael Schmit and he is willing to enter into a professional services agreement until the vacancy is filled. Lastly, the Council could choose to continue extending internal appointments.

It is a staff recommendation to contract with Michael Schmit and to assemble a small committee to meet with Mr. Schmit to draft an interim professional services contract. The small committee could be the Mayor, Mayor Pro Tem and perhaps a newly elected Council Member who did not serve during the former City Administrator's public service years. The City Attorney will draft the final agreement after compensation, goals and other issues are vetted and approved by Council.

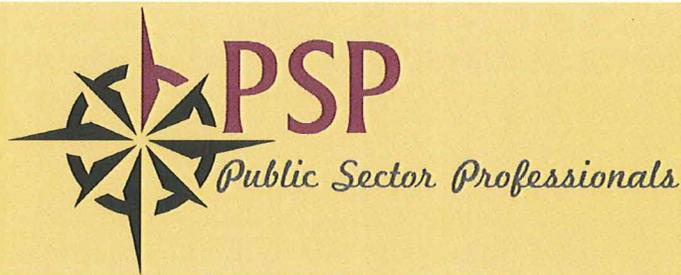
- Alternatives:
- 1) Consider contracting with LMC consultants, business firms, and available administrators short-term.
 - 2) Consider a short-term contract with former City Administrator Michael Schmit.
 - 3) Consider continuation of internal appointments.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



GOOD GOVERNANCE

INNOVATION

ORGANIZATION SUCCESS

Why PSP?

Public Sector Professionals (PSP) feel passionate about **GOOD GOVERNANCE**. Through our *leadership* and *innovative solutions*, we utilize the talent of executive level professionals to maximize organization efficiency and effectiveness.

What We Do

- **Staffing Solutions**
(Contract, Temporary, Temp-To-Hire)
- **Project Management/ Owner's Representative**
- **Special Projects**
(Labor Negotiations, General HR, RFP)
- **Interim City/County Manager**
- **Collaboration Specialists**

"I asked Public Sector Professionals to help manage the business and public outreach for a project here in Edina. The project created a great deal of inconvenience for an attentive and demanding public. I know PSP was successful because all I heard from the affected property owners and residents were compliments and appreciation. That was 100% PSP's work. I'm looking to have them back for phase two of the project "

- Scott Neal, Edina City Manager



Matt Hylan

Matt Hylan served in city and county administration for over 20 years. He is known for his strong leadership skills, team building, collaboration and innovation. Matt is committed to delivering services to our clients that achieve our mission.

About Us

Public Sector professionals (PSP) is a professional consulting firm, providing interim city and county administrator/managers, project management, and special project services.

Our principles are focused on value added solutions, best practices, and utilizing highly qualified professionals. We are passionate about public sector service and working innovatively with clients to provide desired outcomes.

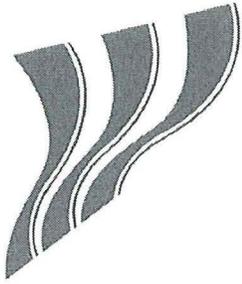
Our approach is needs based and assign professionals to projects with advanced experience and leadership.

What We Value

- ◆ Excellence and Quality in the Delivery of Customer Service
- ◆ Professionalism
- ◆ Ethics and Integrity
- ◆ Responsiveness
- ◆ Commitment
- ◆ Visionary Leadership and Planning

Public Sector Professionals
Matthew Hylan, President
(763) 238-3366

mhylen@ps-professionals.com
www.ps-professionals.com



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

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| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Administration

Agenda Item: City Administrator Vacancy

Recommended Action:

Background/Summary: The City Administrator vacancy requires an action plan to be adopted by the City Council. Attached are the authorizing City Charter Section, City Ordinance, and Job Description. The Ordinance and Job Description should be reviewed for additions or deletions.

The process to fill the vacancy can be either an external or internal process. An **external** process would require staff to prepare an RFP for consultant services to control the process from advertising, collecting applicants' resumes through guiding the Council on interview day. The advantages for candidates are 1) perceived protection of private data for applicants not making the final selection and 2) an assumed ~ two-year salary protection offered by the consultant firm to the top, selected candidate in case of an early dismissal by the Council. The disadvantage is the near \$20,000 cost. (\$4,000 is advertising reimbursements).

The **internal** process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs. The disadvantage would be the reverse of items 1) and 2) above (however, the protection of private data is only their perception as the City protects private data on unselected applicants).

Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature: 

Comments:

Section 2.08. Appointive offices of the Council.

Subdivision 1. [City Administrator.] The City Council shall appoint an officer of the City who shall be called the City Administrator and shall approve the appointments of other Department Head positions that from time to time may be deemed appropriate. Such person shall perform the duties required by the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

ORDINANCE NO. 989

AN ORDINANCE ESTABLISHING THE POSITION OF CITY ADMINISTRATOR IN THE CITY OF WILLMAR.

The City of Willmar does ordain as follows:

Section 1. POSITION OF CITY ADMINISTRATOR ESTABLISHED. The position of City Administrator is hereby established in the City of Willmar.

Section 2. DUTIES AND RESPONSIBILITIES OF THE CITY ADMINISTRATOR. The City Administrator shall have the following duties and responsibilities:

1. He shall exercise supervision, authority and control over all departments and divisions of the City, except Rice Hospital, the Municipal Utilities Commission and the Legal Department.

2. He shall oversee and supervise the hiring, discipline and removal of all employees of the City of Willmar, except hiring, discipline and removal of Municipal Utilities employees, Rice Hospital employees, and employees of the Legal Department. Hiring, discipline and removal of Department Heads shall be subject to approval of the City Council. His duties under this paragraph shall be subject to applicable Civil Service Regulations and other City ordinances.

3. He shall inquire that all laws, regulations and ordinances of the City are enforced.

4. He shall attend all meetings of the City Council, and such committee meetings of the Council as requested.

5. He shall make recommendations to the Council for adoption of such ordinances and resolutions as are in the best interests of the City and to insure and provide for the welfare and well being of the residents of the City.

6. He shall monitor and oversee all contracts which the City is party to, to insure that they are performed in accordance with their terms.

7. He shall cause financial statements of the City to be prepared on a regular basis to keep the Mayor and Council advised of the financial standing of the City.

8. Within the time parameters established by the City Charter and State Statute, he shall coordinate the preparation and submission to the Council of the annual budget.

9. Along with the Mayor, he shall execute all contracts in the name of the City of Willmar.

10. He shall be responsible for the negotiation and settlement of all labor contracts of the City.

11. He shall coordinate all municipal programs and municipal activities of the City.

12. He shall coordinate the relationship between the City and the news media.

13. He shall make application for all state and federal funds available to the City through grant programs.

14. He shall perform such other duties as the City Council may, from time to time, direct.

Section 3. EFFECTIVE DATE. This Ordinance shall be effective upon its adoption and second publication, or on January 1, 1991, whichever date is later.

This Ordinance introduced by Councilman: Enockson.
This Ordinance introduced on: October 3, 1990.
This Ordinance published on: October 9, 1990.
This Ordinance given a hearing on: October 17, 1990.
This Ordinance adopted on: October 17, 1990.
This Ordinance published on: October 23, 1990.

CITY ADMINISTRATOR

Position Title: City Administrator
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Council
Pay Range: 14 **FLSA Status:** Non-exempt

APPROVED: <u>April 5, 2000</u> REVISED: REVISED: REVISED:
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Purpose

Serves as top appointed official performing executive, administrative and professional work with overall responsibility to manage the City's operations and services. Oversees the operations of all City departments through supervision of department directors; participates in Council meetings and meetings of various boards, commissions and committees; executes Council directives and policies; initiates/oversees planning and budgeting activities; oversees human resources and personnel administration activities; and ensures compliance with applicable laws, rules and regulations. (The position's authority excludes administrative responsibility for Rice Hospital and Willmar Municipal Utilities.)

Organizational Relationships

Communicates with: *Internally* - All department directors and City employees, MUC staff, Rice Hospital staff, the Mayor and council members, various board/commission/ committee members, and the City Attorney; *Externally* - County Administrator and officials, other city administrators, numerous state agencies, state legislators, League of Minnesota Cities staff, school district personnel, labor attorney, bond attorney, bond consultant and other contracted consultants, Convention and Visitors Bureau Director, HRA Director, Chamber of Commerce CEO, numerous business and community organizations, media and City residents.
Supervises with full authority: All City employees, directly or indirectly.

ESSENTIAL FUNCTIONS

Undertakes full complement of supervisory functions such as hiring, evaluating, rewarding, promoting, transferring, disciplining, coaching, and assigning/prioritizing work; recommends serious disciplinary action and removal of department directors to City Council.
Oversees city-wide compensation program, performance management program, and personnel policies; negotiates all collective bargaining agreements with assistance of contracted labor attorney and monitors/interprets agreements as needed.
Coordinates the preparation, submission and management of the City's annual budget.
Ensures all applicable laws, rules, regulations and ordinances are followed/enforced.
Oversees and monitors all City contracts, agreements and legal documents.
Attends regular and special meetings of the Council; attends meetings of various boards, commissions and committees as needed; and represents the City at various community meetings.
Make recommendations to the Council for adoption of ordinances and resolutions.
Develops, implements and enforces administrative policies and procedures.

CITY ADMINISTRATOR

ESSENTIAL FUNCTIONS (continued)

Develops a variety of plans, programs and projects relating to infrastructure, other capital improvements, City growth; makes recommendations to the Council; and implements approved actions.

Oversees Rice Hospital and Willmar Municipal Utilities ownership issues.

Reviews, monitors, and participates in legislative issues impacting the City.

Supervises department directors through daily meetings/discussions; review of project statuses, ongoing issues and problem solving; and coordinates work between departments and division as needed.

Communicates and coordinates activities with public and outside agencies: speaks to and participates in local service clubs and the Chamber of Commerce; communicates with county, school, and township personnel; prepares and present news releases and meets with media.

Attends workshops, seminars and other training to keep current on municipal affairs.

Receives and personally responds to complaints and concerns from City residents.

Other Duties and Responsibilities

Participates in professional organizations.

Performs other job-related duties as directed by the Council or apparent.

Required Knowledge, Skills, and Abilities

Thorough knowledge of the City's organizational structure and operations.

Thorough knowledge of the City's ordinances, charter and policies.

Considerable knowledge of public administration, municipal finances, human resources/ personnel administration, civil engineering, public works, wastewater treatment and economic development.

Skill in forecasting operating and capital needs and preparing/administering municipal budgets.

Skill in communicating with a wide variety of groups and individuals, verbally and in writing.

Skill in supervising subordinate personnel and fostering a team approach.

Skill in leadership, planning, and organization.

Ability to analyze complex data and prepare/present reports for decision making.

Ability to communicate and execute Council policies and directives.

Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.

Ability to be flexible and adapt to changing situations/priorities.

Machines, tools and equipment used: computer and printer, phone, fax, copier, calculator, City and personal vehicles.

CITY ADMINISTRATOR

MINIMUM QUALIFICATIONS

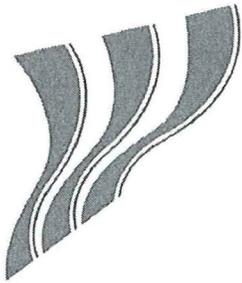
Bachelor's degree in public administration, political science, finance, business administration or closely related field **and** ten or more years of management and supervisory experience in positions of similar complexity.

Preferred Qualifications

Master's degree in public administration **and** demonstrated knowledge of and ability to work with a number of municipal departments and entities.

