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To: Administration and Finance Committee
From: Rebecca Grill, City Administrator
Date: February 27, 2019
Subject: Request to adjust job title from Benefit and Wellness Coordinator to HR Generalist

On October 2, 2018, the Committee approved a request to fill the position of Wellness and Benefits Coordinator in the Human Resources Department. While the recruitment was successful in terms of a number of qualified candidates, the timing of hiring a person in advance of the open enrollment period did not come to fruition. This gave us the opportunity to review the current initiatives occurring within the organization relating to Wellness, Benefits and other HR needs of the organization (Go365, Medicare Advantage Program, Online Open Enrollment, increased turnover due to more employees being able to retire and tight labor market). Based on this analysis, the Interim HR Director, Michelle Wachtel, and I agree that the Benefit and Wellness Coordinator position should be adjusted to an HR Generalist position. Adjusting this position will allow the HR Department to more agilely respond to the changing priorities in the department, the organization, and the labor market.

At this time, I respectfully request that the Committee adjust the position of Benefit and Wellness Coordinator to an HR Generalist position. (Both positions are in Salary Grade I so there is no budget impact to the adjustment.) Attached is the Job Description for the HR Generalist.

Please let me know if you have any questions. Thank you for your consideration.



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

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

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

The City of West Allis is on the rise! We are looking for a talented “people person” who will be primarily responsible for helping attract, recruit, hire and retain top talent. This role reports to the director of human resources and also plays a strong supporting role as an essential HR team member supporting the 600+ employees of the City of West Allis.

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

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. **Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours	Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position	Frequency	% of Annual Total Time
<input checked="" type="checkbox"/> Normal Business Hours (M-F, 7 am- 3:30 pm); but may work alternative schedules as required <input type="checkbox"/> Full-time salaried position <input type="checkbox"/> Emergency call outs, before and after standard scheduled hours of work including weekends and holidays <input type="checkbox"/> Watch Duty <input type="checkbox"/> Other, describe:	Regular attendance is an essential function of this job to ensure continuity of service delivery.		
Works closely with the HR Director in the areas of recruitment/talent acquisition and retention, position classification and compensation, affirmative action, employee/labor relations, performance management/employee development programming, employment law compliance, and policy implementation.		D	100%; estimated breakdown as detailed below
RECRUITMENT/TALENT ACQUISITION AND RETENTION:			
<ul style="list-style-type: none"> Leads recruitment and selection, promotion and transfer efforts for city departments; provides assistance upon request from Police and Fire Depts. in the recruitment of sworn/non-sworn personnel; Adheres to local, State and federal employment and discrimination laws, Civil Service Rules & Regulations, and City policy; 	N	75%	

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

- Evaluates recruitment strategies and sources; designs and implements effective and efficient approaches for sourcing, recruitment, candidate evaluation, selection and retention, utilizing available technology;
- Serves as administrator of NeoGov online applicant tracking/ recruitment software (currently being implemented);
- Establishes recruitment plan; develops job announcement and applicant screening questionnaire;
- Prepares advertisements; selects and secures advertising sources within budgetary constraints;
- Secures annual advertising contracts and monitors ad expenditures against budget;
- Reviews and/or develops written and proficiency examinations and formulates oral interview questions; validates exams to avoid disparate treatment;
- Administers and scores exams and/or interviews; determines candidate advancement;
- Reviews and screens applications and selects candidates for consideration, exercising discretion in allowing exceptions;

RECRUITMENT/TALENT ACQUISITION AND RETENTION continued:

- Establishes eligibility certification in accordance with Civil Service Rules and Regulations, City policies/procedures, and as provided by the Police and Fire Commission;
- Performs reference checks and determines suitability of candidates for employment;
- Coordinates post-offer medical and/or drug/alcohol examinations, and pre- and post-employment hearing exams;
- Performs analysis of recruitment results; maintains AA/EEO information and other records in accordance with record- keeping practices/procedures of respective oversight;
- Assists appointing authority in the evaluation, selection and placement of personnel;
- Conducts position analyses and position evaluations; develops and updates position classifications;
- Prepares, reviews and updates position descriptions in accordance with recommendations from legal counsel, best practices, Department Head/employee input, etc. to provide a clear representation of job duties and responsibilities;
- Assists in the administration of the compensation program and monitoring of the performance evaluation program; suggests revisions;
- Assists/counsels employees with their career path;
- Participates in succession planning;
- Maintains internal records and conducts periodic audits;
- Attends and participates in related meetings and hearings;
- In absence of HR director, serves as agent for the Civil Service Commission;
- May respond to verifications of employment from financial institutions.

