POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILE CITY HALL
JUNE 5, 2013
6:00 P.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A. Police Policy Manual (page 7)
   B. Job Descriptions (page 8)
      1. Social Media Specialist Job Description (page 9)
      2. Payroll Clerk Job Description (page 12)
      3. Accounting Specialist, Senior (page 17)
      4. Administrative Assistant Job Description (page 22)
      5. Deputy Registrar Job Description (page 26)
      6. Head Lifeguard (page 31)

IV. OLD BUSINESS
   A. Pay Equity – Update (page 31)
   B. Employee Performance Appraisals (page 38)- **CLOSED SESSION PURSUANT TO MINNESOTA STATUTE SECTION 13D.05, SUBDIVISION 3** – To evaluate the performance of individuals who are subject to Policies & Procedures Committee authority:
      1. 3 – Liquor Store Clerks
      2. Police Chief
      3. Police Officer
      4. Maintenance Worker

V. INFORMATIONAL

VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

Members: Gene Beavers, Donavan Mayer & Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: June 5, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II-A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the January 29, 2013, March 25, 2013, March 26, 2013, and February 5, 2013 Policies & Procedures Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the January 29, 2013, March 25, 2013, March 26, 2013, and February 5, 2013 Policies & Procedures Committee meetings.

MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING

JANUARY 29, 2013

Gene Beavers called the meeting to order at 6:00 p.m. Other members present were Donavan Mayer, Renee Eckerly, City Administrator; and Paul Wegner, Police Chief.

POLICE OFFICER INTERVIEWS

This meeting was called to conduct second round interviews on six candidates for the Police Officer position. The final six candidates were interviewed.

> **Motion was made by Beavers to proceed with the Police Officer hiring process for the candidates as follows: Kelsey Thompson, Matthew Holmgren, and Christopher Lindbloom. Seconded by Mayer and unanimously carried.**
>
> **Motion was made by Beavers to recommend starting the new Police Officer at Step 1 ($15.35) and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

Wegner contacted Thompson to confirm she was interested in proceeding with the hiring process at a proposed starting wage of $15.35 per hour. Wegner reported that barring any issues, the background check, physical and psychological exams should be completed by the end of next week and final action could be taken at the February 12, 2013 City Council meeting. Wegner will contact the other candidates this evening by telephone and give them a verbal update.

There being no further business, the meeting was adjourned at 10:15 p.m.

MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING

FEBRUARY 5, 2013

Gene Beavers called the meeting to order at 6:00 p.m. Other members present were Donavan Mayer and Renee Eckerly, City Administrator. Also present was Paul Wegner, Police Chief.

> **Motion was made by Beavers to approve the minutes from the January 17, 2013 Policies & Procedures Committee meeting. Seconded by Mayer and unanimously carried.**

POLICE POLICY – GAS DRIVE OFF PROCEDURE

Wegner reported that business owners have always, through their association, been able to collect on drive off's. The process would be that business owners would complete the Gasoline No-Pay Report. If the drive off was days ago, business owners would need to get the surveillance video off the system and complete the Gasoline No-Pay Report. The business would be instructed to turn over information to the Association and if not collected in 30 days it would be processed by the Police Department. Wegner spoke to Spooner regarding this procedure and Spooner's position is to have business owners use their civil process first than the legal process. The Police Department would hold a meeting with businesses to address the new policy. Businesses currently don't utilize their Association for the collection, when they should be. The Police Department's role is to educate the businesses and standardize the procedures across all the officers in the department.

> **Motion was made by Eckerly to approve the Police Policy – Gas Drive Off Procedure and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

Wegner reported that the Police Department Policy Manual is about 90% updated. Wegner would like to have it ready for the new officer. Wegner inquired whether the Committee wants the book electronic or a paper copy. Some of the policies are mandated by the P.O.S.T. Board. Wegner will distribute an electronic version to Beavers and Mayer and Eckerly would prefer a paper copy.