Working Conditions

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

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| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Finance

Agenda Item: Accounting Supervisor Position Classification

Recommended Action: Mutually agree to classify Accounting Supervisor as Supervisor. Staff is requesting an explanation of the City's position to reclassify the Accounting Supervisor Position to a non-supervisory classification.

Background/Summary: Attachments:

- A) 10/15/2003 City Council Labor Relations Minutes
- B) 10/15/2003 City Council Minutes
- C) 10/20/2003 Accounting Supervisor Job Description
- D) 04/10/2014 Accounting Clerk Job Description
- E) 01/13/2004 Correspondence to Accounting Supervisor from City Administrator
- F) 01/14/2004 Email and Reclassification from City Administrative Assistant to Accounting Supervisor
- G) 01/27/2004 Correspondence from AFSCME in agreement of reclassification
- H) 01/28/2004 Memo to Accounting Clerk from City Administrator putting reclassified position in Dept Head, First Line Supervisor & Confidential Employee Bargaining Group
- I) 01/09/2015 Email in reference to job descriptions.

Alternatives: Disagree on position classification.

Financial Considerations:

Preparer: Steve Okins, Finance Director

Signature:

Comments:

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, October 15, 2003, in Conference Room No.1 at the City Office Building.

Present: Nancy Houlahan Chair
 Denis Anderson Member
 Ron Christianson Council Member
 Jim Dokken Council Member
 Michael Schmit City Administrator

Others present included Municipal Utilities Commissioners Marv Kray, Alice Weiberg and Bob Bonawitz; and General Manager Michael Nitchals.

Item No. 1 Chair Houlahan called the meeting to order at 4:45 p.m. and briefly explained that it's the intent to close the meeting to discuss contract strategies. Council Member Anderson moved to close the meeting at 4:50 p.m. with Council Member Dokken seconding the motion, which carried. Council Member Christianson moved to reopen the meeting at 6:25 p.m. with Council Member Anderson seconding the motion, which carried.

Item No. 2 City Administrator Schmit presented to the Committee a series of recommendations to revise job description and position classification:

- A. Assistant Lab Technician at Wastewater Treatment Plant. The position is being proposed for an upgrade to include additional responsibilities for specific projects (i.e. biofilter and other odor mitigation improvements), work on industrial pretreatment programs, the development and implementation of a phosphorous management plan, and safety training for City employees. (Pay grade 5 to pay grade 6).
- B. Secretary/Receptionist. Additional responsibilities with licensing and permits, liquor applications and certificates of insurance, preparation and publication of legal notices, building permits, annual reports, and bond debt payments. (Pay grade 2 to pay grade 4)
- C. Information Systems Technician. Position being downgraded from Coordinator. The position will continue to maintain the integrity of the City's information systems for all departments including

maintenance, security, and general technical assistance. It will be the intent of staff to use other existing resources and/or outsource for major programming and networking. (Pay grade 8 to pay grade 6)

- D. Accounting Supervisor. Involves major reorganization of Finance Department and upgrades Accounting Clerk to supervisory position overseeing accounts receivable, payroll, accounts payable, and Information Systems Technician. Assists Director with numerous management tasks (i.e. preparation of financial reports, supervision of other employees, and coordination of PC equipment installation and maintenance operations. (Pay grade 4 to pay grade 6).

Following a brief discussion of the proposed changes, Council Member Anderson moved to recommend to the Council adoption of the revised position classifications with Council Member Christianson seconding the motion, which carried.

There being no further business to come before the Committee, Chair Houlahan declared the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Michael Schmit
City Administrator

The Public Works/Safety Committee Report for October 14, 2003, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Labor Relations Committee Report for October 15, 2003, was presented to the Mayor and Council by Council Member Houlahan. There were two items for Council consideration.

Item No. 1 The Committee meeting was called to order at 4:45 p.m. and Chair Houlahan briefly explained that it's the intent to close the meeting to discuss contract strategies. The meeting was then closed at 4:50 p.m. and reopened the meeting at 6:25 p.m. This matter was for information only.

Item No. 2 City Administrator Schmit presented to the Committee a series of recommendations to revise job description and position classification:

- A. Assistant Lab Technician at Wastewater Treatment Plant. The position is being proposed for an upgrade to include additional responsibilities for specific projects (i.e. biofilter and other odor mitigation improvements), work on industrial pretreatment programs, the development and implementation of a phosphorous management plan, and safety training for City employees. (Pay grade 5 to pay grade 6).
- B. Secretary/Receptionist. Additional responsibilities with licensing and permits, liquor applications and certificates of insurance, preparation and publication of legal notices, building permits, annual reports, and bond debt payments. (Pay grade 2 to pay grade 4)
- C. Information Systems Technician. Position being downgraded from Coordinator. The position will continue to maintain the integrity of the City's information systems for all departments including maintenance, security, and general technical assistance. It will be the intent of staff to use other existing resources and/or outsource for major programming and networking. (Pay grade 8 to pay grade 6)
- D. Accounting Supervisor. Involves major reorganization of Finance Department and upgrades Accounting Clerk to supervisory position overseeing accounts receivable, payroll, accounts payable, and Information Systems Technician. Assists Director with numerous management tasks (i.e. preparation of financial reports, supervision of other employees, and coordination of PC equipment installation and maintenance operations. (Pay grade 4 to pay grade 6).

Following a brief discussion of the proposed changes, the Committee was recommending to the Council adoption of the revised position classifications. Council Member Houlahan moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

The Labor Relations Committee Report for October 15, 2003, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Houlahan, seconded by Council Member Chapin, and carried.

The Finance Committee Report for October 16, 2003, was presented to the Mayor and Council by Council Member Anderson. There were five items for Council consideration.

Item No. 1 Pursuant to a previous Committee request, staff presented an analysis of proposed CenterPoint Energy Minnegasco franchise fees. The analysis included per unit costs based on a 4 percent monthly-annual cost versus fixed fees. Following a lengthy discussion, the

City of WILLMAR

ACCOUNTING SUPERVISOR

Position Title: Accounting Supervisor

Department: Finance

Department Head: Finance Director

Immediate Supervisor: Finance Director

Pay Range: 6 **FLSA Status:** ~~Non-exempt~~ **Exempt**

APPROVED:	October 20, 2003
REVISED:	_____
REVISED:	_____
REVISED:	_____

Purpose

- * Performs supervisory technical/clerical work with responsibility for performing moderately complex tasks in accounts receivable, accounts payable, cash receipts, fixed assets, budget support and financial record keeping. Decisions are made in accordance with established procedures although variety and complexity may be great. Independence of work activity is expected. Serves as back-up for payroll. Assists Finance Director in the budgeting process. Serves as a confidential employee.

Organizational Relationships

Communicates with: *Internally* - All City departments, MUC staff and Rice Hospital staff;
Externally - HRA, County and State agencies, ACS, Heritage Bank, auditors and various vendors/suppliers.

Supervises: ~~Accounting Clerk IIB and Accounting Clerk III.~~ **Accounting Clerks**

ESSENTIAL FUNCTIONS

- Assist employees with necessary paperwork for various types of situations (e.g. new hire, termination, retirement, leave-of-absence); explain benefits options; and answer questions or refer to other information sources
- Set up, maintain and terminate employee data reflect changes and adjustments on the AS400, Excel software and the individual employee's physical files; and maintain an employee database
- Perform nightly back-ups on AS400 for off-site back-ups.
- Type finance agendas, make copies and distributes to appropriate people as directed by Supervisor.
- Perform backup duties for payroll processing.
- Monthly reconcile bank statements.
- Maintain detailed fixed asset records on all relevant purchases.
- Calculate interest breakdowns for any interest earnings received; calculate investment breakdowns for any investment that is purchased or cashed; and compiles quarterly Investment/Interest Activity Report for Finance Director.
- Gather, compile and compute the monthly sales/use tax to be reported to the State of Minnesota; process requisition for payment.
- Assist Finance Director with the production of the Annual Financial Statement.
- Process tax settlement by receipting payment, balancing taxes and assessments.

ACCOUNTING SUPERVISOR

ESSENTIAL FUNCTIONS (continued)

Keep records on all contracts/leases/agreements that require billing; maintain summary sheets for reference.

Process journal entries.

Set up new codes as directed by Finance Director and keep current chart of accounts on hand.

Compile year-end interest receivable report for all interest earned on investments.

Respond to employee questions regarding salary and benefits by personally providing information or referring employee to appropriate contract.

Perform monthly closings on financial software.

Run monthly revenue, expenditure and general ledger reports to copy and distribute to Finance Director and

place in appropriate physical files.

Compile monthly balance sheets, income statements and tax-collected graphs for all Funds and Departments; and copy and distribute to appropriate parties.

Answer questions from other departments concerning payables/receivables, fixed assets, Payroll payments, coding of receipts, reports, etc.

Record all bonds (City, MUC, Hospital) by type and payment schedules.

Assign work to employees, including assigning work duties, determining work priorities and assigning work hours.

Direct employees, evaluate assigned work product and exercise the authority to reject the assigned work product which does not meet standards.

Approve requests for vacation and sick leave.

Approve and sign time cards.

Complete and sign probationary employee evaluation forms.

Issue verbal reprimands to employees when necessary and discuss corrective action.

Recommend the issuance of a written reprimand of an employee, the suspension of an employee, and the discharge of an employee.

Serve as the Department's representative at Step 1 of grievance procedure, including responding orally and/or in writing to grievance.

Other Duties and Responsibilities

Works on various projects and miscellaneous tasks as assigned by Finance Director.

Performs other related duties as assigned.

ACCOUNTING SUPERVISOR

Required Knowledge, Skill, and Abilities

Knowledge of accounting practices and procedures including A/R, A/P and payroll.

Skill in operating IBM AS400 computer using Quickbooks Pro, Microsoft Office and PC desktop software and ability to perform some basic troubleshooting.

Skill in handling cash receipts, financial transactions, payroll and fixed assets.

Ability to be flexible in work tasks.

Ability to initiate tasks, works with little supervision and use independent judgment.

Ability to prioritize work tasks and complete with 100% completeness and accuracy.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain effective work relationships with others.

Machines, tools and equipment used: printers, copiers, fax machine, calculators, telephone, wycom box, binding/punching machines, postage scale and typewriter.

MINIMUM QUALIFICATIONS

Associate's degree in accounting **and** a minimum of three years of previous accounting or record keeping experience including the use of personal computers and automated accounting systems.

Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine-motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

City of *WILLMAR*

ACCOUNTING CLERK

Position Title: Accounting Clerk

Department: Finance

Department Head: Finance Director

* **Immediate Supervisor:** Accounting Supervisor

Pay Range: 4 **FLSA Status:** Non-exempt

APPROVED: <u>April 5, 2000</u>
REVISED: <u>May 4, 2009</u>
REVISED: <u>April 10, 2014</u>
REVISED:

Purpose

Performs non-supervisory technical/clerical work with responsibility for performing moderately complex tasks in accounts receivable, accounts payable, cash receipts, fixed assets, budget, Payroll support and financial record keeping. Decisions are made in accordance with established procedures although variety and complexity may be great. Independence of work activity is expected.

Organizational Relationships

Communicates with: *Internally* - all City employees, Rice Hospital, Willmar Municipal Utilities; *Externally* - County personnel, PERA staff, Blue Cross, state and federal agencies, National Benefits, Great West, Minnesota Mutual, MN State Retirement, CDS, Willmar employees' exclusive representatives, MBA, MN NCPERS, BRC, American Business Forms, Berkely Administrators, RCM Data Corporation., H&T Corporation and Print House.