<p><u>LABOR/EMPLOYEE RELATIONS:</u></p>	<ul style="list-style-type: none"> ● Coordinates employee recognition programs; ● Develops and maintains new employee orientation video, provides onboarding, performs new employee orientations; assists employees in making informed benefit choices and in enrolling in benefit programs; collects forms and required acknowledgments; ● Analyzes exit interview data/feedback and makes recommendations to the management team for corrective action and continuous improvement; ● Supports annual benefit enrollment and communication ● Completes special projects for HR director/chief negotiator; ● Maintains working relationship with union officials and adheres to terms of labor contract by monitoring day-to-day implementation of policies concerning wages, hours and working conditions; ● Assists in employee relations research, salary and benefit surveys, and in the collection of other economic information; 	<p>N</p>	<p>15%</p>
<p><u>GENERAL HR DUTIES:</u></p>	<ul style="list-style-type: none"> ● Collaborates with HR staff to formulate and establish departmental goals, workplace priorities and allocation of resources; ● Assists HR director in developing, implementing and evaluating ongoing HR policies, programs, functions and activities (e.g. performance review/employee development program, affirmative action program); ● Provides backup to HR Generalist and Specialists, Safety and Training Coordinator; ● May act in the absence of the HR Director and may represent or assist the Director at various meetings such as Administration & Finance, Common Council, etc. 	<p>N</p>	<p>15%</p>

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

Office equipment: Computer with dual-screen monitors, multi-line telephone, printer/copier/fax/scanner, paper shredder, 10-key calculator, digital camera and other common office equipment.

Software: Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook & Calendaring), Internet, CivicPlus Intranet, SunGard/HTE HRIS, HR Benefits (in-house benefit dbase program), SunGard HTE Solutions (enterprise-wide fund and project accounting software including benefits, payroll, purchase orders) and its related System i Navigator (reports generation), NovaTime (timekeeping system), Legistar (legislative process software), Barracuda Message Archiver, Barracuda Secure Messaging System, Cognos Impromptu (report generator), Fortis (electronic document management system) NeoGov Insight (online applicant tracking/recruitment software), NeoGov Onboard and Perform (currently being implemented), Maestro BenAdmin (currently being implemented).

If checked the following are applicable to the position: maintains the ability to competently and credibly testify in court; maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; maintains the ability to travel throughout and enter all different properties in the jurisdiction

List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)

Job Specific

SECTION 4 - JUDGMENTS / DECISION-MAKING

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

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
<p>Recruitment (talent acquisition), including attracting diverse workforce/Retention of experienced, knowledgeable employees</p>	<p>Evaluate total rewards package to attract qualified applicants and retain current employees in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees; explore alternatives in filling positions (e.g. hire for ability/potential/attitude and train for skill; collaborate with other local agencies in hiring); explore/</p>	<p>On-the-job training and knowledge gained from practical experiences; policy/Civil Service Rules/Regs; collaboration with HR professionals, experts in field, department heads; other outside resources (e.g. schools, career fairs, advertising vendors).</p>	<p>Self or HR Director; depending on position for which hiring, may be a collaborative effort including staff, City Council, Civil Service Commission, etc.</p>