PERFORMANCE EVALUATION FORM

The Committee discussed who would do the evaluation. The Committee would like to use the 360° review feedback process and obtain feedback from all other that come in contact with the City Administrator's position. The Committee reviewed the format based on the job description that is standardized with the previously discussed coding. Utilizing Survey Monkey to get anonymous feedback was discussed. The cut off for Survey Monkey would be February 22, 2013. The Council would take feedback and compile one evaluation using the Bemidji layout to be presented to the City Administrator. It was suggested to have a Closed Session on the February 27, 2013 City Council meeting for the City Administrator's evaluation.

There being no further business, the meeting was adjourned at 8:05 p.m.

MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING

MARCH 25, 2013

The meeting was called to order at 9:00 a.m. Other members present were Donavan Mayer, and Renee Eckerly, City Administrator. Ron Mergen was also present. Gene Beavers was absent.

PART-TIME MAINTENANCE WORKER POSITION INTERVIEWS

The Committee interviewed six of the seven applicants that applied. One application was received after the deadline. The selected applicant would start the second week in April.

> **Motion was made by Mayer to hire John Loven for the 32 hour Part-Time Maintenance Worker position at Step 3, $9.83 per hour, which is the closet step as he is currently at $9.25 per hour and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**
>
> **Motion was made by Mayer to offer the 67 day Maintenance Worker position to Roger Elfering at Step 1, $8.50 per hour, starting May 1, 2013 and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**
>
> **Motion was made by Mayer to place David Schwandt on the part-time seasonal 67-day Maintenance Worker position eligibility list and recommend such to the City Council. Seconded by Eckerly and unanimously carried.**

There being no further business, the meeting was adjourned at 11:20 a.m.

MINUTES
JOINT PUBLIC SAFETY & POLICIES & PROCEDURES COMMITTEE

MARCH 26, 2013

The meeting was called to order by Jeff Thompson at 6:30 p.m. Members present were Bob Liestman, Fire Chief; Donnie Mayer, Renee Eckerly, City Administrator; Gene Beavers, Donavan Mayer, Harry Thielen, and Paul Wegner, Police Chief. Doris Wendlandt and Mary Matthews were absent.

There were no minutes available for approval.

EMERGENCY MANAGEMENT DIRECTOR INTERVIEWS

The Committees interviewed one of the two applicants that applied as the second applicant did not show up.

> **Motion was made by Eckerly to offer the Emergency Management position to Denise Czech-Schwandt and recommend such to the City Council. Seconded by McDaniel and unanimously carried.**

Liestman will check with Firefighters to see who will help with storm spotting this season.

ELECTION OF OFFICERS

> **Motion was made by Liestman to elect Thompson as Chair, Wegner as Vice Chair, and Eckerly as Secretary. Seconded by Donnie Mayer and unanimously carried.**

MEETING SCHEDULE

> **Motion was made by Donnie Mayer to set the Public Safety Committee meetings for 5:30 p.m. on the fourth Tuesday of each month. Seconded by Wegner and unanimously carried.**

EMERGENCY OPERATION PLAN

Administrative staff is working on updating phone numbers. The book will include a checklist and tabs.

2012 STEARNS COUNTY MITIGATION PLAN

The school needs to adopt the Plan to get the FEMA funding for the storm shelter. Donnie Mayer stated that the school did adopt the Plan on March 19, 2013.

POLICE DEPARTMENT – TRANSCRIPTION & RECORDS

Wegner is working with staff and is tracking the workload. He reported four hours a week of data entry and transcription is being done by Stearns County. The officers are putting their own reports into the RMS system. The Board discussed the officer's doing reports in the office

versus dictating them in the car. The Board discussed in-house transcription, out-sourcing, and Stearns County continuing the services.

There being no further business, the meeting was adjourned at 7:45 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: June 5, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II-B

ITEM DESCRIPTION: Police Policy Manual

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

Three emails were sent out with 22 (chapters 1 – 19, 21-23) revised chapters to the Police policy manual. Chief Wegner will be in attendance to discuss.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the revised chapters 1–19, 21-23 of the Police policy manual.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: June 5, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II-B

ITEM DESCRIPTION: Job Descriptions

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

There are two new job descriptions replacing the Cable Access Specialist (now Social Media Specialist) and Accounting Specialist (now Payroll Clerk).
There are four revised job descriptions updating the Accounting Specialist, Senior, Administrative Assistant, Deputy Registrar and Head Lifeguard. Any changes to the job descriptions need to be approved for the pay equity study.