Supervises: None

ESSENTIAL FUNCTIONS

Process the complete payroll cycle by verifying and inputting time sheets, writing checks, printing and distributing reports, updating files and mailing vendor checks, making tax payments and completing/submitting quarterly and annual reports including W-2s. Calculate and or disburse special payments such as clothing allowance, merit pay and back pay.

Answer phone for Finance Department, greet visitors and direct to appropriate staff.

Perform nightly back-ups on AS400 and off-site back-ups

Process billing requests by typing invoices, preparing statements and handling collections.

Process all monthly insurance payments.

Calculate employee salaries and benefits for budgeting purposes as well as actual payment schedules; and review and use collective bargaining agreements for applicable wage and benefit information.

Track employees' paid time off such as personal leave days, vacation and sick leave, donated sick leave hours, and family and medical leave.

Respond to various surveys through telephone contact and completing hard copy questionnaires.

Calculate and submit billing requests for employees who need to be billed for benefits.

Prepare worksheet regarding unemployment reports and salary payments for auditing purposes.

Process daily cash receipts

Process all City bills through verifying and coding invoices, printing checks, maintaining W-9's on vendors, and handling Electronic Fund Transfers.

ACCOUNTING CLERK

ESSENTIAL FUNCTIONS (Continued)

Gather, compile and compute the monthly sales/use tax to be reported to the State of Minnesota; process requisition for payment

Annually calculate project worker's compensation costs.

Verify worker's compensation checks and jury pay checks with contract provisions and time missed from work.

Order all necessary supplies such as blank checks/time sheets/ W-2s, paper and other stock supplies.

Track employee participation in deferred compensation program; make adjustments on computer as needed; and keep up-to-date on relevant government guidelines.

Load upgrades on the AS400 when applicable.

Track certain retirees' benefits; track participants in City's sick leave conversion program, make appropriate adjustments to employees' health insurance premiums; enter information on W-2; and track City's contribution for health insurance premiums under retiree buy-out program.

Provide support for budgeting process; prepare a variety of worksheets relating to employee salaries and benefits; input proposed requests into computer; run computer reports according to various sorts; prepare computer-generated summary sheets; balance totals, including personal services and capital outlay items; and prepare sufficient number of copies of budget.

Prepare worksheets for "Actual Salaries versus Budgeted Salaries" and "Back Pay Costs versus Budgeted Salaries" for journal entries.

Process and maintain the flexible spending accounts program.

Maintain the payroll book, employee numbering book, employee ro-lo-dex and a job duties and instruction book.

Perform year-end special assessments through reconciliation with the general ledger.

Perform year-end expenditure process through balancing fixed asset accounts, printing 1099's and calculating encumbrances and prepaids.

Account for miscellaneous payables and process requisitions for payment.

Keep records on all contracts/leases/agreements that require billing; maintain summary sheets for reference.

Maintain records on Eagle Lake Sewer District, bill the County monthly and processes all correspondence from them relating to the district.

Troubleshoot problems with printers, computers, cash receipts systems and software problems.

Answer questions from other departments concerning payable/receivables, fixed assets, payments, coding of receipts, reports, etc.

Keep up-to-date on law changes and procedural issues by attending class, seminars and other training; and review pertinent correspondence and literature received at office.

Other Duties and Responsibilities

Works on various projects and miscellaneous tasks as assigned by Supervisor personnel

Maintain a list of all Rice Hospital, MUC, and City employees regarding who is on the fuel system. Perform other related duties as assigned or apparent.

ACCOUNTING CLERK

Required Knowledge, Skills and Abilities

Knowledge of and ability to apply departmental policies, procedures and practices as well as provisions of the City's personnel policy, collective bargaining agreements and safety policy.

Knowledge of, and ability to apply to position's work tasks, applicable accounting/bookkeeping procedures, state and federal laws/rules/regulations and insurance company provisions.

Ability to organize and prioritize work tasks and be self-motivated.

Ability to complete tasks in a thorough and timely manner with appropriate level of documentation.

Ability to work on multiple ongoing tasks with sufficient attention to detail.

Ability to understand and follow written and verbal instructions.

Ability to initiate routine tasks and work with little supervision.

Ability to be flexible in work tasks.

Ability to establish and maintain effective working relationships with others.

Ability to use departmental office equipment and machines.

Ability to understand and use City's accounting and network software applications.

Ability to produce work results with 100% completeness and accuracy.

Ability to work with confidential information with an appropriate level of discretion.

Ability to respond, orally and in writing, to employees' payroll-related questions.

Ability to establish effective work relationships with others and exercise appropriate interpersonal and communications skills.

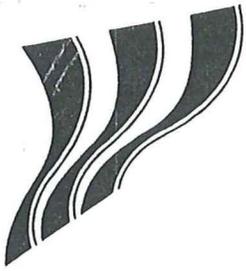
Machines, tools and equipment used: AS400, personal computer, printers, typewriter, copiers, fax, binding machine, calculator and phone.

Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

Minimum Qualifications

Associate's degree in accounting or three to five years of previous accounting experience. Any combination of education and experience may be considered.



CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917

January 13, 2004

Ms. Carol Gluth
Finance Department
333 SW 6th ST
Willmar, MN 56201

Dear Carol:

It seems that we have finally completed our Finance Department reorganization. Finance Director Okins has reviewed those changes with you in a memorandum dated January 13, 2004. Your position classification as Accounting Clerk III has been upgraded to that of Accounting Supervisor effective October 20, 2003. A copy of the new job description is enclosed for your records.

I have contacted AFSCME General to request its concurrence to place the Accounting Supervisor position classification in the Department Head, First Line Supervisor, Confidential Employee (DH, FLS, CE) group. In the event such an agreement is not forthcoming, steps will be taken to seek a unit clarification from the Bureau of Mediation.

For the purposes of adjusting your compensation to reflect these changes in your responsibilities, I am directing the following actions:

1. Effective October 20, 2003, your salary shall be set at \$16.86. That rate shall be adjusted effective January 1, 2004, by any amount negotiated by AFSCME as a 2004 wage adjustment through the date of a new contract approved by Council. In the event you are moved to DH, FLS, CE prior to any AFSCME settlement, the effective date of the change may require Payroll to make a number of calculations when figuring any back-pay required from January 1, 2004.
2. I will order your move to DH, FLS, CE under separate cover as soon as I hear from AFSCME. All benefits accruing under that contract will be available to you at that time. Until then, you will continue under AFSCME General.

Please let me know if you have any questions or are in need of clarification on any of these issues. Again, my apologies for this process having dragged out so long. I offer my congratulations for this move and thank you for your willingness to accept the changes and responsibilities.

Sincerely,

CITY OF WILLMAR

Michael Schmit
City Administrator

MS:ap

Cc: Steve Okins, Finance Director
Diane Jones, Accounting Clerk

Okins Steve

From: Jones Diane [djones@ci.willmar.mn.us]
Sent: Wednesday, January 14, 2004 02:05
To: Steven B. Okins (E-mail)
Subject: FW: Employee Status Sheet

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

From: Peterson Audrey [mailto:Apeterson@ci.willmar.mn.us]
Sent: Tuesday, January 13, 2004 4:10 PM
To: 'Jones, Diane'
Subject: Employee Status Sheet

Please find attached the form for Accounting Supervisor position.

Audrey Peterson
Administrative Assistant
City of Willmar
333 Southwest 6th Street
Willmar, Minnesota 56201
Phone: 320-214-5161 Fax: 320-235-4917
email: apeterson@ci.willmar.mn.us

CITY OF WILLMAR

NEW HIRE, TRANSFER, RECLASSIFICATION,
DEMOTION OR PROMOTION (circle one)

Employee Name: Carol Gluth
Job Title: Accounting Supervisor
Effective Date: October 20, 2003
Range: 6
Pay Rate: \$16.86
Anniversary/Annual Review Date: August 21
Step Increase Date: October 20

*Does not have a 6 mos. Probationary period
→
Accounting Supervisor*

**It is understood that Ms. Gluth would be eligible for her step increase on April 20th, 2004, following completion of a satisfactory six month probationary period. There will be no further step increases through 2004. Beginning in 2005 and thereafter, the step increase date shall resume at October 20th.

Put in D. Neal group on 1/29/04

After discussions with Steve Oline, Finance Director, on 7/30/04, he told me the above documentation has to be followed. I didn't follow it until now because I thought being Carol wasn't in the Account. for group as of 1/28/04 that the above was no longer applicable, but he said it was. I then changed the Attachment A + the Payroll Book for 2004 to reflect a April 20, 2004 raise instead of a 10/20/04 raise like I was going to.

*Diane Jones
Payroll Clerk
10/1/04*



AMERICAN FEDERATION OF
STATE, COUNTY & MUNICIPAL EMPLOYEES
AFL - CIO
MINNESOTA COUNCIL NO. 65

118 CENTRAL AVENUE • NASHWAUK, MINNESOTA 55769
PHONE (218) 885-3242 • FAX (218) 885-3245 • TOLL FREE 1-888-474-3242



January 27, 2004

Michael Schmit City Administrator
City Office Building
Box 755
Willmar, MN 556201

Re: Accounting Supervisor,

Dear Michael:

Having reviewed the above mentioned job description the union would agree to moving the Accounting Clerk III to Accounting Supervisor and removing the classification from the bargaining Unit.

Respectfully,

Jon Anderson
Council 65 Staff Rep.
315 South Park Ave.
Springfield, MN 56087-1416

507-723-6865

Cc: Local Union File
Judy Thompson



Memo

To: Diane Jones, Accounting Clerk
From: Michael Schmit, City Administrator
Date: 1/28/2004
Re: **ACCOUNTING SUPERVISOR POSITION**

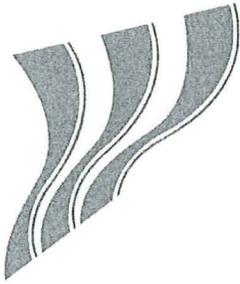
AFSCME has agreed with our decision to change the Accounting Clerk III position classification to Accounting Supervisor and moving the position to the Department Head, First Line Supervisor, Confidential Employee Group. Please make that change deleting one of the two Accounting Clerk III positions from the AFSCME General Unit effective Thursday, January 29, 2004. All other compensation issues related to Ms. Gluth's change in status should be covered in my letter of January 13, 2004. Feel free to call or stop by my office if you have any questions.

Cc: Steve Okins
Carol Gluth

Steve Okins

From: Steve Okins
Sent: Friday, January 09, 2015 4:15 PM
To: Janell Sommers
Cc: Charlene Stevens; Kevin Halliday; Carol Cunningham; Shannon Strei
Subject: Job Descriptions
Attachments: Administrator.doc; Accounting Supervisor.doc; Accounting Supervisor Revised.doc; Arena Manager.doc; Arena Op Supervisor.doc; Assessor Revised 2014.doc; Assessor.doc; CA Admin Asst.doc; Community Senior Center Liaison.doc; Const-Records Manager.doc; Fire Chief Marshal.doc; P D Admin Asst.doc; Recreation Supervisor.doc; Senior Technician.doc; WW Superintendent.doc

Janell it has come to my attention that there are a number a Job Descriptions that are incorrect and should be corrected. The FLSA status should be exempt not non-exempt for all employees that do NOT get overtime pay. I have also included ones where the FLSA status is blank and in my opinion should state it as exempt. The reason I am sending this to you is because the City Administrator's office and the City Clerk's office are the only ones that have authority to make changes on the W:drive, where the Job Descriptions are located. Please check with Charlene and see how she would like to proceed. Thank you in advance. Steve



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Engineering

Agenda Item: Senior Technician Position Classification

Recommended Action: Mutually agree to classify the Senior Technician as Supervisor. Staff is requesting an explanation of the City's position to reclassify the Senior Technician to a non-supervisory classification.

