



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Human Resources & Information Technology Committee

Wednesday, February 8, 2023

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[23-0095](#) Minutes 12/14/22.

Attachments: [Minutes 12-14-22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[23-0096](#) Request to Approve APD TO Adjustment.

Attachments: [Operations Coord move to CRU.pdf](#)
[Police Approved 11-15-22 DRAFT.pdf](#)

[23-0118](#) Request to Approve Legal Services TO Adjustment.

Attachments: [HR-IT - Reorganization Memo 2-2-23.pdf](#)
[Legal Services Draft 1-19-23.pdf](#)
[City Clerk Deputy Dir Admin Services 2023.pdf](#)
[Administrative Services Lead 2023.pdf](#)
[Elections Clerk 2023 \(002\).pdf](#)

[23-0125](#) Request to Approve Public Health TO Adjustment.

Attachments: [PHN Memo.pdf](#)
[PHN TO.pdf](#)

6. Information Items

[23-0112](#) HVAC Technician Incentive Program.

Attachments: [HVAC Brochure.pdf](#)

[23-0131](#) Change Systems Analyst Position to ERP Systems Specialist.

Attachments: [Memo 2023 ERP Systems Specialist.pdf](#)

[ERP Systems Specialist.pdf](#)

[Systems Analyst.pdf](#)

[IT TO.pdf](#)

[23-0113](#) Recruitment Status Report through 2/3/23.

Attachments: [RSR 2.03.23.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 14, 2022

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

3. Approval of minutes from previous meeting

[22-1545](#)

Minutes 10/26/22.

Minutes 11/16/22.

Minutes 12/07/22.

Attachments: [Minutes 10-26-22.pdf](#)

[Minutes 11-16-22.pdf](#)

[Minutes 12-7-22.pdf](#)

Hartzheim moved, seconded by Alfheim, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

4. Public Hearings/Appearances

5. Action Items

[22-1546](#)

Request for Axon Evidence Storage.

Attachments: [2022 Request for Axon Evidence Storage.pdf](#)

[Axon Quote.pdf](#)

[2022 Excess Fund Balance Memo.pdf](#)

[Email Sole Source Police Evidence Storage.pdf](#)

Hartzheim moved, seconded by Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt

6. Information Items

[22-1547](#)

IT Deputy Director Hiring.

Attachments: [2022 IT Deputy Director Hiring.pdf](#)

This Presentation was received and filed

[22-1577](#)

Recruitment Status Report through 12/8/22.

Attachments: [RSR 12.8.22.pdf](#)

This Presentation was received and filed

7. Adjournment

Croatt moved, seconded by Alfheim, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Croatt



"...meeting community needs...enhancing quality of life."

POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Fenton, Human Resources Committee Chairperson
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: January 19, 2023

Subject: Informational Item – Safety and Licensing Committee
Action Item – HR/IT

We constantly review processes, programs, and our organizational structure to make sure we are delivering excellent police services in the most efficient way. I want to inform you of the following change we will be making.

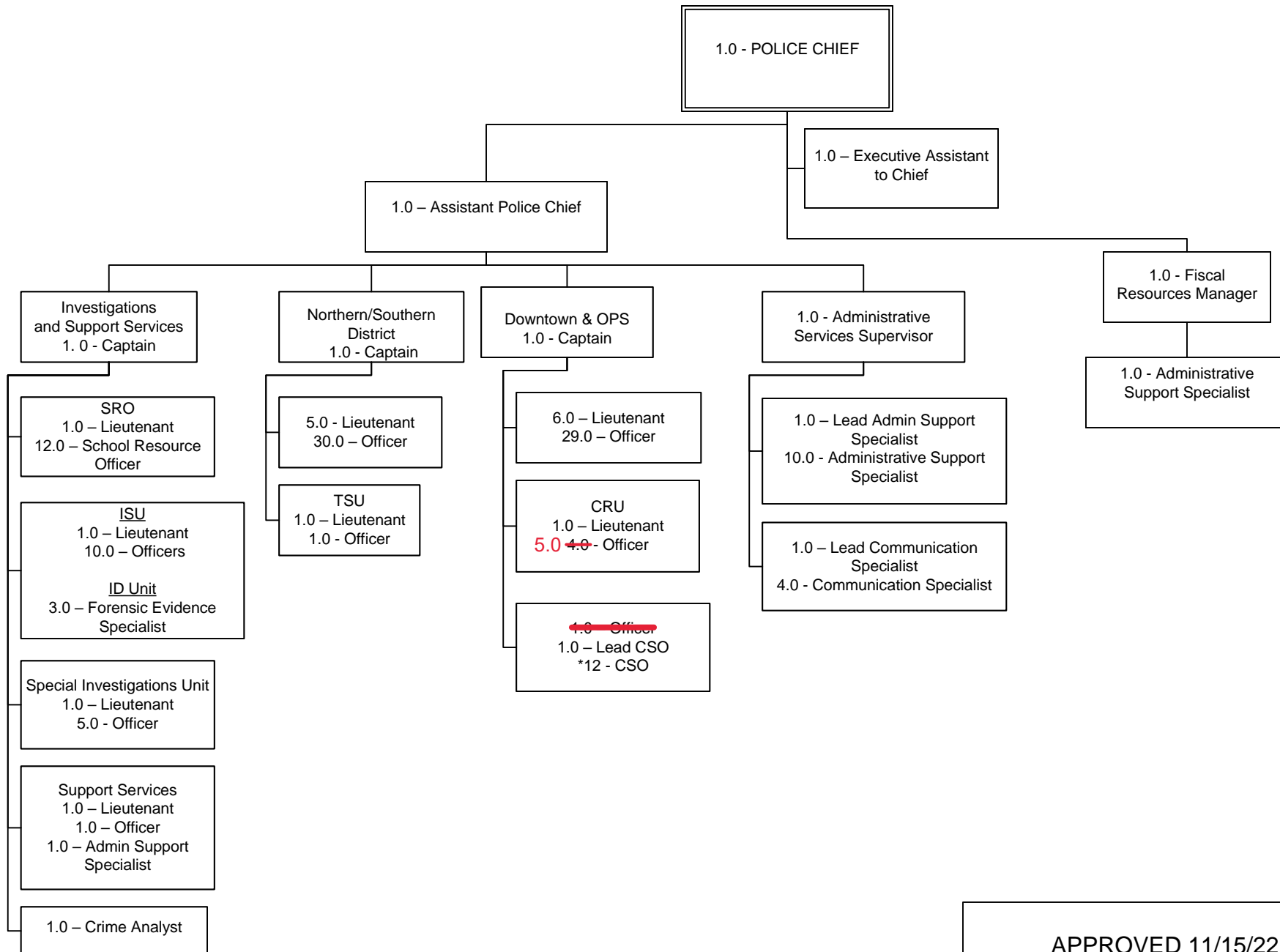
The department will be moving supervision and oversight of the Operations Coordinator from the Patrol Captain to the Lieutenant of the Community Resource Unit.

We have learned the work being done by the Operations Coordinator better aligns with the mission and vision of the Community Resource Unit. This unit is currently comprised of the Community Liaison Officer, the Victim Services Officer, Behavioral Health Officer, Threat Assessment Officer and our imbedded Clinical Therapist. Lt. Meghan Cash is the assigned supervisor.

There will be no financial impact associated with this move.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Polly Olson



APPROVED 11/15/22



"...meeting community needs...enhancing quality of life."

LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Human Resources/IT Committee

FROM: Christopher R. Behrens, City Attorney

DATE: February 2, 2023

RE: Legal Services Reorganization

After careful consideration, I am pleased to bring forward a recommendation to reorganize the Legal Services Department into the Legal and Administrative Services Department.