I am proposing the Social Media Specialist working 24 hours a week at $10.08 starting which is AFSCME City Hall wage scale of Grade 1/Step 1. 2013 budget has $5,381.00 for this position. There would be a shortage of $7,198.84.

I am proposing the Payroll Clerk work full-time at $12.87 per hour ($26,772.26 annually) which is AFSCME City Hall wage scale of Grade 6/Step 1. The 2013 budget for the Accounting Specialist position that is vacant was $60,059.02 including benefits.

ADMINISTRATOR COMMENTS:

<u>COMMITTEE/COUNCIL ACTION:</u>

Motion to approve new job descriptions for Social Media Specialist and Payroll Clerk and recommend such to City Council.

Motion to approve revised job descriptions for Accounting Specialist, Senior, Administrative Assistant, Deputy Registrar and Head Lifeguard and recommend such to City Council.

Motion to approve proceeding with the hiring of Social Media Specialist working 24 hours a week at $10.08 starting which is AFSCME City Hall wage scale of Grade 1/Step 1 and Payroll Clerk work full-time at $12.87 per hour ($26,772.26 annually) which is AFSCME City Hall wage scale of Grade 6/Step 1 and recommend such to the City Council.

POSITION: Social Media Specialist ~~Cable Access Station Specialist~~

August, 2008

Draft revisions 6-5-13

DEPARTMENT: Administration

DESCRIPTION OF WORK

General Statement of Duties: ~~Coordinate Cable Access Station activities.~~ Coordinate all social, publication and cable access station activities and assist at motor vehicle/front counter.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

* Work with City staff, citizens and community groups to maintain and update public access station (Channel 8).

* Create weekly, bi-weekly, and monthly programming on Channel 8. Videotape, schedule, and run programs to be seen on Channel 8. Under the discretion of the City Administrator, determine timeliness, scope, and scheduling of Channel 8.

* Attend and video record all City Council meetings and other Board and Committee meetings as directed by the City Administrator.

* Maintain a library of programs cablecast on Channel 8.

* Attend Cable Committee meetings.

* Work with City staff, citizens and community groups to maintain and update facebook, city website, and quarterly newsletter.

* Assist with customers with payments or questions at the motor vehicle or city front counters.

* Assist with answering telephones and directing calls or answering questions.

* Scanning accounts payable vouchers into the Incode financial software under each vendor and filing the paper copies in the account payable files.

*Transcribe minutes of city council and committee meetings and work with Administrative Assistant on preparing agendas

* Attends City Council Meetings in absence of City Secretary, takes and types minutes. Prepares agenda packets when needed.

*Prepare all promotional, marketing and advertising materials for the Liquor Store upon approval from the Manager.
* Assists in maintaining the City Ordinance Book.

* Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

* Ability to perform data entry activities on a personal computer, assemble data, and prepare records and reports.

* Ability to communicate effectively and establish effective working relationships with City staff, citizens, and community organizations.

* ~~Knowledge of video production.~~

* Ability to operate video and digital cameras.

* Ability to meet deadlines and - Ability to pay close attention to detail.

* ~~Ability to pay close attention to detail.~~

MINIMUM QUALIFICATIONS

High School diploma or equivalent and two years of clerical experience involving data entry on a computer; ability to work independently; ability maintain, update, and schedule video productions for cable access station. Knowledge of maintaining a facebook account and Microsoft Office software.