Background/Summary: Attachments:

- A) Minnesota Statutes 179A.03 Definitions Subd. 17 Supervisory Employee
- B) 04/05/2000 Construction/Records Manager Job Description
- C) Engineering Technician Job Description
- D) 08/15/2007 Email and Reclassification from City Administrative Assistant to Accounting Supervisor
- E) 08/15/2007 Correspondence to Senior Technician from City Administrator
- F) 08/20/2007 Correspondence to City Administrator from Senior Technician
- G) 09/07/2007 Senior Technician Job Description

Alternatives: N/A

Financial Considerations: None

Preparer: Sean E. Christensen, P.E.
Public Works Director

Signature:

Comments:

position" includes a substantially equivalent position if it is not the same position solely due to a change in the classification or title of the position; and

(3) an early childhood family education teacher employed by a school district.

[See Note.]

Subd. 15. **Public employer or employer.** (a) "Public employer" or "employer" means:

(1) the state of Minnesota for employees of the state not otherwise provided for in this subdivision or section 179A.10 for executive branch employees;

(2) the Board of Regents of the University of Minnesota for its employees;

(3) the state court administrator for court employees;

(4) the state Board of Public Defense for its employees;

(5) Hennepin Healthcare System, Inc.; and

(6) notwithstanding any other law to the contrary, the governing body of a political subdivision or its agency or instrumentality which has final budgetary approval authority for its employees. However, the views of elected appointing authorities who have standing to initiate interest arbitration, and who are responsible for the selection, direction, discipline, and discharge of individual employees shall be considered by the employer in the course of the discharge of rights and duties under sections 179A.01 to 179A.25.

(b) When two or more units of government subject to sections 179A.01 to 179A.25 undertake a project or form a new agency under law authorizing common or joint action, the employer is the governing person or board of the created agency. The governing official or body of the cooperating governmental units shall be bound by an agreement entered into by the created agency according to sections 179A.01 to 179A.25.

(c) "Public employer" or "employer" does not include a "charitable hospital" as defined in section 179.35, subdivision 2, except that a charitable hospital as defined by section 179.35, subdivision 2, is a public employer for purposes of sections 179A.051, 179A.052, and 179A.13.

(d) Nothing in this subdivision diminishes the authority granted pursuant to law to an appointing authority with respect to the selection, direction, discipline, or discharge of an individual employee if this action is consistent with general procedures and standards relating to selection, direction, discipline, or discharge which are the subject of an agreement entered into under sections 179A.01 to 179A.25.

[See Note.]

Subd. 16. **Strike.** "Strike" means concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

Subd. 17. **Supervisory employee.** "Supervisory employee" means a person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of

other employees' grievances on behalf of the employer. To be included as a supervisory function which the person has authority to undertake, the exercise of the authority by the person may not be merely routine or clerical in nature but must require the use of independent judgment. An employee, other than an essential employee, who has authority to effectively recommend a supervisory function, is deemed to have authority to undertake that supervisory function for the purposes of this subdivision. The administrative head of a municipality, municipal utility, or police or fire department, and the administrative head's assistant, are always considered supervisory employees.

The removal of employees by the employer from a nonsupervisory appropriate unit for the purpose of designating the employees as "supervisory employees" shall require either the prior written agreement of the exclusive representative and the written approval of the commissioner or a separate determination by the commissioner before the redesignation is effective.

Subd. 18. **Teacher.** "Teacher" means any public employee other than a superintendent or assistant superintendent, principal, assistant principal, or a supervisory or confidential employee, employed by a school district:

(1) in a position for which the person must be licensed by the Board of Teaching or the commissioner of education; or

(2) in a position as a physical therapist, occupational therapist, art therapist, music therapist, or audiologist.

Subd. 19. **Terms and conditions of employment.** "Terms and conditions of employment" means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. "Terms and conditions of employment" is subject to section 179A.07.

Subd. 20. MS 2006 [Renumbered subd 5a]

History: 1984 c 462 s 4; 1986 c 444; 1987 c 186 s 15; 1987 c 384 art 2 s 1; 1988 c 605 s 4; 1989 c 255 s 2; 1990 c 377 s 1; 1991 c 308 s 2; 1992 c 582 s 3-5; 1993 c 12 s 1; 1995 c 212 art 4 s 64; 1995 c 226 art 6 s 3; 1996 c 425 s 7; 1997 c 7 art 1 s 81,82; 1997 c 156 s 3; 1998 c 355 s 1; 1998 c 386 art 2 s 65; 1998 c 398 art 5 s 55; 1Sp1998 c 1 art 3 s 20; 1999 c 216 art 7 s 3-6; 1999 c 221 s 5; 2000 c 345 s 1; 2003 c 130 s 12; 2005 c 125 art 1 s 29; art 2 s 1-3,10; 1Sp2005 c 5 art 7 s 16; 1Sp2005 c 6 art 3 s 81; 1Sp2005 c 7 s 34; 2009 c 95 art 2 s 35; 2014 c 211 s 1-3,13; 2014 c 219 s 1; 2014 c 247 s 1

NOTE: Subdivision 2a, as added by Laws 2014, chapter 211, section 1, and the amendments to subdivisions 14 and 15 by Laws 2014, chapter 211, sections 2 and 3, are effective July 1, 2015. Laws 2014, chapter 211, section 13.

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City of WILLMAR

CONSTRUCTION/RECORDS MANAGER

Position Title: Engineering Technician
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 8 **FLSA Status:**

APPROVED:	April 5, 2000
REVISED:	
REVISED:	
REVISED:	

Purpose

Performs first-level supervisory and technical work with primary responsibility for the daily management of the department's design, survey, and construction activities. Oversees/participates in the inspection of construction projects. Responds to and resolves problems/concerns from general public and contractors/developers. Ensures project compliance and assures the maintenance and preservation of all department records. Supervises engineering technicians by assigning and reviewing work.

Organizational Relationships

Communicates with: *Internally* - other City departments and directors; *Externally* - contractors, MPCA, MN Department of Transportation, Board of Health, Willmar Municipal Utilities, consulting engineers and general public.

Supervises: Engineering technicians

ESSENTIAL FUNCTIONS

Supervise design and survey work; construction, inspection and contract administration; and keeping of records of contract quantities, quality of work being done.
Report on miscellaneous projects throughout the season.
Pre-construction – project history and prepare reports; draft and design on computer (AutoCAD, eagle point); and estimate project costs and break down.
Prepare assessment rolls and assessment amounts; items for improvement hearings and assessment hearings; and prepare final projects for bid.
Prepare specification and proposals for project; permits for MPCA and board of health; highway permits; easements and storm sewer permits; and R/R permits.
Conduct inspections while projects are under construction; keep track of all quantities and measurements; change in design; and make sure all materials used meet specifications.
Prepare pay estimates for contractor during construction and final project at time of completion.
Respond to questions, changes and concerns of public while construction is underway.
Verify as-built drawings are correct; reports and estimates are completed and correct; and projects are finalized out and paper trail is complete.
Answer questions for walk-in public such as plumbers, realtors and contractors.
Fill in on building inspection and miscellaneous projects by other departments.

Other Duties and Responsibilities

Performs duties of engineering technician as needed.
Performs other related duties as assigned by Supervisor or as apparent.

CONSTRUCTION/RECORDS MANAGER

Required Knowledge, Skills and Abilities

Knowledge of, and ability to apply, engineering standards/practices/techniques, MN DOT specifications book, MN DOT schedule of materials testing, software operating manual, MN DOH Permit, MPCA permit, MN DOT permit NPDES permit, and ADA requirements.

Knowledge of, and ability to understand, engineering manuals, applicable state and federal regulations, and City ordinances and policies.

Knowledge of, and ability to understand, plans, grades, construction practices, codes and specifications.

Certification in bituminous, concrete, grading and base required to work on state aid projects.

Ability to organize and coordinate the work of others.

Machines, tools and equipment used: survey and materials testing equipment, computers and software, vehicles, telephone and fax, copiers and calculator.

MINIMUM QUALIFICATIONS

High school degree or equivalent **and** two years of post secondary training in mathematics, drafting, surveying and civil engineering design **and** six years experience in design and construction of municipal projects. An equivalent combination of education and experience may be substituted. Must possess or obtain with one year: MN DOT certifications (Level I & II), Bituminous Plant, Bituminous Street, Concrete Field, Grading and Base.

Preferred Qualifications

Two or more years of supervisory experience.

Working Conditions

Time is spent indoors in a typical office setting and outdoors while surveying and monitoring/inspecting construction projects. Spends extended period of time sitting at computer and drafting surfaces and standing/walking at work sites. Performs a variety of physical movements, including lifting objects such as survey/engineering equipment. Exposure to weather conditions and noise. Uses large and fine motor skills and many types of vision and hearing.

City of *WILLMAR*

ENGINEERING TECHNICIAN

Position Title: Engineering Technician
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Records/Construction
Manager
Pay Range: 6 FLSA Status: Non-exempt

APPROVED:	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

Purpose

Performs non-supervisory technical and administrative work to carry out surveying, drafting and inspecting responsibilities. Gathers information on alignment topography, vertical control, horizontal control and stake out. Prepares plans and specifications for public improvement projects. Inspects projects for compliance with plans/specifications and assure quality control measures are followed. Designs and drafts future projects. Assists in contract administration.

Organizational Relationships

Communicates with: *Internally* - Public Works Director and other department directors, MUC supervisory staff, Public Works, Wastewater Treatment, Leisure Services, and Planning and Development staff; *Externally* - contractors, property owners, County personnel, MN Department of Transportation, Pollution Control Agency, land surveyors, consulting engineers, plumbers, and the general public.
Supervises: None (provides work direction to part-time employees)

ESSENTIAL FUNCTIONS

Use a variety of instruments and equipment to perform field surveying; record complete and accurate field data; stake out the alignment and placement of various infrastructure items; and locate sewer lines before digging.
Prepare plans and specifications for major and minor projects: analyze field data, drafts and designs plans, and review/rewrite specifications.
Develop cost estimates for projects by checking project quantities and assigning values.
Inspect and monitor progress of multiple projects: compliance with plans and specifications; record project quantities; keep records for as-builts; discuss projects with residents; and prepare contractor pay estimates.
Update as-builts by making changes or additions to plans, maps and other files.
Review pay items with contractor to prepare final project cost and payment reports.
Locate information on rights-of-way and easements; interprets maps and writes land descriptions.
Assist in rating streets for maintenance needs such as seal coating, overlay, and reconstruction.
Prepares projects for other City departments.

Other Duties and Responsibilities

Assist with building inspections when requested.
Oversee various projects such as tank removals and pollution issues.
Answer questions about existing and planned utilities.

ENGINEERING TECHNICIAN

Required Knowledge, Skills and Abilities

Performs other related duties as assigned by Supervisor or as apparent.

Knowledge of, and ability to apply, engineering standards/practices/techniques, MN DOT specifications book, MN DOT schedule of materials testing, software operating manual, MN DOH Permit, MPCA permit, MN DOT permit NPDES permit, and ADA requirements.

Knowledge of, and ability to understand, engineering manuals, applicable state and federal regulations, and City ordinances and policies.