As a backdrop to this recommendation, some historical context may be helpful. Prior to 2011, the City Clerk functioned as a department head with the City Clerk's Office being a stand-alone department. In 2011, the position of City Clerk was changed from an elected position to an appointed position and that department was merged into the City Attorney's Office to become a single department known as Legal Services.

Over the past three years while overseeing the Legal Services Department, I've had the opportunity to work more closely with the City Clerk and her staff and better understand the functions of that division of Legal Services and the roles within it. What is being brought forward for approval includes modifications to the table of organization as well as modifications to certain positions including the City Clerk to better recognize the level of responsibility of that position. These proposals are the culmination of over a year's worth work and consideration between me, the City Clerk and the Human Resources Director.

Table of Organization: Legal Services would be known as Legal and Administrative Services to better recognize the two divisions of the department and the role of the Clerk's staff.

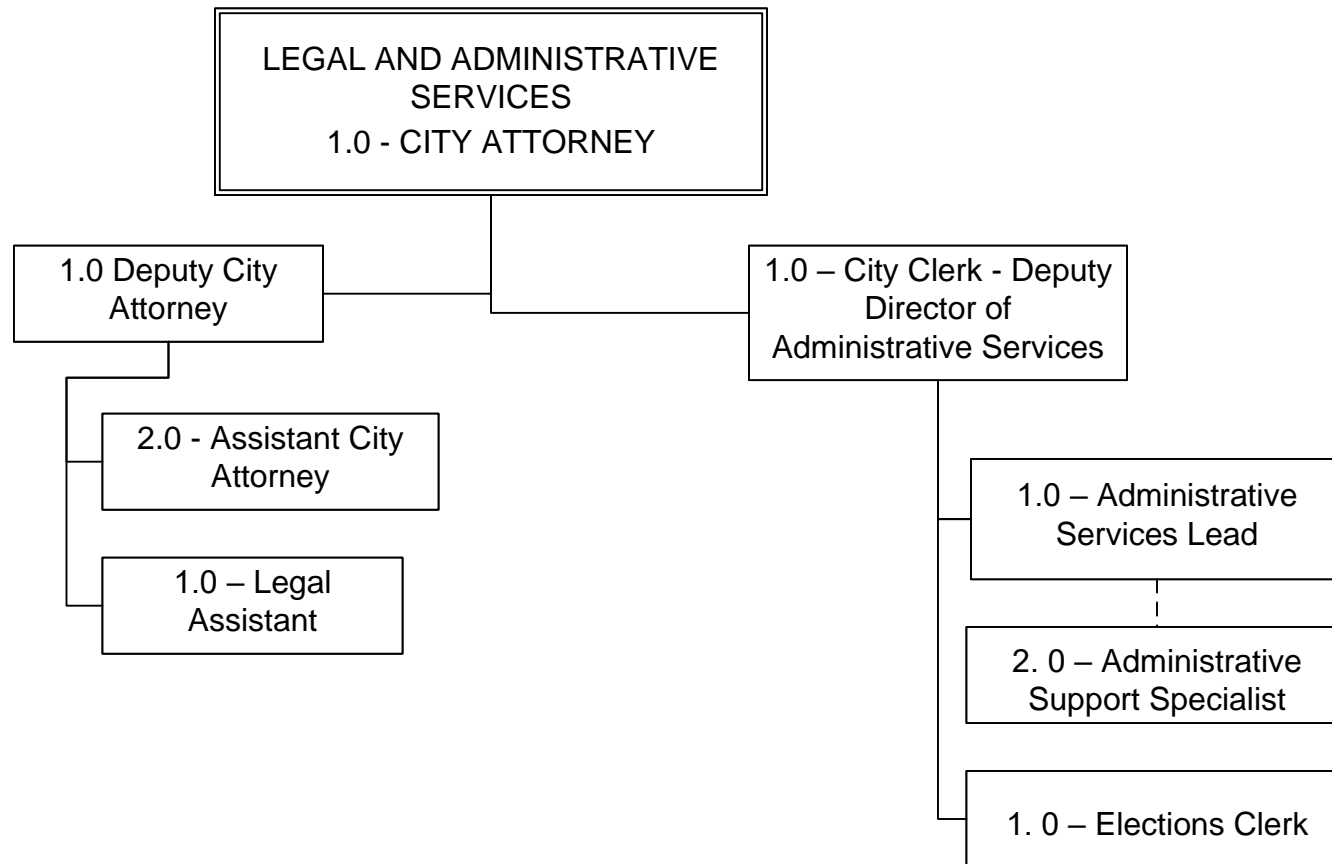
City Clerk: The City Clerk's title would be expanded to City Clerk-Deputy Director of Administrative Services and the City Clerk position would be placed in Grade 13 along with other department deputy directors. (I'm especially supportive of this move considering this position was at the department director level just over 10 years ago and the responsibilities are substantially the same.)

Deputy Clerk: The Deputy Clerk position title will change to Administrative Services Lead with one of the responsibilities being appointed as deputy clerk. The title change better reflects this position's new role of overseeing and guiding the day-to-day work of the department's two Administrative Support Specialists.

Elections Clerk: One of the (currently 3) Administrative Support Specialist positions will be redesignated as the Elections Clerk. This was a position in the past, but was converted to the more general position; however, it has become clear that the dynamics of elections have changed and the amount of time focused preparing for each election as well as post-election work has increased. After reviewing the work performed by this position along with the direction it provides and supervision of volunteers, it was reclassified from a Grade 5 to Grade 6. The position will still provide administrative support, just to a lesser extent than was originally anticipated.

Fiscal Impact: The fiscal impact of these changes is anticipated to be nominal. The Administrative Services Lead would be compensated an additional one dollar per hour which is consistent with compensation paid to others acting in lead positions in the City. The current Elections Clerk's compensation would increase by \$1.32 per hour to meet the minimum pay range in the new pay grade. The current City Clerk-Deputy Director of Administrative Services would be elevated from Grade 11 to Grade 13 but since her current compensation falls within Grade 13 parameters, an immediate adjustment is not required; however, the grade change allows for greater future earning opportunity.

Based upon the above, I am respectfully requesting that the Council APPROVE THE CHANGES TO THE LEGAL SERVICES TABLE OF ORGANIZATION.



DRAFT 1/19/23



City Clerk – Deputy Director of Administrative Services

Class Code:
110-4 (CC-2)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: January 10, 2023

SALARY RANGE

\$81,024.00 - \$121,536.00 Annually

NATURE OF WORK:

This is an appointed management position of the Administrative Services division of the Legal and Administrative Services Department. The Clerk, as an officer of the City, is responsible for numerous functions associated with that office as enumerated in sec. 62.09(11) of the Wisconsin State Statutes. In addition, the Clerk is responsible for managing the division's daily internal and external services including election planning, ensuring compliance with State and Federal election laws, financial management, records administration, coordination and distribution of meeting agendas, attending Common Council meetings and recording of meeting minutes, managing various statutorily required publication requirements and managing general administrative services delivered by staff

Work involves supervising subordinate department staff, hiring and training part-time election staff, preparation and administration of division's portion of the operational budget, and providing support to City Departments. The incumbent works under the general direction of the City Attorney.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, assigns and supervises work of Administrative Services Division staff to ensure various internal and external services are carried out effectively including election administration, administration of various licenses and permit applications and issuance, coordination, publication and distribution of meeting agendas, administering legal publications on behalf of other departments.
- Administers personnel activities for division staff including employee goal setting, performance evaluations, disciplinary actions and facilitating employee growth and development.