TOOLS AND EQUIPMENT USED

Personal computer, video cassette recorder, video camera, sound board, digital camera, program switcher.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Job duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

POSITION: ~~Accounting Specialist~~Payroll Clerk August, 2008
Draft revision 6-5-13

DEPARTMENT: Administration

DESCRIPTION OF WORK

General Statement of Duties: ~~Performs skilled accounting/clerical work involving accounts receivable and payable~~, processing payroll, ~~personnel~~, assists in general clerical work;~~ performs duties of Safety Director~~; assist City Administrator with all elections, performs related duties as required; ~~performs duties of Election Administrator for all elections.~~

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

~~* Prepares bills for payment: prepares vouchers, codes invoices, enters information into computer, and generates reports.~~
~~* Maintains file system of all paid invoices.~~
~~* Deposits and transfers money to and between accounts on a daily basis, balances accounts against worksheets, and generates reports as needed.~~
* Process wire transfers for investments~~Invests~~ and re-invests of money with the approval of the City Administrator. Calls for rates when investments mature.
* Maintains ~~various records including: accounting and billing information,~~ city license and permiting information such as insurance verifications~~,~~ and refuse licenses, parade permits ect.~~ etc~~.
* Process Variances, Conditional Uses, Placement and Sign permits, Lot Splits and Re-Zoning requests.
* Verify zoning, lot sizes, set backs, lot coverage, height restrictions and conforming uses.
* Processes Building Permits, verifying proper zoning, lot sizes, set backs, lot coverage, height restrictions and conforming uses. Issues permits as processed by Building Inspector.
* Prepares building permit receivable report and verifies contractors invoices.

~~* Prepares and maintains records for accounts receivable, sends out monthly bills and collects payments.~~
* Prepares and maintains building permit information and reports; sends reports

monthly to state agencies.

* Assists at the front counter with motor vehicle and DNR transactions.

* Assists in accepting payments for bills, selling pet licenses and providing assistance and referral to questions as needed.

* Prepares and mails city license applications to citizens; prepares city licenses after approved. Prepares information for state agencies on city licenses issued.

~~* Assists in budget projections by estimating office supply needs, postage, etc., and reporting on expenditures for the previous year.~~

~~* Assists on entering community events information into terminal for display on the local cable television access channel and programming times for videos.~~

~~* Maintains and orders office supplies.~~

~~* Maintains purchase order records.~~

~~* Makes copies of Fire reports and maintains related records.~~

~~* Prepares quarterly bills to cities and towns receiving fire service.~~

* Balance ~~Reviews~~ daily liquor store receipts for accuracy and records receipts in ~~journal~~RITE software; completes State sales tax report and makes payments to State.

~~* Maintains city's petty cash fund.~~

* Acts as a notary public.

* Prepares and reviews and process timecards for payment, verifies addition, verifies all information is complete, print checks and compile overtime reports.

* Maintains payroll information on all employees including accrual of benefits . ~~Inputs timecard information into the computer and calculates total payroll.~~

~~* Maintains vacation, sick, personal, and comp time balances.~~

~~* Runs reports, prints checks, and compiles overtime reports.~~

* May assist ~~Meets with~~ new employees and explains benefits provided; prepares W-4's, I-9's, and required forms for PERA, disability, health insurance, and deferred compensation; maintain records and processes changes as they occur.

* Completes federal, state, FICA, Medicare withholding, PERA and MSRS deferred compensation plan reports including OSHA, Worker's Compensation and Pay Equity and sends to appropriate state and Federal agencies as required.

* Prepares estimated payroll, fringe benefit and workman's compensation projections for annual budget.

~~* Maintains city personnel policy.~~

~~* Prepares and sends reports on a periodic basis to State agencies, including OSHA, Worker's Compensation and Pay Equity.~~

~~* Prepares a budgetary fringe benefit report.~~

~~* Maintains city's cafeteria plan; including flexible spending accounts.~~

~~* Assists in posting entries for the budget.~~

* Maintains amortization and payment information for EDAP's revolving loan fund and prepares EDAP loan report to the board.

~~* Acts as Co-Safety Director for City.~~ Assist Public Works Director with OSHA requirements such as maintaining OSHA files, safety files, training guides, policies, necessary reports.