Knowledge of construction practices and procedures and City requirements.

Skill in using a transit, level, drafting tools, large copy machine, computer, van, calculator and iron detector.

Skill in operating a variety of survey and computer equipment and software.

Ability to coordinate public projects.

Ability to maintain MN DOT certification for work on State Aid projects.

Ability to prioritize and carry out work assignments, individually and as a team.

Ability to use City vehicles for inspection and transporting equipment.

Machines, tools and equipment used: computers and software, vehicles, telephone and fax, copiers and calculators.

MINIMUM QUALIFICATIONS

High school degree or equivalent **and** two-year technical degree in drafting, civil engineering or closely related field **and** five years of engineering experience.

Working Conditions

Time is spent indoors in a typical office setting and outdoors while surveying and monitoring construction projects. Spends extended period of time sitting at computer and drafting surfaces and standing/walking at work sites. Performs a variety of physical movements, including lifting objects such as survey/engineering equipment. Exposure to weather conditions and noise. Uses large and fine motor skills and many types of vision and hearing.

Diane Jones

From: Audrey Peterson
Sent: Wednesday, August 15, 2007 2:13 PM
To: Diane Jones
Cc: Curly Wittman; Steve Okins
Subject: Senior Technician Position

Diane,

I checked with Mr. Schmit regarding the matter of what bargaining group the Senior Technician will be placed. It is his intension that the Senior Technician will be included in the Department Head, First Line Supervisor and Confidential Employee Bargaining Group. If you should have any questions, please feel free to contact me. Thanks, Audrey

 Willmar Audrey Peterson
Administrative Assistant
City of Willmar
333 Southwest 6th Street
Willmar, Minnesota 56201
Phone: 320-214-5161 Fax: 320-235-4917
Email: apeterson@ci.willmar.mn.us

8/15/2007



WILLMAR

CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917

August 15, 2007

Mr. Lynden Wittman
604 24th Street SE
Willmar, MN 56201

Dear Mr. Wittman:

Pursuant to a recommendation from Public Works Director Mel Odens, I am pleased to offer you the position of Senior Technician. This appointment will be effective September 7, 2007, and that September 7th date will become your new anniversary date. The Senior Technician position is in Range 8 of our classification system and you will be placed at Step 6. Placement on the schedule is intended to reflect, in part, your extended years of service with the City. Following current employment contract guidelines, your salary will be \$25.25 hourly, and adjusted accordingly for any future wage and anniversary adjustments. As per the City's Personnel Policy this promotional appointment is subject to a six-month probationary period. Please confirm, in writing, your acceptance of these basic conditions.

I congratulate you on your appointment to the Senior Technician position and extend my best wishes for many more years of success with the City of Willmar.

Sincerely,

CITY OF WILLMAR

Michael Schmit
City Administrator

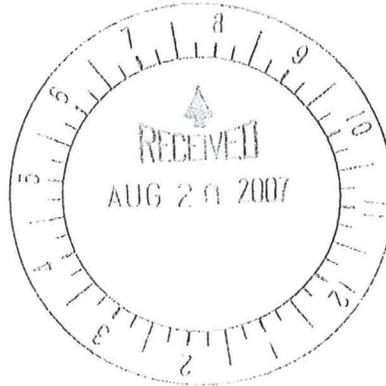
*See attached
e mail. This
position is in the
D.H. group - should
have a "step". That
group isn't on a step
system.*

MS:ap

Cc: Public Works Director Mel Odens
Accounting Clerk Diane Jones



August 20, 2007



Mr. Michael Schmit
City Administrator
City of Willmar
Box 755
Willmar, MN 56201

Dear Mr. Schmit:

I am writing this letter to thank you for the offer of the Senior Technician position with the City of Willmar Engineering Department.

I accept the position with the terms stated in your letter of August 15, 2007. Also, as we discussed, the Contract and Agreement for the Department Heads, Supervisors and Confidential Employees will be amended to reflect that the position of Construction / Records Manager is now called Senior Technician.

I look forward to contributing to the future growth and improvement of Willmar.

Sincerely,

A handwritten signature in cursive script that reads "Lynden Wittman".

Lynden Wittman

City of WILLMAR

This was replaced (or left open ended??) when T.O'Malley retired

CONSTRUCTION/RECORDS MANAGER

Position Title: Engineering Technician
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 8 FLSA Status:

APPROVED:	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

*on 9/1
9/7/07*

Senior Technician was implemented

Purpose

Performs first-level supervisory and technical work with primary responsibility for the daily management of the department's design, survey, and construction activities. Oversees/participates in the inspection of construction projects. Responds to and resolves problems/concerns from general public and contractors/developers. Ensures project compliance and assures the maintenance and preservation of all department records. Supervises engineering technicians by assigning and reviewing work.

Organizational Relationships

Communicates with: *Internally* - other City departments and directors; *Externally* - contractors, MPCA, MN Department of Transportation, Board of Health, Willmar Municipal Utilities, consulting engineers and general public.
Supervises: Engineering technicians

ESSENTIAL FUNCTIONS

- Supervise design and survey work; construction, inspection and contract administration; and keeping of records of contract quantities, quality of work being done.
- Report on miscellaneous projects throughout the season.
- Pre-construction - project history and prepare reports; draft and design on computer (AutoCAD, eagle point); and estimate project costs and break down.
- Prepare assessment rolls and assessment amounts; items for improvement hearings and assessment hearings; and prepare final projects for bid.
- Prepare specification and proposals for project; permits for MPCA and board of health; highway permits; easements and storm sewer permits; and R/R permits.
- Conduct inspections while projects are under construction; keep track of all quantities and measurements; change in design; and make sure all materials used meet specifications.
- Prepare pay estimates for contractor during construction and final project at time of completion.
- Respond to questions, changes and concerns of public while construction is underway.
- Verify as-built drawings are correct; reports and estimates are completed and correct; and projects are finalized out and paper trail is complete.
- Answer questions for walk-in public such as plumbers, realtors and contractors.
- Fill in on building inspection and miscellaneous projects by other departments.

Other Duties and Responsibilities

- Performs duties of engineering technician as needed.
- Performs other related duties as assigned by Supervisor or as apparent.

CONSTRUCTION/RECORDS MANAGER

Required Knowledge, Skills and Abilities

Knowledge of, and ability to apply, engineering standards/practices/techniques, MN DOT specifications book, MN DOT schedule of materials testing, software operating manual, MN DOH Permit, MPCA permit, MN DOT permit NPDES permit, and ADA requirements.

Knowledge of, and ability to understand, engineering manuals, applicable state and federal regulations, and City ordinances and policies.

Knowledge of, and ability to understand, plans, grades, construction practices, codes and specifications.

Certification in bituminous, concrete, grading and base required to work on state aid projects.

Ability to organize and coordinate the work of others.

Machines, tools and equipment used: survey and materials testing equipment, computers and software, vehicles, telephone and fax, copiers and calculator.

MINIMUM QUALIFICATIONS

High school degree or equivalent **and** two years of post secondary training in mathematics, drafting, surveying and civil engineering design **and** six years experience in design and construction of municipal projects. An equivalent combination of education and experience may be substituted. Must possess or obtain with one year: MN DOT certifications (Level I & II), Bituminous Plant, Bituminous Street, Concrete Field, Grading and Base.

Preferred Qualifications

Two or more years of supervisory experience.

Working Conditions

Time is spent indoors in a typical office setting and outdoors while surveying and monitoring/inspecting construction projects. Spends extended period of time sitting at computer and drafting surfaces and standing/walking at work sites. Performs a variety of physical movements, including lifting objects such as survey/engineering equipment. Exposure to weather conditions and noise. Uses large and fine motor skills and many types of vision and hearing.

City of WILLMAR

SENIOR TECHNICIAN

Position Title: Senior Technician
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 8 **FLSA Status:**

APPROVED:	September, 2007
REVISED:	
REVISED:	
REVISED:	

Purpose

- * Performs first-level supervisory and technical work with primary responsibility for the daily management of the department's design, survey, and construction activities. Oversees/participates in the inspection of construction projects. Responds to and resolves problems/concerns from general public and contractors/developers. Ensures project compliance and assures the maintenance and preservation of all department records. Supervises engineering technicians by assigning and reviewing work.

Organizational Relationships

- Communicates with: *Internally* - other City departments and directors; *Externally* - contractors, MPCA, MN Department of Transportation, Board of Health, Willmar Municipal Utilities, consulting engineers and general public.
- * Supervises: Engineering technicians

ESSENTIAL FUNCTIONS

- Assist City Engineer to develop and coordinate street and infrastructure program.
- Develop Request for Proposals (RFP) for consulting work and review consultants' pay requests.
- Supervise design and survey work; construction, inspection and contract administration; and keeping of records of contract quantities, quality of work being done.
- Report on miscellaneous projects throughout the season.
- Pre-construction – project history and prepare reports; draft and design on computer (AutoCAD); and estimate project costs and break down.
- Prepare assessment rolls and assessment amounts; items for improvement hearings and assessment hearings; and prepare final projects for bid.
- Prepare specification and proposals for project; permits for MPCA and board of health; highway permits; easements and storm sewer permits; and R/R permits.
- Conduct inspections while projects are under construction; keep track of all quantities and measurements; change in design; and make sure all materials used meet specifications.
- Prepare pay estimates for contractor during construction and final project at time of completion.
- Respond to questions, changes and concerns of public while construction is underway.
- Verify as-built drawings are correct; reports and estimates are completed and correct; and projects are finalized-out and paper trail is complete.
- Answer questions for walk-in public such as plumbers, realtors and contractors.
- Fill in on building inspection and miscellaneous projects by other departments.

SENIOR TECHNICIAN

Other Duties and Responsibilities

Performs duties of engineering technician as needed.

Performs other related duties as assigned by Supervisor or as apparent.

Required Knowledge, Skills and Abilities

Knowledge of, and ability to apply, engineering standards/practices/techniques, MN DOT specifications book, MN DOT schedule of materials testing, software operating manual, MN DOH Permit, MPCA permit, MN DOT permit NPDES permit, and ADA requirements.

Knowledge of, and ability to understand, engineering manuals, applicable state and federal regulations, and City ordinances and policies.

Knowledge of, and ability to understand, plans, grades, construction practices, codes and specifications.

Certification in bituminous, concrete, grading and base required to work on state aid projects.

Ability to organize and coordinate the work of others.

Machines, tools and equipment used: survey and materials testing equipment, computers and software, vehicles, telephone and fax, copiers and calculator.

MINIMUM QUALIFICATIONS

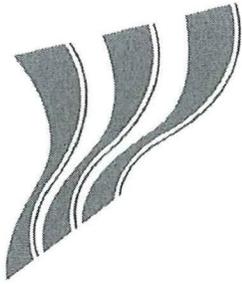
High school degree or equivalent **and** two years of post secondary training in mathematics, drafting, surveying and civil engineering design **and** six years experience in design and construction of municipal projects. An equivalent combination of education and experience may be substituted. Must possess or obtain with one year: MN DOT certifications (Level I & II), Bituminous Plant, Bituminous Street, Concrete Field, Grading and Base.

Preferred Qualifications

Two or more years of supervisory experience.

Working Conditions

Time is spent indoors in a typical office setting and outdoors while surveying and monitoring/inspecting construction projects. Spends extended period of time sitting at computer and drafting surfaces and standing/walking at work sites. Performs a variety of physical movements, including lifting objects such as survey/engineering equipment. Exposure to weather conditions and noise. Uses large and fine motor skills and many types of vision and hearing.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Administration

Agenda Item: Administrative Assistant Position Classification

Recommended Action: Mutually agree to classify the Administrative Assistant as Supervisor.

