

**CITY OF WEST ALLIS
RESOLUTION R-2025-2793**

**RESOLUTION RELATING TO REVISIONS TO POLICY 302 FOR POSITION
ADMINISTRATION AND CONSOLIDATION OF POLICY 1416 FOR JOB
DESCRIPTION MANAGEMENT.**

WHEREAS, the City of West Allis seeks to ensure that policies governing position creation, classification, recruitment, and job description maintenance are consistent, transparent, and aligned with operational needs; and

WHEREAS, Policy 302 has been revised to clarify departmental and Human Resources responsibilities, define triggers for job description updates, and formalize approval procedures for recruitment and organizational changes; and

WHEREAS, the content of Policy 1416 regarding job description management has been reviewed, updated, and consolidated into Policy 302 to eliminate redundancy and ensure a unified policy framework;

NOW THEREFORE, be it ordained by the Common Council of the City Of West Allis, in the State of Wisconsin, as follows:

SECTION 1: **AMENDMENT** “1416 Job Descriptions” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

1416 Job Descriptions

1. ~~PURPOSE: To describe the policies to be followed by the Personnel Division in regard to job descriptions. ORGANIZATIONS AFFECTED: This policy applies to all City of West Allis departments, boards, commissions, and the general public. POLICY: It is the policy of the Personnel Division to develop a written job description for each position with the City of West Allis, and to maintain such job descriptions in an up-to-date form. REFERENCES: None PROCEDURES: RESPONSIBILITY The Personnel Division shall maintain all job descriptions. GENERAL POLICIES The City of West Allis prepares and maintains the following two types of job descriptions: The Personnel Division prepares a general, representative job description for each type of position classification. Each department develops specific position information and requirements in regard to specific positions under its supervision, supplementing the general job description. Effective Date: 1/1/82 Revision Date: 9/1/89~~

SECTION 2: AMENDMENT “P302 Positions” of the City Of West Allis Policies & Procedures is hereby *amended* as follows:

AMENDMENT

P302 Positions

~~The City may employ personnel in all positions approved and funded by the common council. All positions within the City shall be created and maintained using the following procedure. The annual budget shall include a list of the positions within each department and an organizational chart for those positions. Each department head shall provide any information requested by the human resources department to specify any position's duties and responsibilities, educational requirements, skills and ability levels, or any other relevant information. For each approved position, the common council shall establish a pay range for that position. At any time, a department head may request a change to a budgeted position, a new position, a pay range adjustment, or an adjustment to the department's organizational chart by submitting the request to the city administrator. The city administrator may propose such changes to the common council. The department head may fill any funded position which is vacant with the approval of the human resources department. The human resources department and the affected department head shall follow applicable ordinances, rules, and policies and procedures to fill the new or vacant position.~~

1. PURPOSE. To define the policies and procedures of the City of West Allis regarding the creation, maintenance, and administration of positions, job descriptions, and work assignments. This policy ensures a structured and transparent approach to position classification, recruitment, compensation, and operational flexibility while aligning with the City's budget and legal requirements.
2. ORGANIZATIONS AND PERSONS AFFECTED This policy applies to all City of West Allis departments, boards, commissions, and employees, except as otherwise determined by the City Administrator or as covered by a collective bargaining agreement.
3. POLICY It is the policy of the City of West Allis to develop and maintain accurate and up-to-date job descriptions for all positions, ensuring they serve as a foundational tool for position classification, recruitment, performance evaluation, and employee development. Job descriptions shall reflect the essential functions, responsibilities, and qualifications required for each position while allowing flexibility in work assignments, requiring employees to perform duties they are qualified for as operational needs arise.
4. REFERENCES [Reserved]
5. DEFINITIONS [Reserved]
6. RESPONSIBILITIES
 - a. Department Heads are responsible for ensuring job descriptions are accurate, up to date, and aligned with operational needs and job-specific competencies.

To support this responsibility, Department Heads shall provide Human Resources with any information necessary to define or update a position, including duties and responsibilities, educational requirements, skill levels, and other relevant attributes.

- b. Human Resources shall provide guidance and consultation to support the development and maintenance of job descriptions and will serve as the central repository and document of record.
- c. Employees are expected to perform duties as assigned and outlined in their job descriptions, recognizing that job descriptions are general guidelines and may not list every task required. Employees shall review their job descriptions annually during their performance evaluation to confirm alignment with their actual duties and the competencies on which they are evaluated.

7. JOB DESCRIPTION MAINTENANCE

- a. Job descriptions must be reviewed and updated when:
 - i. A requisition is submitted to fill a vacancy;
 - ii. A reclassification request is initiated;
 - iii. A position is newly created or substantially modified; or
 - iv. At least once every three years, whichever occurs sooner.
- b. As part of the annual performance evaluation process, employees shall review their job descriptions to ensure continued alignment with assigned responsibilities and evaluation criteria.
- c. Updates must be reviewed and approved by Human Resources before implementation, following the City's established process.
- d. Job descriptions are not intended to be exhaustive lists of all duties performed and may be adjusted as operational needs evolve.

8. WORK ASSIGNMENT FLEXIBILITY

- a. Employees may be required to perform duties outside of their job description on a temporary basis if they are qualified to adequately address work demands and ensure operational efficiency.
- b. When assignments are temporary, the City may reassign duties as necessary to meet workload demands without requiring job description revisions. However, if an assignment becomes long-term or ongoing, the City shall evaluate whether a job description update or reclassification is necessary.
- c. Employees temporarily performing duties of a lower classification shall maintain their current rate of pay, while those temporarily assigned to a higher classification may be eligible for pay adjustments under the Interim Assignment Pay (IAP) policy.

9. POSITION AUTHORIZATION AND BUDGET PROCESS

- a. The City may employ personnel in any position approved and funded by the Common Council. All positions shall be created, classified, and maintained in accordance with the procedures outlined in this policy.
- b. The annual budget shall include a list of all authorized positions by department, along with an organizational chart reflecting departmental structure.
- c. Department Heads shall cooperate with Human Resources to ensure accurate

documentation of new or modified positions, including updates to job descriptions, departmental organizational charts, and position listings as needed.

- d. For each approved position, the Common Council shall establish a corresponding pay range based on a classification and compensation analysis conducted by the Human Resources Department, including market comparisons and internal equity considerations, and a recommendation made by the City Administrator.
- e. At any time, a Department Head may request the creation of a new position, modification of a budgeted position, adjustment to a pay range, or change to a departmental organizational chart by submitting a request to the City Administrator. Prior to submission, the Department Head shall consult with Human Resources, which will evaluate the request for classification consistency, compensation alignment, and organizational impact. The City Administrator may propose such changes to the Common Council for consideration.
- f. A Department Head may submit a requisition to the Human Resources Department to fill any funded and vacant position. The requisition must be approved by the Human Resources Director and the City Administrator or their respective designees before recruitment may proceed. All recruitments shall be conducted in accordance with applicable ordinances, policies, and procedures.

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COMMON COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

Tracey Uttke, City Clerk, City Of
West Allis

Dan Devine, Mayor, City Of West
Allis