- Oversees and directs the planning and conduct of all elections including hiring, training and supervising election workers, entering agreements to secure polling places, monitoring changes in State and Federal election laws and certifying the election results.
- Responsible for evaluating and determining election equipment used and the selection of voting locations to ensure compliance with State and Federal election laws as well as determining the level of staffing and supplies required.
- Responsible for overseeing the voter registration process within the City of Appleton and the maintenance of related records in compliance with State and Federal election laws.
- Attends all Common Council meetings, administers the electronic voting system, and keeps records of the Council proceedings.
- Coordinates and is a participating member of a Redistricting Committee comprised of staff and elected officials to review Census information and recommend adjustments to election district boundaries.
- Attends all meetings of the Safety and Licensing Committee and other committee meetings as required.
- Coordinates the Board of Review meetings to satisfy statutory timing requirements regarding meetings and hearings, receives training to ensure the Board complies with State mandated requirements, provides training to other Board members, , acts as a voting member of the Board and ensures that various statutory procedural requirements are satisfied by the Board throughout the meeting cycle.
- Establishes, directs and manages the system used for maintenance of records as the official record keeper of all City records.
- Responsible for determining the administrative process and issuing of multiple types of municipal licenses. Establishes the administrative process for the application, review, issuance and administration of over 30 different licenses issued by the City.
- Responsible for administering the granting and issuance of alcohol licenses. Advises applicants on permitted activities under each license type and manages the demerit point system for alcohol license holders. Reviews state statutes and recommends modifications to the municipal code to adhere to changing state alcohol laws.
- Oversees the operations of the Mail/Copy Center
- Coordinates the preparation and publication of the City's legal notices for various City departments.
- Advises regarding open meeting/open record requirements according to Wisconsin Statutes. Evaluates when there could be potential quorums (or quorum issues) of the Boards/Commissions/Committees of the City, Drafts and posts Quorum Notices as appropriate.
- Administers oaths and affirmations to elected officials.
- Administers the process for collecting competitive bids for public works projects and bidder pre-qualification record keeping.
- Acts as liaison between the public and other government officials, conducts media interviews and attends other public events.
- Responsible for the care and custody of the corporate seal.
- Maintains regular punctual and predictable attendance, works extra hours as required including, but not limited to, attending Common Council meeting sand committee meetings as required, and election administration.

OTHER JOB FUNCTIONS

- Coordinates document maintenance and storage and oversees maintenance of storage area.

- Serves on advisory committees and attends regularly scheduled Deputy Director meetings.
- Prepares, presents and maintains the Administrative Services division budget and coordinates with the City Attorney to develop and maintain the Legal Services Department budget.

REQUIREMENTS OF WORK:

A Bachelor's degree in Business, Public Administration, Records Management or related field is preferred. WMCA Wisconsin Certified Municipal Clerk, IIMC Certified Municipal Clerk, WMCA Wisconsin Certified Professional Clerk, or IIMC Master Municipal Clerk certification desirable, with at least six years' experience also preferred; or any combination of experience and training which provides the following knowledge, abilities and skills.

- Thorough knowledge of election laws and procedures and ability to monitor and respond to changes in the law.
- Ability to forecast and strategically plan for anticipated voter turnout and absentee ballot requests by securing adequate personnel and resources to administer each election.
- Thorough knowledge of state statutes and Appleton Municipal Code relating to the administration of City government.
- Thorough knowledge of parliamentary procedures, committee work and council proceedings.
- Good management skills including the ability to train, supervise, motivate and evaluate staff and coordinate all functions performed by them.
- Strong leadership skills including the ability to plan, recommend and support major and minor changes within the department and the city.
- Ability to offer budgetary documentation within the guidelines of the city structure; ability to prepare, support and defend the recommended operating budget of the department's division.
- Ability to coordinate the updating and maintenance of various files and records.
- Ability to work under pressure and meet strict deadlines.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels within and outside the organization including news media and outside agencies.
- Skill in dealing with the public and department personnel and establish effective working relationships with the public, news media, city officials, outside agencies and others.
- Skill in the preparation and interpretation of complex oral and written communications.
- Possess and maintain a valid Wisconsin driver license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication
Staff Development (mentoring)
Motivate
Problem Solving
Adaptability/Flexibility

To learn more about these competencies click [here](#)



CITY OF APPLETON
Revision Date: September, 2022

Administrative Services Lead

Class Code:
110-2 (CC-3)

Bargaining Unit: Non-union Non-Exempt

SALARY RANGE

\$21.66 - \$32.50 Hourly
\$45,052.80 - \$67,600.00 Annually

NATURE OF WORK:

Work involves assisting the City Clerk in carrying out all functions of the office and performing administrative responsibilities in a prompt, efficient, and lawful manner. The Administrative Services Lead will also serve as the Deputy City Clerk and will act as City Clerk in the event of their absence. Work requires the exercise of initiative, independent judgment, and discretion in handling delegated administrative details and the performance of various clerical duties. Work is reviewed in a general manner on the basis of results obtained with limited supervision. Work requires a high attention to detail and meeting stringent legal and procedural deadlines. Decision making is based on the office staff as a whole and impact to other departments vs. independent position.

This position is distinguished from other administrative positions by the incumbent's need to maintain confidentiality along with the application of in-depth knowledge of legal requirements, problem solving processes and procedures necessary to support the functions and operations of the Clerk's Office.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Assist the City Clerk in prioritizing of job responsibilities to meet deadlines.
- Schedule daily office coverage to ensure effective operations and to minimize overtime.
- Provide effective direction, instruction and guidance regarding workload priorities.
- Use excellent customer service skills; establish and maintain effective working relationships with other employees, officials, and members of the general public.
- Monitor and oversee expenditures of the City Clerk's budget, utilizing Tyler Munis and related programs, excluding the Administration budget.
- Assist in charge backs for inter-department billing.
- Coordinate election, license related and other information to update and maintain on the City Clerk web page.
- Administrator for Granicus recording and Legistar agenda/minute management system including training and system set-up; coordinating with other departments for agenda/minute creation, troubleshooting and assistance as necessary.
- Coordinate with City Clerk to create, draft and finalize City Council meeting agenda, coordinate assembly of meeting packets to City Council members, City departments and the public.
- Create notices and arrange for official publication and posting of notices regarding City meetings and public hearings; distribute follow ups on Council actions and directions to staff; distribute and file documents following Council action.
- Finalize and maintain record of resolutions, ordinances and minutes pursuant to Wis.Stats., and arrange respective signatures.

- Assist City Clerk in organizing and administering the filing of campaign financing statements and reporting; monitor and review filings to ensure they are complete and in compliance.
- Assist the City Clerk and Elections Clerk in conducting City elections; assist in performing pre-election support functions including instructions to candidates and candidate requirements.
- Conduct election activity - including election tasks in WisVote such as voter registration, absentee ballot requests/processing, address validation, e-poll book set-up, poll book printing, and results entry; create and publish respective notices; test equipment, prepare election supplies/forms; and certify results as required in absence of the City Clerk.
- Coordinate and oversee the activities in the Mail/Copy Center and operate all equipment in the mail/copy center.
- Provide information by telephone, email, fax or in writing to department, council members, the media and the general public relating to all types of City documents and processes.
- Promptly and accurately process amendments/changes/corrections to agendas, minutes and reports.
- Custodian of records providing document retrieval and research
- Assist the City Clerk in updating the Official City Directory.
- Assist with budget preparation for the City Clerk office.
- Act for the City Clerk in that individual's absence.
- Process Tax Exempt forms and file summary with the State.
- Process Corporate Boundary Map and send for recording in each County.
- Create and process legal publication of all City documents requiring publication. Advise City staff on publication requirements and assist with preparation of documents.
- Provides back up support to the City Clerk, City Council and all other administrative staff – able to provide back up for staff in other departments regarding meeting agendas, minutes and videos.
- Schedule Board of Review appointments and mailing required notices.
- Schedule Special Committee/Council meetings.
- Maintain professionalism, cultivate an atmosphere of teamwork and support the organization's code of conduct.
- Oversee coordination of workflow for various City applications for consideration including but not limited to annexations, rezonings, special use permits, etc.
- Anticipate upcoming needs, departmental and procedural challenges and design solutions to meet those needs. Supervise staff workflow along with, and in the absence of, the City Clerk.
- Keep a proceedings book of council meetings and publish council proceedings.
- Maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of office administrative operations.
- Maintain regular regular punctual and predictable attendance, work overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Other tasks as assigned

REQUIREMENTS OF WORK:

Extensive experience in responsible administrative and clerical work; graduation from high school; plus additional training of at least three to five years of progressively responsible administrative experience involving the development and maintenance of detailed and complex records and legal documents, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements; or an equivalent combination of training and experience; business or technical school; certification as a Wisconsin Certified Municipal Clerk (WCMC) from the Wisconsin Municipal Clerk's Association or a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks preferred, or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of Wisconsin Statutes, City Ordinances and procedures and activities regarding duties and responsibilities of the Office of the City Clerk.
- Knowledge of parliamentary procedures, committee work and council proceedings.
- Knowledge of rules and procedures governing the notice and conduct of public hearings.