Background/Summary: Attachments:

- A) Minnesota Statutes 179A.03 Definitions Subd. 17 Supervisory Employee
- B) April, 2000, Revised November, 2013 Administrative Assistant Job Description
- C) LMC Human Resources Reference Manual – Labor Relations Supervisory Definition
- D) "Minnesota Cities" publication – "What's the Definition of a Supervisor"
- E) Page one of Job Descriptions for Secretary/Receptionist, Clerk-Permit Assistant and Public Works Secretary

Alternatives: N/A

Financial Considerations: None

Preparer: Sean E. Christensen, P.E.
Public Works Director

Signature:

Comments:

(d) Nothing in this subdivision diminishes the authority granted pursuant to law to an appointing authority with respect to the selection, direction, discipline, or discharge of an individual employee if this action is consistent with general procedures and standards relating to selection, direction, discipline, or discharge which are the subject of an agreement entered into under sections 179A.01 to 179A.25.

[See Note.]

Subd. 16. **Strike.** "Strike" means concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

Subd. 17. **Supervisory employee.** "Supervisory employee" means a person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer. To be included as a supervisory function which the person has authority to undertake, the exercise of the authority by the person may not be merely routine or clerical in nature but must require the use of independent judgment. An employee, other than an essential employee, who has authority to effectively recommend a supervisory function, is deemed to have authority to undertake that supervisory function for the purposes of this subdivision. The administrative head of a municipality, municipal utility, or police or fire department, and the administrative head's assistant, are always considered supervisory employees.

The removal of employees by the employer from a nonsupervisory appropriate unit for the purpose of designating the employees as "supervisory employees" shall require either the prior written agreement of the exclusive representative and the written approval of the commissioner or a separate determination by the commissioner before the redesignation is effective.

Subd. 18. **Teacher.** "Teacher" means any public employee other than a superintendent or assistant superintendent, principal, assistant principal, or a supervisory or confidential employee, employed by a school district:

(1) in a position for which the person must be licensed by the Board of Teaching or the commissioner of education; or

(2) in a position as a physical therapist, occupational therapist, art therapist, music therapist, or audiologist.

Subd. 19. **Terms and conditions of employment.** "Terms and conditions of employment" means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. "Terms and conditions of employment" is subject to section 179A.07.

Subd. 20. MS 2006 [Renumbered subd 5a]

History: 1984 c 462 s 4; 1986 c 444; 1987 c 186 s 15; 1987 c 384 art 2 s 1; 1988 c 605 s 4; 1989 c 255 s 2; 1990 c 377 s 1; 1991 c 308 s 2; 1992 c 582 s 3-5; 1993 c 12 s 1; 1995 c 212 art 4 s 64; 1995 c 226 art 6 s 3; 1996 c 425 s 7; 1997 c 7 art 1 s 81,82; 1997 c 156 s 3; 1998 c 355 s 1; 1998 c 386 art 2 s 65; 1998 c

ADMINISTRATIVE ASSISTANT

Position Title: Administrative Assistant
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Administrator
Pay Range: 7 **FLSA Status:** Non-exempt

<i>APPROVED:</i> April 5, 2000 <i>REVISED:</i> November 2013 <i>REVISED:</i> <i>REVISED:</i>

Purpose

Performs supervisory, administrative, secretarial, and clerical work with primary responsibility for supporting the City Administrator. Also contacts or is contacted by individuals of all levels, regularly representing and acting on behalf of the City Administrator. Serves as a confidential employee.

Organizational Relationships

Reports to: City Administrator

Communicates with: *Internally* - All department directors, City Attorney, other City employees, Rice Hospital and Municipal Utilities personnel; *Externally* - Various state agencies and state legislators, many county departments, local business and community organizations, local schools and college, League of Minnesota Cities and Coalition of Greater MN Cities, labor/financial and other contracted consultants, and local media.

Supervises: Secretary/Receptionist, Clerk-Stenographer and Clerk-Stenographer II.

ESSENTIAL FUNCTIONS

Assist in developing and monitoring administrative policies and procedures of City; assists with development of operational plans.

Evaluate state and federal programs to determine feasibility for City.

Conduct, research, coordinate and prepare special reports.

Perform liaison activities between various departments within the City proper, the Municipal Utility and Rice Hospital; and assist City departments with program planning and evaluation.

Coordinate activities with the Mayor and Council as directed by the City Administrator.

Maintain the personnel policy and procedures manual, the City's compensation program and assist the Administrator with collective bargaining.

Prepare Administrator's correspondence, reports, agreements, etc.

Perform employee records activities.

Compose/design, edit, type and distribute reports, letters/memoranda and other documents; draft agreements, contracts and leases.

Assemble data, prepare accurate records/reports, and maintain physical and computer files.

Prepare ordinances and resolutions for Council meetings; number and publish ordinances upon adoption and ensure they are codified into the Municipal Code.

ADMINISTRATIVE ASSISTANT

ESSENTIAL FUNCTIONS (continued)

Compile and arrange items for Council and Committee meetings; prepare meeting minutes for various bodies such as the City Council, Labor Relations, Finance and various other committees. Keep records of Council and all Committee/Board/Commission past minutes; and maintain official Council Proceedings books.

Maintain official documents including City Clerk's general files.

Provide routine information and assistance, respond to inquiries from employees and residents, receive and personally handle residents' complaints or refer to appropriate person.

Authorize and release information pertaining to topics such as City ordinances, Council actions and City services.

Coordinate meetings, retreats and appointment schedules.

Monitor/handle cash and collect/receipt fees, payments, other monies; disperse payroll and expenditure checks; and maintain petty cash.

Requisition and purchase equipment, services and supplies.

Compile data for and monitor departmental budgets (Administrator, City Council, Elections) including and monitoring billings for supplies, equipment, meetings and retreats and authorizing expenditures.

Supervise front office clerical staff: delegate work and assignments; maintain vacation/time off calendar; initiate activities and office procedures; conduct/coordinate training; and assist other departments during staff shortages.

Confer with Administrator to develop strategies on various projects; identifies/recommends consultants to provide professional services; works with consultant to provide documents, information, develop project schedules; and makes arrangements for meetings, facilities, and participants. Reviews and monitor proposals, agreements, and contracts.

Liaison with bond counsel in preparation of notices, resolutions, extract of minutes, ordinances, official statements.

Other Duties and Responsibilities

In Clerk-Treasurer's absence: prepare and deposit checks/cash receipts and make investment transfers; and clerk City Council meetings.

Performs other related duties as assigned or apparent.

Required Knowledge, Skills, and Abilities

Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.

Knowledge of City Council procedures, practices, and responsibilities.

Knowledge of business English, spelling, punctuation, and office practices/procedures.

Ability to compile/assemble data and prepare accurate records/reports.

ADMINISTRATIVE ASSISTANT

Required Knowledge, Skills, and Abilities (continued)

Ability to understand and follow orders and written instructions.

Knowledge of city and state programs, mandates, and routines.

Skill in communicating verbally and in writing.

Skill in operating computer programs and office equipment.

Ability to plan and organize projects, schedules, and work activities.

Ability to supervise support personnel.

Ability to work independently and with other departments.

Machines, tools and equipment used: Computer and printer, telephone, typewriter, two-way radio, calculator, fax and copiers.

MINIMUM QUALIFICATIONS

Associate degree from a technical or business college in related area and/or four to eight years of previous secretarial/clerical experience, including executive level support, with office management skills.

Preferred Qualifications

Bachelor's degree in related area or greater experience in position(s) of similar complexity.

Working Conditions

Works in typical office setting, sitting/standing for extended periods of time. Works at computer and desk. Use fines motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

RELEVANT LINKS:

Minn. Stat. § 179A.06.

Minn. Stat. § 179A.03, subd. 7.

Minn. Stat. § 179A.03, subd. 17.
See Section III-B-1, *Defining the bargaining unit*.

Minn. Stat. § 179A.03, subd. 19.

Minn. Stat. § 179A.07.

Minn. Stat. § 179A.07.

Minn. Stat. § 179A.25.

The employees must also have current authority to undertake the function. Prospective authority is not sufficient. An employee may have the authority to undertake a supervisory function without actually exercising that authority.

The second method to determine whether an individual is a supervisor does not rely on the 10 factors. Rather, the individual will be deemed a supervisor if he or she is the administrative head of a city, city utility, or police or fire department. In addition, the administrative head's assistant is also always included in the definition of a supervisor. This portion of the definition gives a city some significant control over this designation.

Supervisory employees may not be in the same bargaining unit with the individuals they supervise, but may join a union of other supervisory employees.

Supervisory employees are also essential employees. Supervisory employees may not strike.

The definition of supervisory employee also provides a city may not designate an individual as supervisor and remove him or her from a nonsupervisory appropriate unit, unless the city obtains the prior written agreement of the exclusive representative and the written approval of the commissioner or a separate determination by the commissioner.

17. Terms and conditions of employment

The phrase “terms and conditions of employment” is defined to mean the hours of employment and the compensation, including fringe benefits. Terms and conditions of employment does not include retirement contributions or benefits, but does include employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay. Terms and conditions of employment also includes the employer’s personnel policies affecting the working conditions of the employees. The phrase terms and conditions of employment is subject to the portion of MNPELRA on the rights and obligations of cities as employers.

This definition is extremely important because the portion of MNPELRA detailing the rights and obligations of employers provides that public employers have an obligation to meet and negotiate in good faith with the exclusive representative of public employees regarding grievance procedures and terms and conditions of employment (unless the terms and conditions are so intertwined with management rights that negotiation of one would by necessity include negotiation of the other).

651-276-2791
Peter Herlofsky

1.) hiring
2.) transfer
3.) suspension
4.) promotion
5.) discharge
6.) assignment
7.) reward
8.) discipline
9.) direction
10.) Grievance Adjustment

What's the Definition of a Supervisor?

Labor Relations

Q We have an employee who we think is a supervisor and who is part of the bargaining unit. The union says she is not a supervisor. What is the definition of a supervisor for labor relations purposes?



LMC There are two methods to use when determining whether an individual is a supervisor. If the individual meets either test, he or she is considered a supervisor. The first test is to determine whether the individual has the authority to exercise six of the

10 following factors: hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline of other employees, direction of the work of other employees, and adjustment of other employees' grievances on behalf of the employer. The second method to determine whether an individual is a supervisor does not rely on the 10 factors. Rather, the individual will be deemed a supervisor if he or she is the administrative head of a city, city utility, or police or fire department. In addition, the administrative head's assistant is also always included in the definition of a supervisor. This portion of the definition gives a city some significant control over this designation. For more information, see Chapter 6, Labor Relations (pages 17-19), of the League's *HR Reference Manual* at www.lmc.org/hrrm.

Property Taxes

Q I have seen references to "TNT" in relation to property taxes. What is TNT?

LMC TNT stands for Truth in Taxation. It's a process required by state law that is intended to inform property owners about who is planning to tax their individual piece of property in the coming year—and how much they propose to tax it. By Nov. 24 each year, county auditors send property owners a "notice of proposed property taxes" that shows a snapshot of the taxes attached to their property by counties, cities, schools, etc. Part of the TNT process requires that cities with populations over 500 invite the public to a meeting where they can comment on those proposed taxes. There are several steps cities need to take to comply with TNT requirements. For all the details, see the LMC information memo at www.lmc.org/budgetguide.