<p>Reference Checking – Use judgment, applicable laws/internal policies to verify references, police background and driving record.</p>	<p>expand advertising sources to diversify.</p> <p>There is difficulty securing subjective responses from previous employers (most will only verify title and dates employed); enlist help from candidate to facilitate alternative references. A growing number of employers utilize 3rd party paid verification services; expedite such employment verification requests at candidate's expense OR have candidate provide applicable documentation in lieu of paid services. Supervisors need to use discretion & monitor employees closely during probationary period to address issues.</p>	<p>Use experience, knowledge, acquired judgment, applicable policies and laws to verify educational credentials, employment history, police (criminal) background and/or vehicle record of applicants; enlist help from candidate to provide applicable documentation in lieu of paid services.</p>	<p>Self; HR Director; Labor Attorney</p>
<p>Position Description Review - update accordingly based on recommendations from department head, employee, legal counsel, best practices, laws, etc.</p>	<p>Require Department Head to perform scheduled review (minimum=annually) of job descriptions to ensure accuracy/currency; make part of performance evaluation criteria. Provide education on importance of updated descriptions (reduce/negate work comp issues).</p>	<p>On-the-job training and knowledge gained from practical experiences; seminars; best practices; laws; HR Director; legal counsel; Department Heads; employees.</p>	<p>Self; HR Director; Department Head; employee; Safety & Training Coordinator</p>
<p>Planning, coordinating, and implementing HR programs in order to enhance existing programs and/or modify in accordance with administrative/Council directives, legal requirements, and/or best practices.</p>	<p>Investigating/analyzing existing programs; researching options; consulting with peers/professional groups; utilizing available tools and resources; communicating effectively with all parties involved.</p>	<p>Learned knowledge and experience; policy/ordinance/contracts/statutes; outside resources, (e.g. CVMIC, HR professional groups/peers); legal counsel; Internet; communication tools (e.g. Intranet, email).</p>	<p>HR Director</p>

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

Title of individuals with whom this position typically interacts	Interaction Description.	Why is it necessary?
<p>Department Heads/Supervisors</p>	<p>Provide information, interpretation, recommendations and assistance with HR functions.</p>	<p>Respond to inquiries, function as resource/advisor, ensure compliance, provide technical assistance, collaborate on short or long-term strategies, assist with investigations.</p>

<p>Aldermen, Board Members, Committees, Commissions</p>	<p>Attend meetings as an active participant and/or observer; respond to inquiries and requests for information; provide interpretation.</p>	<p>Respond to inquiries and requests for information; serve as a resource and/or provide guidance; ensure programs are administered to guidelines/standards communicated by the parties.</p>
<p>Employees</p>	<p>Respond to inquiries and requests for information regarding HR policies/procedures, programs, recruitments, etc.; counseling/advisement.</p>	<p>To effectuate and enhance the functions/services provided by the HR Department; provide guidance/information; address/resolve problems/issues.</p>
<p>Legal Counsel</p>	<p>Work collaboratively on employment/labor/HR matters.</p>	<p>Adhere to laws/ statutes/regulations/ policies/contracts; avoid litigation; seek guidance.</p>
<p>Consultants</p>	<p>Work collaboratively on project implementation, plan interpretation, strategic planning, best practices, etc.</p>	<p>To ensure programs are administered according to City guidelines and standards; collaborate on short and long-term strategies; provide guidance/information; follow up on directives and compliance with contracts.</p>
<p>Third Party Administrators</p>	<p>Work collaboratively on the administration of the City's self-insured programs, post-offer drug screens/physical exams, hearing tests, etc.; provide interpretation, guidance and direction.</p>	<p>To effectuate the services of the City's benefit TPAs and to ensure programs are administered according to City guidelines and standards; address/resolve administrative problems/issues; follow up on directives and compliance with contracts.</p>
<p>Advertising Vendors</p>	<p>Secure effective sources of advertising to diversify while working within budgetary constraints.</p>	<p>To create valuable exposure for recruitments and attract qualified candidates while negotiating best pricing; alerts City of special advertising deals.</p>
<p>Labor Union Representatives</p>	<p>Work collaboratively; respond to employee inquiries, requests for information, contract language interpretation, etc.</p>	<p>Effectuate processes; maintain amicable relations, respond to inquiries; provide contract language interpretation; process requests for information</p>
<p>Professional Contacts</p>	<p>Inquiries and responses to organizational and HR related matters and practices; networking</p>	<p>To effectuate/enhance the functions/services provided by the HR Department; keep current in field; share and gather information.</p>
<p>Public</p>	<p>Provide information, interpretation, direction on HR functions, particularly recruitment; respond to general inquiries and assist with connecting individuals with</p>	<p>Respond to inquiries; provide information; process public/open records requests.</p>