- Strong ability to develop, prepare, and maintain general principles, practices, methods and techniques applicable to maintaining City-wide records management systems.
- Knowledge of Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its committees.
- Ability to communicate effectively, both verbally and in writing.
- Thorough knowledge and skill in the operation of varied software programs, computers and other standard office equipment.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to take meeting notes at a rate sufficient to perform duties of the job.
- Ability to work with customers in an effective and calm manner.
- Ability to exercise sound independent judgment in accordance with laws and regulations and to apply these to work problems.
- Ability to monitor and oversee the City Clerk's office budget.
- Ability to establish and maintain effective working relationships with City staff, elected officials, other public and private organizations, and the public and to deal with public relations problems courteously and tactfully.
- Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
- Ability to meet critical deadlines while maintaining sufficient flexibility to meet other office needs.
- Prepare clear and concise meeting documentation and other written correspondence and reports.
- Knowledge of bid advertising and opening procedures.
- Current license as a Notary Public issued by the State of Wisconsin or compliance within six months.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

Adaptability/Flexibility

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: Deputy City Clerk

REVISED DATE: December 2007

REVIEW DATE: January 2014

A. PHYSICAL DEMANDS

1. Standing
2. Walking
3. Sitting
4. Lifting: Light - max. 10 lbs.
5. Lifting: Moderate - max. 25 lbs.
6. Lifting: Heavy to moderate - max 45 lbs.
7. Lifting: Heavy - max. 65 lbs.
8. Carrying est. wt. max. 25 lbs.
9. Pushing est. wt. max.
10. Pulling est. wt. max.
11. Pulling hand over hand
12. Climbing stairs
13. Climbing, use of legs and arms
14. Balancing
15. Stooping
16. Kneeling
17. Repeated bending
18. Crawling
19. Reaching: ☒ high ☐ low ☐ level
20. Repetitive finger movement
21. May use hands for grasping
22. May use hands for manipulation
23. May use hands for twisting of wrist
24. May use hands for flex/ext. of wrist
25. May use hands for reaching
26. May use hands for overhead work
27. Repetitive twisting or pressure involving wrists or hands
28. Both hands required
29. Both legs required
30. Ability of rapid mental/muscular coordination simultaneously
31. Oral communication: speaks clearly in ☐ Spanish ☒ English
☐ Hmong ☐ Other:
32. Hearing-conversation
33. Intense visual concentration
34. Specific visual requirements
35. Depth perception
36. Color vision: Distinguish basic shades
37. Color vision: Distinguish basic colors
38. Operation of crane, truck or motor vehicle
39. Other:

N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>max. 25 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>max.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>max.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: <u> </u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>		Far: <input checked="" type="checkbox"/>	
35. Depth perception	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
39. Other: <u> </u>				

B. WORKING CONDITIONS

1. Outside
2. Alternating between Outside and Inside
3. Heat between 90-100 degrees
Heat over 100 degrees
4. Cold below 55 degrees
5. Temperature changes: ☐ excessive ☐ frequent
6. Wetness
7. Dry atmospheric conditions
8. Confined spaces
9. Heights (list maximum: 6)
10. Constant noise above 85 decibels
11. Intermittent noise above 85 decibels
12. Vibration
13. Fumes: ☐ Irritant ☐ Toxic

	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90-100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: <u>6</u>)	N	O	F	C
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CITY OF APPLETON
Revision Date: September 2022

Elections Clerk

Class Code:
110-3 (CC-3)

Bargaining Unit: Non-union Non-Exempt

SALARY RANGE

\$22.91 - \$32.07 Hourly

NATURE OF WORK:

This position is responsible for clerical and elections work which involves complex work methods and problems.

Work involves performing a wide variety of administrative and clerical duties in handling the City's Elections requiring the application of discretion, initiative and independent judgment in the interpretation of policies, procedures and regulations. Work involves preparation, coordination and maintenance of the entire election process. Work is performed under limited supervision and reviewed in a general manner upon completion for adherence to established policies and procedures.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Coordinates pre-election preparation, maintains election records and history files, assures adequate inventory and proper distribution of election supplies, prepares reference materials pertinent to each type of election, and assures accurate and timely input of post-election data.
- Directs and oversees assistance provided by Administrative Support Specialists regarding pre-election preparations, post-election preparations and voter maintenance tasks.
- Recruits, directs, assigns and supervises Inspectors, Election Registration Officials and Special Voting Deputies; maintains election worker history files; manages appointments, tracks training certification hours and calculates payroll figures.
- Remains aware of changes in Wisconsin State Statutes and Federal Voting Assistance Program regarding election laws/procedures and pending changes in legislation; assists with the development and implementation of any necessary changes in procedure as a result; updates instruction/processes, assists with the development and presentation of election training materials with City Clerk.
- Facilitates voter registration and management through the WISVOTE System, including all new registrations, changes and deletions both in electronic and hard copy formats through a variety of processes including those directed or initiated by the Wisconsin Elections Commission.
- Manages inactive voters including felon, death, HAVA matches.
- Assists in coordinating the absentee voting process for in-office absentee voting. Processes, batches, and directs the fulfillment of mail, military and overseas absentee ballot requests each requiring specific applications and complex recording and tracking procedures; prepares write-in absentee ballots as necessary.
- Facilitates Special Voting Deputy schedules and visits consistent with State law.
- Maintains thorough knowledge of the election equipment; completes pre-election testing of all equipment and sets up for in-person absentee voting.
- Completes all reports related to election administration and voter data in WisVote.
- Completes election reconciliation following each election.
- Assists with the completion of post-election audits.
- Gathers and organizes information for election related record requests.

- Provides election day support for voters and poll workers.
- Coordinates election night returns; secures ballots; prepares reporting forms; organizes and reviews election returns for accuracy.
- Conducts post-election activity including records votes; cancels outstanding ballots; completes required 190 reporting; ballot reporting in CRM; and voter statistics.
- Assists with coordination of election related activities with outside community organizations.
- Coordinates use of 15 polling locations, equips sites with materials needed to conduct elections and coordinates the on-site storage of equipment and supplies.
- Coordinates with City Clerk and Administrative Services Lead to prepare election related information for the City Clerk website.
- Prepares nomination papers and assists municipal candidates in the completion and filing of ballot access forms.
- Assists the City Clerk in ballot ordering and layout review.
- Manages and updates address, ward and district combinations in WisVote.
- Coordinates with GIS to provide accurate and detailed maps for citizens and candidates with Ward and District boundaries.
- Composes and types a wide variety of internal and external correspondence.
- Enters data into computer programs and edits for accuracy.
- Maintains a detailed record and filing system.
- Maintains a detailed calendar for the destruction of election records and performs such activities when applicable.
- Answers inquiries from visitors and callers.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Provides backup for other clerical staff - specifically answering telephone inquiries, front counter greeting, processing bartender and other license applications, cash receipting, assisting with mail/copy functions of the Mail/Copy Center.
- Aids City Clerk and Administrative Services Lead with special projects and report distribution when necessary or in their absence.