Population Trends

Q How do I use the U.S. Census Bureau website to find out the population trends for our city?

LMC The U.S. Census Bureau conducts its census every 10 years in every community around the country. An annual version, called the American Community Survey, collects more detailed information from a smaller group of communities. To look at data for your city, including population growth, ethnic makeup of the population, and housing trends, go to www.census.gov. In the middle of the home page, there is a section labeled "Quick Facts." With the dropdown menu, choose Minnesota. This will bring up the most recent statewide data and also show a comparison with the country as a whole. At the top of this page, you can select to look at a specific Minnesota county or city. Find your city in the dropdown menu. This will bring up the specific data for your city and also show statewide information. For information on a city with population below 5,000, select "other place not listed" on the dropdown menu (at the very bottom). This will bring you to a special search page for those communities.

You may see that the demographics in your community are changing. If so, check out the League's demographics toolkit (www.lmc.org/demographics) to get help examining demographic trends and engaging the community on how the city should respond to changes.

Safety

Q Are cities required to pay for personal protective equipment, such as safety shoes and safety glasses, for city employees?

LMC Yes. Minnesota Statutes, section 182.655, subdivision 10(a), requires the employer to provide suitable personal protective equipment "by and at the cost of the employer." Employers must assess the workplace to determine if hazards are present, or likely to be present, making the use of personal protective equipment necessary. For more information, contact the League of Minnesota Cities Insurance Trust at (651) 281-1200, and ask to speak to a safety consultant. **LMC**

Correction

In the July-August 2014 edition of "Ask LMC," an answer about property taxes gave the incorrect classification rate for a home valued at less than \$500,000 under the state property tax system. Such a home has a classification rate of 1 percent.

Got questions for LMC?

Send your questions to choffacker@lmc.org.

SECRETARY/RECEPTIONIST

Position Title: Secretary/Receptionist
Department: City Clerk
Department Head: City Clerk-Treasurer
Immediate Supervisor: City Clerk-Treasurer
Pay Range: 4 FLSA Status: Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>October 20, 2003</u>
REVISED:	_____
REVISED:	_____

Purpose

Performs receptionist and secretarial duties, process permits and licenses and collect money. This position serves as the initial contact for the public.

Organizational Relationships

Reports to: Administrative Assistant

Communicates with: *Internally* – City Administrator, Department Directors and other City staff; *Externally* – City Attorney, Court Administrator’s office, sales representatives, West Central Tribune, local business representatives, and general public.

Supervises: None

ESSENTIAL FUNCTIONS

- Answer telephone and refer calls to appropriate staff; and greet and direct visitors.
- Pick up mail and deliver to various city staff; purchase stamps; sign for packages or registered mail; calculate weekly departmental postage; call and request UPS pick-ups; and maintain postage weight scale and envelope sealer.
- Enter daily parking tickets into computer and keep tally of tickets issued daily; receipt parking ticket funds; send out monthly notice statements for unpaid tickets; process monthly court letters; and calculate totals for annual report.
- Calculate monthly parking violations reports; request reports from Police Department on past-due tickets; and monitor daily postage for tickets. Receive complaints and track correction.
- Copy and prepare City Council packets, documents and reports. Prepare requisitions.
- Assist other departments during absence of clerical staff.
- Maintain files and registration/licensing of City vehicles.
- Maintain fax machine and distribute faxes.
- Receipt cash and checks for various payments including licenses, police towing, building permits, copies, city auction funds, etc.
- Stuff payroll and expenditure checks in envelopes, enter total in Clerk’s record book and mail and/or distribute.
- Assist with City auctions.
- Assist with elections: prepare supply boxes, answer questions from public regarding registration and polling sites.
- Prepare and process licenses and permits: dog/cat, amusement machines, café/restaurant, soft drink, dance, parade, dumpster, sidewalk, fireworks, etc.; order and mail lodging and vehicle tax forms; order various license/permit forms; send out reminder letters; and prepare and mail license and permit forms.
- Prepare and process liquor applications, certificates of insurance and other necessary State Liquor Control documents.
- Type committee agendas, proof, copy with attachments and mail; and type committee minutes.

City of WILLMAR

CLERK-PERMIT ASSISTANT

Position Title: Clerk-Permit Assistant
Department: Planning and Development Services
Department Head: Planning and Development
Services Director

APPROVED:	April 18, 2007
REVISED:	_____
REVISED:	_____
REVISED:	_____

Immediate Supervisor: Planning and Development Services Director
Pay Range: 4 FLSA Status: Non-exempt

Purpose

Performs clerical support for the Department and assist Department Director, Planner and Inspectors. Manage day-to-day activities of the Rental Inspection Program.

Organizational Relationships

Reports to: Planning and Development Services Director and Administrative Assistant
Communicates with: *Internally* – City Administrator, Department Directors, City Attorney, Mayor and City Council, and other City personnel; *Externally* – Municipal Utilities staff, West Central Tribune, MN State Building Code Division, architectural firms, Housing and Redevelopment Authority, County offices/personnel, MN Building Permit Technician Association, contractors, rental property owners, renters and general public.
Supervises: None

ESSENTIAL FUNCTIONS

- Type committee agendas, proof, copy with attachments and mail; type committee minutes; and take dictation and transcribe.
- Prepare and process conditional use permits, plats, rezoning, variances and ordinances: type various notices, legal descriptions, publish notices, notify property owners, and file/record with County Recorder.
- Assist with issuance of building, plumbing, excavation and zoning permits: complete forms, collection of fees, issue and distribute.
- Assist contractors/owners by telephone and in person: schedule inspections, prepare inspection tickets, maintain inspectors' appointment books, answer questions, and distribute pertinent handouts.
- Prepare monthly building reports: record and calculate permits, type, enter parcel numbers in County system, copy and distribute.
- Receive and handle calls and complaints regarding garbage, trash/debris, furniture, unlicensed vehicles and off-street parking.
- Administration of Rental Housing Program: file management, verify ownership, calculate fees, correspondence, receipt of fees, schedule inspection, prepare violation sheets, issue operating licenses, submit quarterly reports, update information lists and assist with annual report.
- Assist with Departmental Annual Report.
- Maintain building inspection files, permits and handouts.

City of WILLMAR

PW CLERK-SECRETARY

Position Title: Clerk-Secretary
Department: Public Works/Engineering
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 4 FLSA Status: Non-exempt

APPROVED:	April 5, 2000
REVISED:	January, 2014
REVISED:	
REVISED:	

Purpose

Performs office support for the Public Works, Wastewater Treatment and Engineering Departments. Processes various reports and related documents including construction/vehicle specifications, handling/directing phone calls, meeting agendas/minutes and tasks as assigned.

Organizational Relationships

Reports to: Public Works Director ~~and Administrative Assistant.~~ Communicates with: *Internally* – City Administrator, Department Directors, Senior Technician, Public Works Superintendent, Wastewater Treatment Plant Superintendent; *Administrative Assistant*, City Attorney, Mayor and City Council and other City personnel; *Externally* – Municipal Utilities staff, “West Central Tribune,” consulting engineering firms and architects, contractors and suppliers, County offices, vendors, various offices of the Minnesota Department of Transportation, Minnesota Department of Revenue, Kandiyohi Area Transit and Rice Memorial Hospital.

Supervises: None

ESSENTIAL FUNCTIONS

Calculate sales and road tax and issue proper forms to State monthly. Assist in state audit. Maintain fuel system: calculate fuel prices; encode and issue keys; validate employee use; keep records of identification numbers; keep/update records of vehicles and identification numbers; prepare monthly reports of fuel usage by vehicle, driver and account; and prepare billings for city departments and outside users to accounts receivable.

Assist Public Works Committee: prepare agendas, and minutes for supervisor’s approval.

Type/compile specifications for street/utility line construction, city equipment purchases, trees requirements, sanitation service, various quote requests and requests for proposals.

Type correspondence, memos, reports, documents, forms, resolutions, policies, etc. Ensure legal documents are recorded.

Develop timeline to follow and monitor project deadlines; follow legal procedures for bidding, and awarding, prepare contracts for projects, quotes, and other purchases or services and monitor for correct payment and deadlines.

Prepare bid tabulations and review contractor/suppliers calculations; prepare permit forms; design format and prepare contractor payments; prepare agreement; type budgets and follow expenditures through project close out, prepare necessary easements.

Collect expenses, employee time records, right-of-way costs and other financial data necessary for reimbursement of projects costs from State funds.



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 11

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Police

Agenda Item: Administrative Assistant-Willmar Police Department Position Classification

Recommended Action: Mutually agree to classify the Administrative Assistant-PD as Supervisor. Staff is requesting an explanation of the City's position to reclassify the Administrative Assistant-PD to a non-supervisory classification.

Background/Summary: Attachments:

- A) Minnesota Statutes 179A.03 Definitions Subd. 17 Supervisory Employee
- B) 02/26/85 Correspondence reference Employee Reclassification
- C) 04/05/00 Clerk/Secretary Job Description
- D) 04/05/00 Administrative Assistant-PD Job Description
- E) 10/24/01 Correspondence to Administrative Assistant-PD from City Administrator
- F) History of Supervisory Actions by Administrative Assistant-PD

Alternatives: N/A

Financial Considerations: None

Preparer: Jim Felt
Chief of Police

Signature:

Comments:

(d) Nothing in this subdivision diminishes the authority granted pursuant to law to an appointing authority with respect to the selection, direction, discipline, or discharge of an individual employee if this action is consistent with general procedures and standards relating to selection, direction, discipline, or discharge which are the subject of an agreement entered into under sections 179A.01 to 179A.25.

[See Note.]

Subd. 16. **Strike.** "Strike" means concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

Subd. 17. **Supervisory employee.** "Supervisory employee" means a person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer. To be included as a supervisory function which the person has authority to undertake, the exercise of the authority by the person may not be merely routine or clerical in nature but must require the use of independent judgment. An employee, other than an essential employee, who has authority to effectively recommend a supervisory function, is deemed to have authority to undertake that supervisory function for the purposes of this subdivision. The administrative head of a municipality, municipal utility, or police or fire department, and the administrative head's assistant, are always considered supervisory employees.

The removal of employees by the employer from a nonsupervisory appropriate unit for the purpose of designating the employees as "supervisory employees" shall require either the prior written agreement of the exclusive representative and the written approval of the commissioner or a separate determination by the commissioner before the redesignation is effective.

Subd. 18. **Teacher.** "Teacher" means any public employee other than a superintendent or assistant superintendent, principal, assistant principal, or a supervisory or confidential employee, employed by a school district:

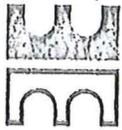
(1) in a position for which the person must be licensed by the Board of Teaching or the commissioner of education; or

(2) in a position as a physical therapist, occupational therapist, art therapist, music therapist, or audiologist.

Subd. 19. **Terms and conditions of employment.** "Terms and conditions of employment" means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees the term does not mean educational policies of a school district. "Terms and conditions of employment" is subject to section 179A.07.