<p>West Allis Police Dept., Outside Companies, Agencies, Organizations & Educational Institutions</p>	<p>proper department/community services requested</p> <p>Reference checks, employment verifications, police background checks, requests for information</p>	<p>Verification of credentials required to proceed with the hiring process.</p>
<p>SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²</p>		
<p>Education</p>	<p><input type="checkbox"/> Less than High School <input type="checkbox"/> High School <input type="checkbox"/> One Year Certificate <input type="checkbox"/> Associate's Degree <input checked="" type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Human Resource Administration, Psychology or related field Additional Information (e.g. specific coursework, etc.):</p>	
<p>Experience</p>	<p><input type="checkbox"/> No Experience <input type="checkbox"/> < 2 yr. <input checked="" type="checkbox"/> 2 to 3 yrs. <input checked="" type="checkbox"/> 4 to 5 yrs. <input type="checkbox"/> 6 to 7 yrs. <input type="checkbox"/> 8 to 9 yrs. <input type="checkbox"/> 10 to 11 yrs. <input type="checkbox"/> ≥ 12 yrs. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity); 2-3 years of recent administrative support work experience including extensive customer service interaction, and cash handling in the large Public Words organization or equivalent. Ability to enter data and utilize software in accordance with the needs of the department. Demonstrated proficiency in Microsoft Office Suite programs - including Microsoft Outlook (mail, calendar, tasks), Word (templates, forms, mail merge, reviewing) and Excel; and Adobe Acrobat. Advanced skills in English grammar/writing and math. Experience working with groups of people from diverse backgrounds.</p>	
<p>Required Certification/Licensure/Training³</p>		
<p>Driver's License</p>	<p>Incumbent attains/maintains on their own accord.</p>	<p>Required Upon Hire?</p> <p>Yes</p>
<p>CVMIC's Certificate in Supervision or equivalent coursework</p>	<p>Attend during working hours; cost of coursework provided through the HR Department training budget if monies are available</p>	<p>Required Upon Hire?</p> <p>No</p> <p>May Obtain After Hire?</p> <p>N/A</p>
<p>LEAN Six Sigma Yellow Belt or equivalent</p>	<p>Attend during working hours; cost of coursework provided through the HR Department training budget if monies are available</p>	<p>Required Upon Hire?</p> <p>Desirable</p> <p>Yes</p>
<p>HRCI's PHR/SPHR or SHRM's CP/SCP designation</p>	<p>Attend during working hours; cost of coursework provided through the HR Department training budget if monies are available</p>	<p>Required Upon Hire?</p> <p>Desirable</p> <p>Yes</p>
<p>Proficiency with Windows and Microsoft Office applications and the use of online databases.</p>	<p>Incumbent attains on their own prior to hire; continuing education/training provided through the HR Department training budget if monies are available</p>	<p>Required Upon Hire?</p> <p>Yes</p> <p>May Obtain After Hire?</p> <p>N/A</p>

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., Juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

³ Including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):
 The City of West Allis will pay for certifications directly related to job duties.

List preferred Education, Experience, Certification, Licensure or Training -
 Associate's degree - Administrative Professional or related field

Progressively responsible recent HR work experience, preferably in the public sector.

SECTION 7 - SUPERVISION / MANAGEMENT

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

- Close Supervision: Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- Supervision: Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- General Supervision: Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- Direction: Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- General Direction: Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees			X
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management	X		
Provide Work Direction For Others			X
Evaluate Performance Of Others			X
Counsel Employees	X		
Train Employees (As Part Of The Normal Duties Of The Job)			X
Approve Overtime		X	
Approve Time Off Request For Others			X
Develop / Implement Policies			X
Do you directly supervise any employees? If yes, please list the number of FTEs and job titles of those employees below:		X	

Direct supervision⁴ of any employees. Number of FTEs and job titles of those employees listed below:

of FTEs

Job Title

N/A

SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) S=Seldom (1 to 5% of time, 1-25 Minutes a Day) O=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
 F=Frequent (34 to 66% of time, 2.6 – 5.25 hours per day) C=Constant (67 to 100% of time, 5.26 and above hours per day)

Posess the physical capacity to perform the duties of the position including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds			x		
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects		x			
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.				x	
Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).				x	
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.	x				
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					x
Crawling - Moving about on hands and knees or hands and feet.	x				
Crouching - Bending body downward and forward by bending legs and spine.	x				
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.			x		
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.			x		
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.					x
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.	x				
Hearing Requirements					
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)					x
Group or conference (in person)				x	
Telephone				x	
Other sounds			x		
Passing of hearing test required	x				
Devices include traditional keyboard, tablet, 10					x
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.					
Kneeling - Bending legs at knees to come to rest on knee(s)					
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may occur on the shoulder.					
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers					x
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.					x
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides.					
Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force				x	
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.					x
Reaching Overhead - Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to		x			