REQUIREMENTS OF WORK:

Considerable experience in responsible clerical/administrative work; graduation from high school, plus additional training of at least one to two years of college, business or technical school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of State election laws and procedures and activities pertaining to the office of the City Clerk.
- Knowledge of departmental rules, regulations, procedures and functions.
- Ability to recruit, train and supervise seasonal election personnel.
- Ability to work accurately under pressure and meet strict deadlines.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to make decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to prepare effective correspondence on routine matters and compile data for reports.
- Ability to clearly convey laws and procedures to members of the public.
- Ability to establish and maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Skill in operation of computers and computer software, WisVote voter management site, electronic voter tabulating equipment, and other standard office equipment.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: **Elections Clerk**

REVISED DATE: October 2007

REVIEW DATE: October 2007

N = Never

O - Occasionally: 1 to 33% of the time on job

F - Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max 45 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. <u>50 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. <u>150 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. <u>150 lbs.</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input checked="" type="checkbox"/> high <input checked="" type="checkbox"/> low <input checked="" type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Specific visual requirements	Near: <input type="checkbox"/>		Far: <input type="checkbox"/>	
35. Depth perception	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
39. Other: <input type="text"/>				

B. WORKING CONDITIONS

	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum: <input type="text"/>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**APPLETON
HEALTH DEPARTMENT**

ADDRESS

100 N APPLETON STREET
APPLETON, WI 54911-4799

PHONE

920.832.6499

FAX

920.832.5853

WEBSITE

WWW.APPLETON.ORG

January 23, 2023

To: Human Resources Committee
City of Appleton Common Council

From: Charles E. Sepers, Jr., Ph.D., M.P.H., Health Officer/Director

Subject: Authorization to increase the Public Health Nurse FTE from 3.9 to 4.0.

At current, the Health Department Deputy Director spends 1-2 days per week (0.2–0.4 FTE) performing the role of the intake public health nurse. The addition of the 0.1 FTE position would allow the Deputy Director to focus more time on critical administration needs, including grants management and compliance. Additionally, increasing the current position from 0.9 FTE to 1.0 FTE would allow for the recruitment of experienced candidates.

For the reasons identified above, the Health Department requests authorization to add an additional 0.1 FTE to be added to the Public Health Nursing Table of Organization.

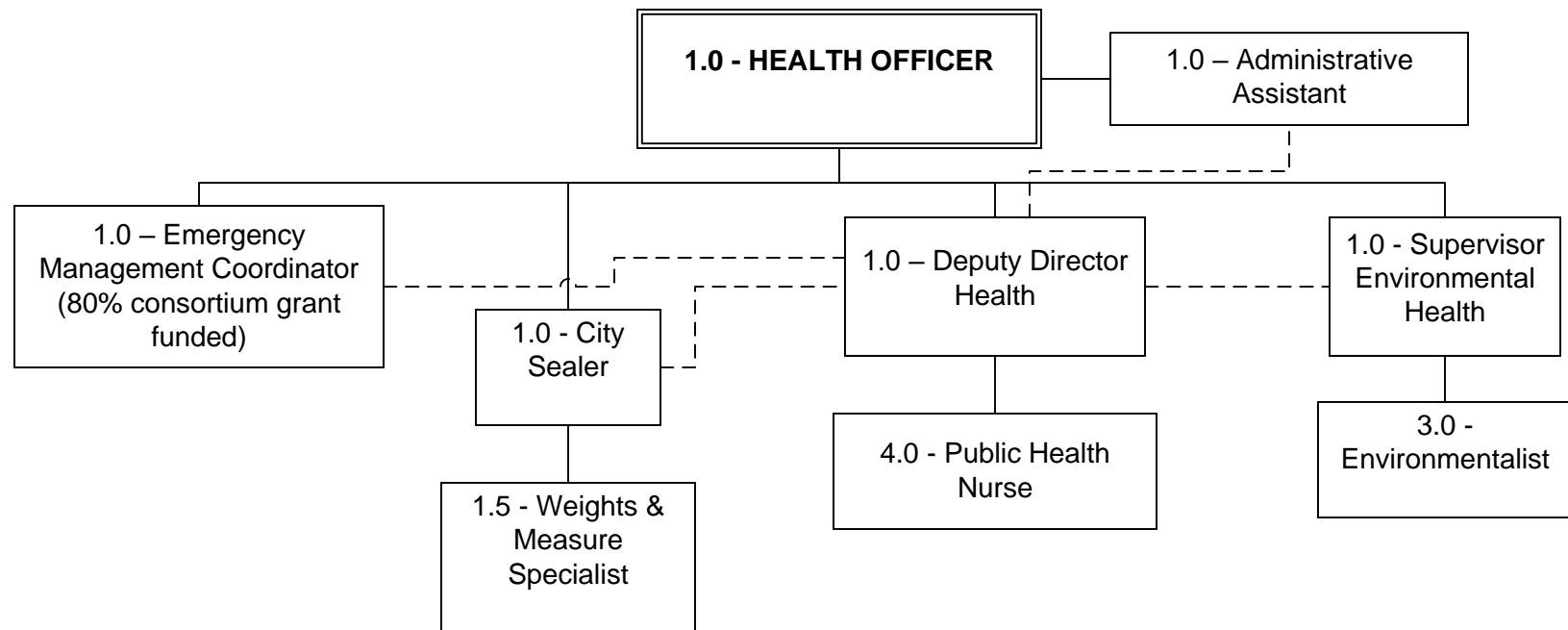
For analysis purposes, the addition of the 0.1 FTE at the salary midpoint would incur an additional salary and fringe cost of \$10,272. This portion of the position would be funded for the next 5 years using secured grant funding and will not impact the general funds budget.

Recommendation:

Authorization to modify the Health Department's Table of Organization by adding 0.1 FTE to the Public Health Nurse category.

Respectfully submitted by,

Charles E. Sepers, Jr., Ph.D., M.P.H.



DRAFT 1/24/2023

CITY OF APPLETON

WISCONSIN

**\$2,500
SIGNING
BONUS!**

NOW HIRING



HVAC TECHNICIAN

*Parks, Recreation and Facilities
Management Department*



CITY OF APPLETON: A PLACE WHERE YOU BELONG

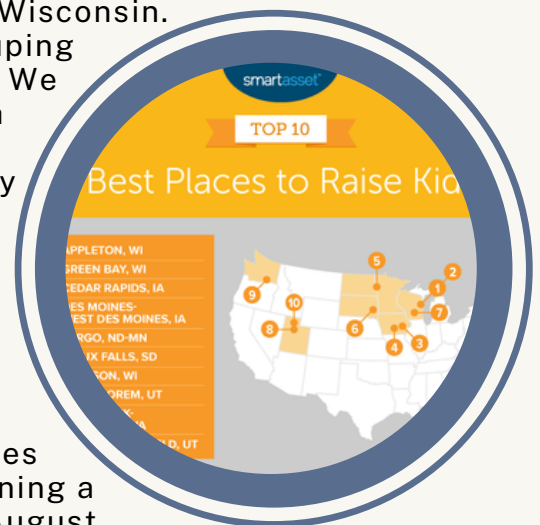
At the City of Appleton, we welcome employees who love to learn and are forward-thinking. Located in the heart of the Fox Cities, we are a steadfast employer committed to providing a flexible work environment and unique benefits. We encourage employees to come as they are and explore growth opportunities that will help them serve our community with impact.