Subd. 20. MS 2006 [Renumbered subd 5a]

History: 1984 c 462 s 4; 1986 c 444; 1987 c 186 s 15; 1987 c 384 art 2 s 1; 1988 c 605 s 4; 1989 c 255 s 2; 1990 c 377 s 1; 1991 c 308 s 2; 1992 c 582 s 3-5; 1993 c 12 s 1; 1995 c 212 art 4 s 64; 1995 c 226 art 6 s 3; 1996 c 425 s 7; 1997 c 7 art 1 s 81,82; 1997 c 156 s 3; 1998 c 355 s 1; 1998 c 386 art 2 s 65; 1998 c



City of Willmar

Office of CLERK TREASURER
Phone 612/235-4913

M E M O

TO: Diane Jones
FROM: Michael C. Schmitt 
DATE: February 26, 1985
RE: Employee Reclassification

This is to advise you that the Willmar City Council, on February 20, 1985 approved by resolution the 1985 Contract and Agreement with Department Heads, Supervisors and Confidential Employees.

Article II, Recognition, revised certain position titles as follows:

City Clerk-Treasurer-Assessor
Assistant City Clerk-Treasurer
Public Works Superintendent
Confidential Employees

City Clerk-Treasurer
Deputy City Clerk-Treasurer
Street Superintendent
Accounting Clerk II-B
Administrative Assistant
Police Department
Appraiser-Assessor

Appraiser

Please let me know if you have any questions or require additional information.

CLERK/SECRETARY

Position Title: Clerk/Secretary

Department: Police

Department Head: Police Chief

Immediate Supervisor: Administrative Assistant

Pay Range: 4 **FLSA Status:** Non-exempt

APPROVED: _____ April 5, 2000
REVISED:
REVISED:
REVISED:

Purpose

Performs non-supervisory secretarial and clerical work to provide office support to the department's uniformed personnel. Processes various reports and related documents (statements, search warrants, and mandated forms) for large pool of officers. Performs other administrative tasks as assigned. Refers difficult problems to supervisor. Serves on call and occasionally works during weekends and after normal business hours.

Organizational Relationships

Reports to: Police Captain, Administrative Assistant

Communicates with: *Internally* - Police officers, other City departments, City Attorney; *Externally* - County Sheriff's office, County and other attorneys, court system personnel, other County agencies, State Patrol, BCA, and other state agencies, areas schools, Regional Treatment Center and other human services organizations, and the general public.

Supervises: None

ESSENTIAL FUNCTIONS

Process officer reports and related documents by prioritizing assignments based on established time constraints and nature of report; ensuring word processing does not change report's content; and routing completed work after self-initiated completeness and accuracy checks are done.

Transcribe verbatim statements of victims, witnesses and defendants.

Prepare search warrants based on officers personal input or through tape recorded instruction.

Provide support on NSF check cases.

Maintain payroll records and process daily reports for all department personnel: receive daily reports and enter information into computer; verify with time sheets; and maintain files including microfilming on a quarterly basis.

Serve as initial point of contact by receiving visitors in person or answering the phone; and receive parcels and other deliveries.

Maintain information on impounded vehicles.

Process for business alarms.

Prepare various correspondence such as letters, memos and notices.

Perform notary public duties for officers and public as needed.

Maintain gang contact information through compiling and entering into associated database; make additions, corrections and generate updates reports.

CLERK/SECRETARY

Other Duties and Responsibilities

Serve as Evidence Technician.
Provide tours of law enforcement center.
Provide assistance to Administrative Assistant as directed.
Dub case-related tapes for attorneys or as requested.
Enter information regarding vehicles maintenance into database and files paperwork in appropriate files.
Update department's reference materials.
Support COP notifications.
Process evidence associated with cases; prepare film for processing and update records when returned.
Performs other related duties as assigned by Supervisor or as apparent.

Required Knowledge, Skills, and Abilities

Knowledge of applicable federal and state statutes, City ordinances, departmental policies and procedures, and relevant reference materials.
Knowledge of the Police Department's operations and structure and City's overall operations and structure.
Skill in assembling data and preparing accurate records and reports.
Skill in operating a variety of office machines and computer programs.
Ability to perform clerical/bookkeeping work of average difficulty.
Ability to produce work products with 100% completeness and accuracy.
Ability to maintain appropriate level of discretion with confidential information.
Ability to establish effective work relationships with other employees and the general public.
Ability to understand and follow verbal and written instructions.
Ability to organize assignments and complete in a timely manner.

Machines, tools and equipment used: Computer, typewriter, transcriber, shredder, postage machine, copier, 3M duplicate, fax, telephone, laminator, microfilm and calculator.

MINIMUM QUALIFICATIONS

High school degree or equivalent and post-secondary training in secretarial or legal transcription or an equivalent amount of experience. Successful completion of six-month training program during probationary period. Typing proficiency of 60 wpm.

Working Conditions

Work is performed in typical office environment. Provides secretarial support to a large staff of officers and sergeants. Subject to call for work outside normal hours and is regularly confronted with explicit language and graphic content while processing police information. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing, and handle departmental files and records. Uses near vision, hearing, and sense of touch.

ADMINISTRATIVE ASSISTANT

Position Title: Administrative Assistant

Department: Police

Department Head: Police Chief

Immediate Supervisor: Police Chief

Pay Range: 6 **FLSA Status:** Non-exempt

APPROVED: April 5, 2000

REVISED:

REVISED:

REVISED:

Purpose

Performs first-level supervisory administrative, clerical and secretarial work to assist the Police Chief with the department's administration. Supervises and trains clerical support personnel. Serves on call and occasionally works during weekends and after normal business hours. Serves as a confidential employee.

Organizational Relationships

Reports to: Police Captain

Communicates with: *Internally* - Police officers, Finance staff, Fire Department personnel and other City departments, Police Commission members, City Attorney; *Externally* - County Sheriff's office, County and other attorneys, Court system personnel, other County agencies, State Patrol, BCA and other state agencies, areas schools, Regional Treatment Center and other human services organizations and the general public.

Supervises: full-time clerk-secretaries, part-time clerk, student workers and summer parking personnel.

ESSENTIAL FUNCTIONS

Serve as direct contact for Police Chief and Police Captain; personally handles phone calls, calendars and referrals, cooperate with other City departments, keep Chief and Captain informed of all pertinent matters.

Supervise clerical support staff: identify and assign specific tasks; monitor work flow and review completed work product; approve daily logs and time-off requests; identify/act on any equipment, training and new procedures needs; and report any major problems to the Chief.

Coordinate hiring processes for licensed and civilian personnel.

Type all internal investigations and disciplinary actions; maintain all personnel files and data including officer background investigations.

Oversee department's IS needs through work with the Information Systems Coordinator and outside consultants.

Maintain all departmental files and records, including personnel.

Serve as secretary to the Police Commission.

Manage departmental inventory through records maintenance, ID tag control, system maintenance for portable equipment and coordination with Finance Department for applicable requirements.

Maintain POST licensing forms and records for all licensed personnel.

ADMINISTRATIVE ASSISTANT

ESSENTIAL FUNCTIONS (continued)

Maintain training records for all departmental personnel.
Support officer training by handling registrations and travel arrangements; complete and submit all necessary documents for POST approval of department courses.
Assist Police Chief, Police Captain or other designated personnel in writing and reviewing policies and procedures; review, correct and format all new documents and distribute; organize and maintain index; and maintain book of memoranda and policy receipt forms file.
Submit state-mandated reports for Police Chief; submit completed forms and related paperwork to State for reimbursement and maintain relevant files.
Maintain departmental files according to established retention schedule.
Receive, identify, verify and codes all incoming bills; maintain and controls petty cash, receipts and reimbursements; and supervise process for film and towing bills.
Coordinate department's annual report.
Organize and coordinate department functions as needed.

Other Duties and Responsibilities

Instruct police officers on department's procedures for report writing.
Maintain physical control of retained audio statements.
Index and control access for departmental keys.
Gather and organize department's historical information.
Serve as contact person for department's equipment room.
Provide administrative support for off-duty officer work activities.
Maintain department's office supplies.
Monitor information maintained on squad cars.
Provide administrative and secretarial support for various meetings.
Provide input to supervisor regarding department's budget.
Serve as notary public.
Performs other related duties as assigned by Supervisor or as apparent.

Required Knowledge, Skills and Abilities

Knowledge of applicable federal and state statutes, City ordinances, departmental policies and procedures, and relevant reference materials.
Knowledge of the Police Department's operations and structure and City's overall operations and structure.
Knowledge of business practices, procedures and equipment.
Knowledge of the department's structure and operation, the City's overall structure, legal issues, criminal matters relating to court mandates, employment issues such as disciplinary procedures, confidentiality, job descriptions, union issues, OSHA rules and other mandates.
Skill in assembling data and preparing accurate records and reports.
Skill in operating a variety of office machines and computer programs.
Skill in using equipment for communication or completion of work tasks.
Skill in organizing and managing work flow.

ADMINISTRATIVE ASSISTANT

Required Knowledge, Skills, and Abilities(continued)

Skill to communicate verbally and in writing.

Skill in shorthand or speedwriting.

Ability to perform clerical/bookkeeping work of average difficulty.

Ability to produce work products with 100% completeness and accuracy.

Ability to establish effective work relationships with other employees and the general public.

Ability to understand and follow verbal and written instructions.

Ability to organize assignments and complete in a timely manner.

Ability to use knowledge to keep the Police Chief informed, not compound a problem, respond to requests, direct the work of others, organize and plan.

Ability to effectively supervise staff to ensure work is accomplished and deadlines met.

Ability to anticipate potential problems and take appropriate preventive measures.

Ability to serve as a primary source of information or to gather necessary information.

Machines, tools and equipment used: Computer, phone, typewriter, transcriber, shredder, postage machine, copier, 3M duplicate, fax, telephone, laminator, microfilm, calculator, TV/VCR

MINIMUM QUALIFICATIONS

High school degree and post secondary training in office management including computer operation. Previous experience in office management; computer software applications on database and word processing, transcription and supervisory responsibilities. Ability to communicate with all levels and types (management, supervisory, technical, clerical, and elected/appointed) of positions.

Working Conditions

Work is performed in typical office environment. Provides administrative support to management personnel and supervises secretarial staff supporting a large staff of officers and sergeants. Subject to call for work outside normal hours and is regularly confronted with explicit language and graphic content while processing police information. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing, and handle departmental files and records. Uses near vision, hearing, and sense of touch.



CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917

October 24, 2001

Ms. Sue Edwards
Police Department
2201 23rd ST NE
Willmar, MN 56201

Dear Sue:

Pursuant to a recommendation from Police Chief Jim Kulset, I am very pleased to offer you the position of Police Department Administrative Assistant with the City of Willmar. The terms and conditions of employment are those generally explained to you by Chief Kulset and more clearly detailed in the Department Directors, First Line Supervisors and Confidential Employees Employment Agreement. The Police Department Administrative Assistant position classification is in Pay Grade 6. Your starting annual salary shall be \$34,000. As with all positions, the appointment includes a six-month probationary period. Please confirm acceptance of this offer in writing.

I am glad to have you back with the City and wish you many years of continued success.

Sincerely,

CITY OF WILLMAR

Michael Schmit
City Administrator

MS:ap

cc: Jim Kulset, Police Chief
Diane Jones, Accounting

History of Supervisory Actions – Sue Edwards Administrative Asst. Police Dept.

Position date: 11/01/2001

Interviews for secretary position at WPD – December 2002, October 2005 & February 2007 – Participated and made recommendation for hire.

Have done yearly evaluations (job performance reviews) on 3 clerical positions:

April 2002

June 2003

March 2004

March 2005

March 2006

April 2007

April 2008

March 2009

April 2010

January 2012

January 2013

January 2014

Have approved / signed absence slips, vacation requests, and overtime forms for clerical unit since November 2001. Timesheets have been signed by the Chief of Police (Department Head) as that was requested by City Finance years ago.

Other responsibilities as listed in job description.