⁴ Section 111.70 (1)(c) Wis. Stats. defines a supervisor as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."
⁵ https://www.bls.gov/news.release/archives/physical.htm

	Never	Seldom	Occasional	Frequent	Constant
remain in a continuously straight position.					
Sitting - Remaining in a seated position.					x
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.					x
Stooping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles.		x			
Possess the capacity to effectively and efficiently work with/in the following conditions -					
Indoor/Office Work Environment					
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)		x			
Insects	x				
Rodents	x				
Exposure to Various Lighting Conditions (High, Low, LED, etc.)			x		
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)					
Outdoor Weather Conditions (Dry/Wet/Slippery)	x				
Hazardous Fumes or Odors / Toxic Chemicals	x				
Confined Spaces (as identified by OSHA)	x				
Close Proximity to Moving Machinery / Equipment		x			
Bodily Fluids / Communicable Diseases	x				
Working Alongside Moving Traffic on Roads	x				
Electrical Hazards	x				
Vibrations	x				
Dust	x				
Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds.					x
Other:					
Tools Used (add as needed)					
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	Level of Proficiency ⁶ if applicable				
Field Technology: Ipad/Laptop/Smartphone	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Microsoft Outlook	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Microsoft Word	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Microsoft Excel	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Microsoft Access	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Microsoft PowerPoint	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Adobe Acrobat Professional	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Legistar/Granicus	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
BP Logix	<input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Novatime	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
HTE/Sungard	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Assetworks	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
General Code	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
GIS	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
GPS software and reporting	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Civic Ready	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Docuware (Document Management System)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Neogov (Insight, Perform)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
CivicPlus (Internet, Intranet CMS)	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				
Internet	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert				

⁶ Basic – Fundamental knowledge of common usage; Intermediate – able to perform independently with occasional guidance a majority of tasks related to position, utilizes tools in the most efficient and effective manner on a regular basis; Advanced – able to perform independently all tasks related to position, constantly utilizes tools in the most efficient and effective manner, able to implement and make suggestions on how the tools could improve processes and productivity; Expert – Recognized Authority, Go to person, able to teach others

Personal Vehicle	Maintain Wisconsin Driver's License.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
City Vehicle	Maintain Wisconsin Driver's License.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	
	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Expert	

Section 9 - Additional Comments

Any additional information:

This position requires the ability to travel to various work sites/locations and work a flexible schedule, including hours outside of the normal work schedule, in a variety of settings. Successful candidate must possess the following:

- Solid work ethic, integrity, emotional intelligence, accountability and initiative;
- Knowledge and skill in the application of public sector human resource principles, practices, objectives, methods, techniques, laws and regulations;
- Knowledge of local government organization and administration;
- Knowledge of the theory and practice of collective bargaining;
- Skill in labor contract interpretation and administration;
- Knowledge of position analysis methods and techniques;
- Skill in listening, critical thinking, problem analysis and problem-solving;
- Written/verbal communication skills; ability to tailor the message, context and mode of communication to the audience;
- Ability to multi-task in a fast-paced environment and self-identify organizational, departmental, and individual priorities;
- Ability to work autonomously, in team/collaborative environments and cross-functionally with other departments/divisions;
- Ability to maintain high level of confidentiality and handle information with discretion;
- Skill in monitoring one's own work to ensure quality, accuracy and thoroughness;
- Sound judgment in recognizing scope of authority;
- Ability to think strategically, commit to innovation and continuous process improvement, and work collaboratively within the organization to advance the City's vision and strategic plan;
- Ability to establish and maintain relationships with a diverse population at all levels of the organization, outside vendors/consultants/client representatives/peers and the public, and deliver service excellence;
- Ability to relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy;
- Ability to foster an environment that embraces trust and respect.

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

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

EMPLOYEE: _____ DATE: _____ SUPERVISOR: _____ DATE: _____

DEPT. HEAD: _____ DATE: _____ HR REP: _____ DATE: _____