A GREAT PLACE TO LIVE, LEARN, AND GROW

The City of Appleton is an inviting community nestled in northeastern Wisconsin just north of the largest lake in the state, Lake Winnebago. Home to more than 75,000 residents, Appleton is known for its vibrant and growing downtown, numerous parks, high-quality education, and friendly, safe environment. We're proud that in 2020 Appleton was ranked #1 for the Best Place to Raise Kids by SmartAsset. Appleton was also ranked #39 on Livability's 2022 list of Best Places to Live in the U.S.

The City of Appleton is considered a leader in the New North, a regional initiative to promote economic growth in northeastern Wisconsin. The city is located in the heart of the Fox Cities, a grouping of 15 cities, villages and towns linked by the Fox River. We are one of the fastest-growing areas in the state which nearly a quarter-million people call home. We enjoy a variety of activities from jazz concerts on the nationally recognized campus of Lawrence University and Broadway performances at the world-class Fox Cities Performing Arts Center, to quiet evenings spent walking along trails near the river or having dinner at one of the fabulous restaurants that border the historical waterway.

Appleton represents a beautiful balance of the amenities and experiences offered by larger cities, while maintaining a hometown feel for residents and visitors, alike. Every August downtown Appleton hosts Mile of Music, a national cover-free festival highlighting handcrafted artistry. In fall, the Oktoberfest celebration draws more than 150,000 people to enjoy music, food, and more. We take pride in our many parades and a broad range of cultural events including Juneteenth and the Hmong New Year.



“

I HAVE FOUND THE WORKPLACE CULTURE TO BE KIND, OPEN TO CHANGES AND INTERESTED IN GROWTH. I HAVE BEEN ABLE TO GROW PERSONALLY & PROFESSIONALLY.

”

dedicated to meeting the needs of the community & enhancing the quality of life



A GREAT PLACE TO WORK AND MAKE AN IMPACT

All 630+ full-time City employees and 450+ annual seasonal employees work towards one mission: serving community needs and enhancing the quality of life for all City of Appleton residents and visitors. As an HVAC Technician, you are part of our Parks, Recreation and Facilities Management Team of 32 members who positively impact the lives of other City employees, residents and visitors every day.

As a City of Appleton employee, you not only are a part of an organization that makes a local impact, but also a global impact as well. The City has built global partnerships with our Sister Cities in Kanonji, Japan and Chinandega, Nicaragua. We are proud to share our knowledge and resources with these communities and their residents.

A GREAT JOB FOR YOU

In this skilled journeyman craftsman position, you will perform a variety of mechanical maintenance functions relating to commercial, industrial, and residential heating, air conditioning, ventilation, refrigeration systems and pipefitting. Responsibilities include equipment maintenance, installation, troubleshooting and repair to heating, ventilation, and air conditioning equipment. These duties include work of a journeyman level and tradesperson's competence, physical capability, and mechanical and troubleshooting aptitude. Work is performed under the direct supervision of the Facilities Manager.



“

I THINK IT IS AN UNPARALLELED PLACE TO WORK.
ALL EMPLOYEES I HAVE MET ARE EXTREMELY
PASSIONATE ABOUT THEIR WORK, CARE ABOUT
COMMUNICATING WITH EACH OTHER, AND HAVE A
DEEP LOVE FOR THE CITY ITSELF.

”

“

I LOVE MY WORK AND FEEL VALUED.
THE CITY OF APPLETON REALLY
CARES ABOUT ITS EMPLOYEES

”



**Quotes from 2022 anonymous employee benefits/culture survey*

dedicated to meeting the needs of the community & enhancing the quality of life

A GREAT PLACE TO USE AND GROW YOUR SKILLS

Ready to Use Your Skills?

We are looking for someone who has considerable experience in commercial, industrial, and residential HVAC and training beyond the high school level in HVAC. In addition, we seek someone who has completed a full-skilled apprenticeship or equivalent training program directly related to all phases of this work, including HVAC but not limited to Pipefitting, and/or Millwright journeyman licensing. The ideal candidate will have five years of directly related journeyman level experience that includes troubleshooting of commercial, industrial, and residential HVAC systems. The ability to become confined space entry certified is also required.

Salary

The annual salary range for this position is \$52,416-\$73,382, plus an excellent fringe benefit package including: paid time off, flexible work schedule; health, life, dental and vision insurance; and Wisconsin Retirement System (WRS). The WRS is among the best funded and best managed public pension systems in the country.



LOOKING AT EVERYTHING FROM WAGES TO BENEFITS, TO WORK HOURS AND THE GENERAL CULTURE, THIS BY FAR IS THE BEST ORGANIZATION I HAVE EVER BEEN A PART OF.



ARE YOU THE ONE?

If you are interested in applying for this position, please complete an online application at www.appleton.org by no later than **Sunday, February 26, 2023**. Resumes without an application will not be considered.

City of Appleton Human Resources Department



100 N. Appleton Street, Appleton, WI 54911



920-832-6458



humanresources@appleton.org

We are proud to be an Equal Opportunity Employer.



dedicated to meeting the needs of the community & enhancing the quality of life

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



helpdesk@appleton.org

To: HR/IT Committee
From: Corey Popp, Information Technology Director
Date: February 8, 2023
Re: Change Systems Analyst Position to ERP Systems Specialist

Following the February 3, 2023 retirement of the IT Department's Systems Analyst, and after discussion and consultation with my Deputy Director and Lead Systems Analyst, I am changing the vacant position of Systems Analyst on the IT department's Table of Organization to ERP Systems Specialist.

The new job title and description better addresses the IT Department's evolving needs for additional ERP system administration and support, whereas the Systems Analyst position defines an iSeries RPG programmer. Due to the same pay grade for the roles, there is no financial impact to the department's budget. Following the change, the vacancy will be posted, and I will begin accepting candidates for the ERP Systems Specialist position.

The two job descriptions and the illustrated TO change are attached. Please contact me if you have any questions regarding this change.



CITY OF APPLETON
Revision Date: xxxxxxxx xx, xxxx

ERP Systems Specialist

Class Code:
xxxxxxxx

Bargaining Unit: Non-Union Exempt

SALARY RANGE

\$57,650 - \$80,710 Annually

NATURE OF WORK:

This is a professional staff position responsible for assisting with the support, maintenance, and implementation of the City's Enterprise Resource Planning (ERP) system. Work involves administration and management of the ERP and related applications and systems. Responsibilities also include acting as the reporting subject matter expert (SME). Work is performed under the general supervision of the Lead Systems Analyst. The incumbent works under the direction of the I.T. Deputy Director.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Aligns the ERP to municipal processes by maintaining, documenting, improving, and implementing business-rule workflows and configurations.
- Reviews stakeholder requests and end-user needs; determines the scope and appropriateness of the project; translates requirements into design recommendations.
- Develops and maintains reports, data exports, and automations, including SQL, Excel Cubes, and Pivot Tables; acts as the overall reporting subject matter expert (SME) for end-users.
- Assists the Lead Systems Analyst with supporting, planning, and installing ERP and other IT Services software and hardware.
- Oversees ERP end-user account moves/adds/changes (MAC), training, and education.
- Troubleshoots and solves incidents and problems submitted by end-users.
- Works on IT projects as assigned.
- Monitors ERP backups, upgrades, and maintenance.
- Acts as a liaison with City stakeholders, IT suppliers, and IT operations staff.
- Documents in-house knowledgebase articles, flowcharts, and diagrams.
- Participates in Information Technology on-call schedule.
- Maintains regular punctual and predictable attendance.
- Works on special projects as assigned.

REQUIREMENTS OF WORK:

Bachelor's degree in Computer Science or related field, six to eight years ERP experience, or any equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Knowledge of supporting, administering, and implementing ERP systems.

- Knowledge of municipal/business processes involving payroll, billing, AP, and other general ledger functions.
- Ability to apply training received in the use of new tools and technology.
- Ability to operate computers and related hardware and instruct people in their use.
- Ability to lift 25 pounds.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out complex oral and/or written instructions.
- Ability to work effectively with minimal supervision and conform to deadlines.
- Ability to sustain prolonged visual concentration.
- Ability to communicate effectively both orally and in writing.
- Ability to work occasional nights or weekends.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Creative/Innovative

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:



Systems Analyst

Class Code:
190-10 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Established Date: Sep 22, 2022
Revision Date: Sep 22, 2022

SALARY RANGE

\$27.72 - \$38.80 Hourly
\$57,657.60 - \$80,704.00 Annually

NATURE OF WORK:

This is a professional staff position responsible for developing automated information systems primarily on an IBM iSeries midrange computer system. Work involves analyzing a department's information needs; defining computer applications; database design; writing, testing and debugging programs; instructing personnel on application and computer use; and creating system and user documentation. Assignments are completed working independently or as the leader of a team project. Work is performed under the general supervision of the Lead Systems Analyst.

JOB FUNCTIONS:

- Analyzes the information processing needs of City departments and recommends solutions to satisfy those needs.
- Develop an expert level understanding of City business systems and their technologies.
- Assist more junior level programmer analysts with complex business problems and solutions.
- Provide production support of core business systems.
- Develops project time estimates and status reports.
- Develops the programs, files, forms, reports and flow charts necessary for new or modified systems.
- Tests, debugs and documents new or modified programs and systems
- Performs computer operations as necessary during the course of system development or message handling.

- Provides user support for applications, software or hardware to include instructional assistance, error handling, and correction.
- Instructs personnel on the use of new or enhanced system applications including computer or terminal operation.
- Grants application and data access authority as directed by policy or supervisor.
- Creates ad hoc reports using query type languages.
- Identifies appropriate data and programs that need to be included in the computer backup procedures.
- Completes appropriate training on new application development tools and computer technology.
- Corrects equipment operating problems or reports them to appropriate internal or external personnel.
- Modifies vendor supplied applications or utility software as directed.
- Acts as a liaison with software vendors, developers and support groups.
- Prepares any data or documentation authorized for release to the public.
- Participates in Information Technology on call procedures.
- Works on special projects as assigned.

REQUIREMENTS OF WORK:

Bachelor's degree in Computer Science or related field, six to eight years computer programmer/analyst experience, or any equivalent combination of education, experience and training which provides the following knowledge, abilities and skills:

- Comprehensive knowledge of information processing, systems design, and computer programming in an appropriate programming language.
- Ability to apply training received in the use of new development tools and technology.
- Ability to develop systems, programs, forms, reports and flow charts.
- Ability to operate computers and related hardware and instruct people in their use.
- Ability to lift 25 pounds.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to lead team projects and work effectively in a team setting.
- Ability to understand and carry out complex oral and/or written instructions.
- Ability to work effectively with minimal supervision and conform to deadlines.

- Ability to sustain prolonged visual concentration.
- Ability to communicate effectively both orally and in writing.
- Ability to work occasional nights or weekends.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

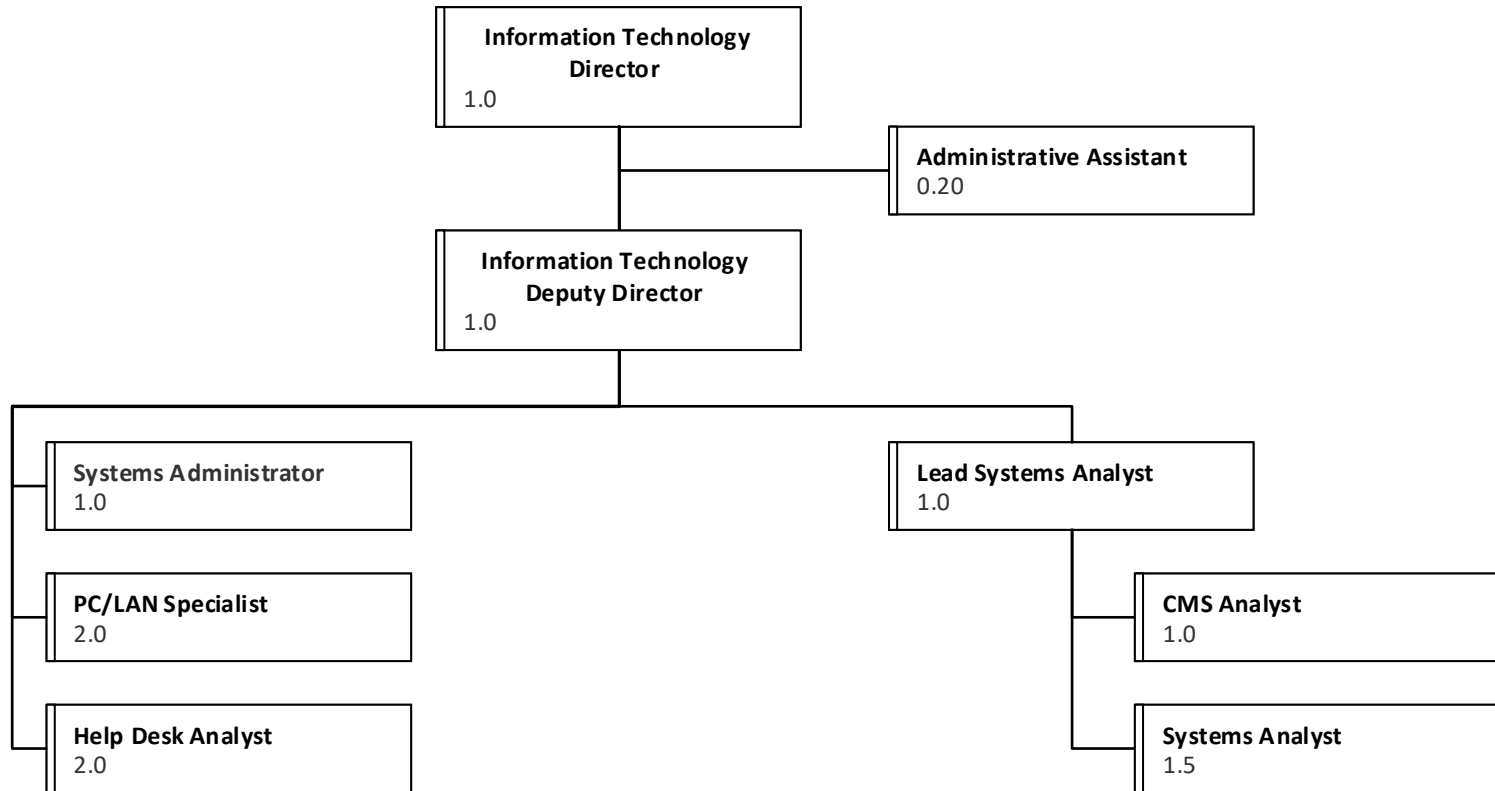
JOB ANALYSIS/REQUIREMENTS**JOB TITLE:** Systems Analyst**REVISED DATE:** August 2014**REVIEW DATE:** August 2014**A. PHYSICAL DEMANDS***N = Never**O = Occasionally: 1 to 33% of the time on job**F = Frequently: 34 to 66% of the time on job**C = Constantly: More than 67% of the time on job*

	N	O	F	C
1. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt. 20#	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt. 30#	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt. 30#	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing, use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input checked="" type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. May use hands for grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex/ext. of wrist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34. Specific visual requirements	Near: <input checked="" type="checkbox"/>	<input type="checkbox"/>	Far: <input type="checkbox"/>	<input type="checkbox"/>
35. Depth perception	Yes: <input checked="" type="checkbox"/>	<input type="checkbox"/>	No: <input type="checkbox"/>	<input type="checkbox"/>
36. Color vision: Distinguish basic shades	Yes: <input checked="" type="checkbox"/>	<input type="checkbox"/>	No: <input type="checkbox"/>	<input type="checkbox"/>
37. Color vision: Distinguish basic colors	Yes: <input checked="" type="checkbox"/>	<input type="checkbox"/>	No: <input type="checkbox"/>	<input type="checkbox"/>
38. Operation of crane, truck or motor vehicle	Yes: <input type="checkbox"/>	<input type="checkbox"/>	No: <input checked="" type="checkbox"/>	<input type="checkbox"/>
39. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

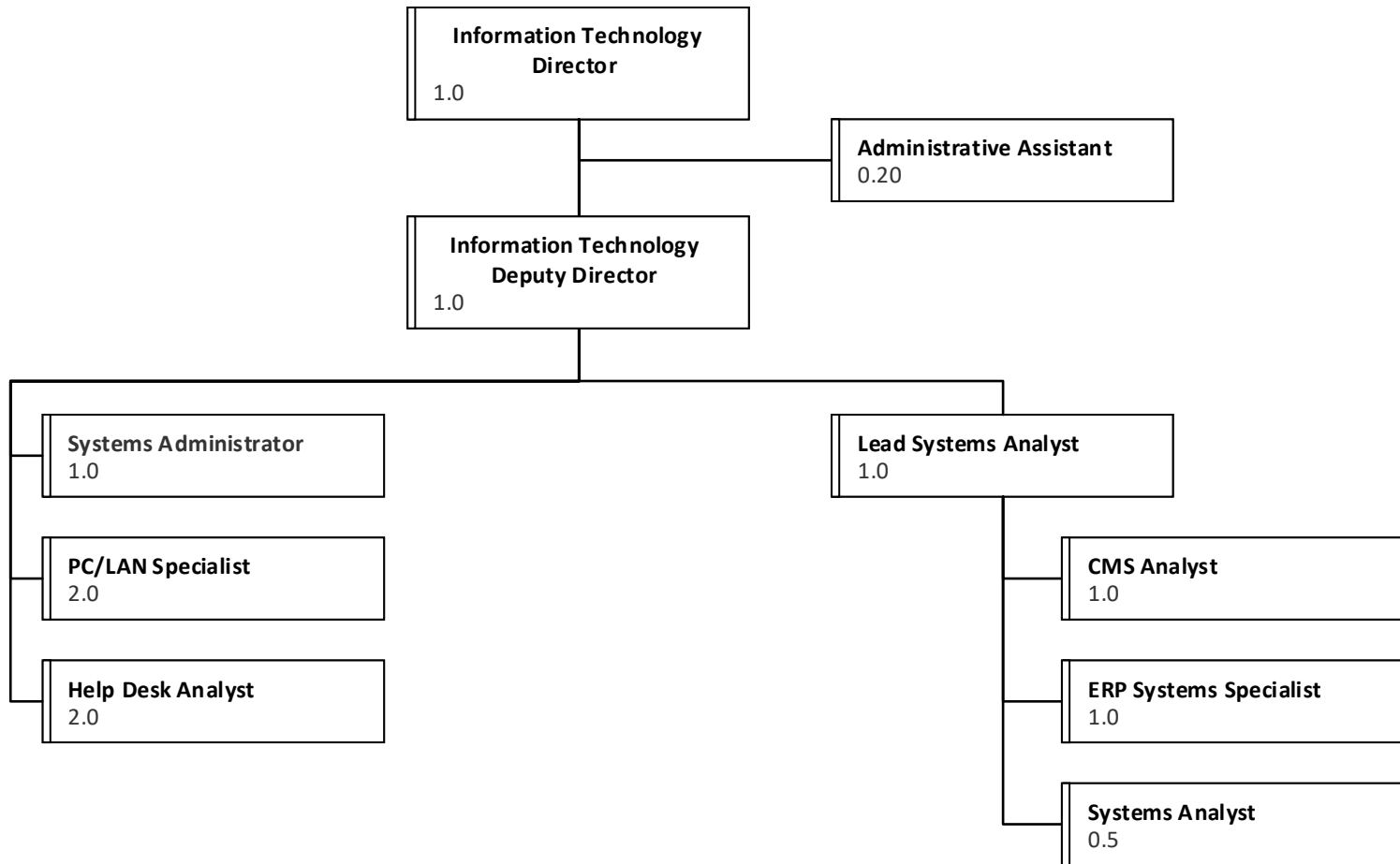
B. WORKING CONDITIONS

	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90 - 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum:)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input checked="" type="checkbox"/> sedentary <input type="checkbox"/> light <input type="checkbox"/> light/medium <input type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: 8 Days/week: 5 Days overtime/week:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2023 I.T. T.O.



New 2023 I.T. T.O.



Recruitment Status Report

Updates thru 2/03/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	HVAC Technician	PRFM	11/25/20	01/27/23	1	Application deadline: 2/26/23.
	Operator I - Sanitation (Automated Side Loader)	DPW	01/27/23	01/27/23	1	Application deadline: 2/19/23.
	Inspector - Residential Building	DPW	03/25/23	01/27/23	1	Application deadline: 2/19/23.
	Engineering Technician	DPW	09/17/22	11/04/22	1	Panel interviews: 2/2/23 & 2/7/23.
	Electrician - Traffic DPW	DPW	11/02/22	12/12/22	1	2nd interview for top candidate: 2/09/23.
	Arborist	DPW	01/06/23	01/05/23	2	Panel interviews: 2/2/23.
	Parking Enforcement Person	DPW	11/05/22	01/05/23	1	Application deadline: 1/29/23.
	HVAC/Building Inspector	DPW	01/14/23	01/05/23	1	Panel interviews: 2/15/23.
	Operator I - Parking	DPW	01/04/23	01/06/23	1	Application deadline: 1/29/23.
	Deputy Director / City Engineer	DPW	04/07/23	01/06/23	1	Application deadline: 2/05/23.
	Operations Crew Leader - Parking	DPW	01/04/23	01/11/23	1	Application deadline: 1/29/23.
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 06/04/23.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	N/A	Application deadline: 06/04/23.
	Bus Driver	VT	Multiple	N/A	8	Application deadline: 06/04/23. Job offer accepted, start date: 2/27/23. Background pending on 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 06/04/23.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline: open. Chief interviews: 2/9 & 2/10/23. Conditional offer extended to 1 candidate.
	Community Service Officer	Police	N/A	11/11/22	1	Backgrounds pending on 4 candidates.
	Manager of Communications and Public Engagement	Mayor	02/03/23	02/03/23	1	Application deadline: 2/26/23.
	Help Desk Analyst	IT	0/16/23	01/12/23	1	Panel interviews: 2/9/23.
	Library Assistant - Materials Management (Acquisitions)	Library	11/07/22	12/14/22	1	Job offer accepted, start date: 2/6/23.
	Operations Clerk	Library	01/03/23	12/20/22	1	Job offer accepted, start date: 2/20/23.
	Library Page	Library	N/A	01/17/23	1	Application deadline: 2/05/23.
	Budget and Accounting Manager	Finance	12/23/22	12/29/22	1	Application deadline extended to 2/26/23.
	Battalion Chief - EMS	Fire	New position	11/11/22	1	Job offer accepted, start date: 2/12/23.
	Firefighter	Fire	N/A	09/30/22	1+Elig.	Background pending on 7 candidates.

	Environmentalism	Health	New position	12/27/22	1	Medical pending on top candidate.
	Deputy Director of Community & Economic Development	CED	11/12/22	01/12/23	1	Screening interviews: 2/07/23.

Total Positions Open: 34

Total Eligibility Lists: 2

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Community Development Specialist	CED	02/03/23	1	Resignation. Waiting for RTF.

Total Positions On Hold: 2

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.