~~* Maintains OSHA files, safety files, and necessary reports.~~

* Assists ~~in~~ the ~~providing~~ safety -training to city employees.
~~* Prepares necessary reports, training guides, and policies, as set forth by OSHA.~~
~~* Opens daily mail.~~
* Oversees maintenance and repair services for office equipment.
* Answers phones, routes calls, takes messages or answers questions.
* Provides backup assistance for all office clerical work as needed.
* Acts as city's election administrator with the City Administrator for primary, general and special elections. Makes all necessary arrangements for election judges, voting site, responsible for posting and publishing election notices, maintains election equipment, sends equipment software out for programming, maintains all reports and filing system for election information.

* Provides clerical support to the Public Works Director/Airport Manager; reports, forms and correspondence.
* Process and maintain reports for the Public Works Director; Irrigation, BOD, Retention Basin, Wells and Back Flow.
*Assist the Public Works Director & Wellhead protection Committee with the annual Water festival including activities and handouts.
*Assist the Public Works Directorand Environmental Committee with the Spring Clean Up, Hosehold Hazardous Weaste Coillection & Scavenger days including creating advertising and posters and annual reports.

*Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

* Considerable knowledge of accounting practices and procedures.
* Considerable knowledge of payroll practices and procedures.
* Considerable skill in typing and entering data with speed and accuracy into an automated system.
* Considerable ability to deal courteously with the public.
* Considerable ability to perform mathematical calculations.
* Working ability to prepare reports.
* Considerable ability to establish effective working relationships with other employees.
* Ability to complete assigned duties within a forty hour workweek on a routine basis.
*Ability to work in a fast pace office.

MINIMUM QUALIFICATIONS

Two years of business college/vocational training (or the equivalent in experience) and five years of accounting/clerical experience involving accounting, payroll, personnel, typing, filing, ability to prioritize duties and responsibilities, completing work on a timely basis, ~~public contact, safety experience,~~ ability to work

independently (being able to maintain composure and perform well in pressure situations), and the ability to handle public contacts, providing information and assistance in a professional and courteous manner.

TOOLS, EQUIPMENT AND PROGRAMS USED

COMPUTER PROGRAMS

* Microsoft Word
* Microsoft Excel
* Microsoft Outlook ~~Express~~
* Microsoft Access
* Internet / E-mail
* T-Value Amortization
* State Motor Vehicle and DNR Programs
* ~~Encode/CMS~~ Incode Financial software
* ~~Encode/CMS Payroll~~
* ~~Encode/CMS Utility Billing~~

OFFICE MACHINES

* Computer
* Printer
* Typewriter
* Copier
* Fax Machine
* Adding Machine
* Cash Register or Point of Sale system

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

POSITION: Accounting Specialist, Senior August, 2008
Draft revisions 6-5-13

DEPARTMENT: Administration

DESCRIPTION OF WORK

General Statement of Duties: Performs skilled bookkeeping work for the City; assists in general clerical work; performs related duties as required.

Supervision Received: Works under the general and technical supervision of the City Administrator.

Supervision Exercised: None

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

* Posts receipts to general ledger and journal accounts using an automated system.
* Reconciles trial balances to bank statements.
* Prepares monthly fund balance and balance sheet reports for department heads and council.
* Maintains updated information in all accounts; verifies accounting transactions and periodic financial reports.
* Maintains report control as account additions and deletions are made to system.
* Calculates interest for ~~passbook savings~~all interest bearing accounts and investment interest; enters into computer.
* Prepares monthly investment report.
* Calculates investment fair market value adjustments; enters into computer.
* Prepares various City and State financial reports and summaries.
* ~~Prepares inventory sheets for liquor store and calculates inventory for audit.~~
* Conducts year-end closing including preparing year end journal entries and worksheets for audit; verifies accuracy of records.
* Assists City auditors in review of City financial records and accounting procedures.
* ~~Maintains fixed assets records for insurance purposes and GASB 34 compliance.~~
* Prepares budget worksheets for City Administrator and department heads; enters new budget information into computer; prepares budget comparison reports; and types final budget.
* Prepares Truth in Taxation Agenda and State compliance reports.
* Prepares publications necessary to comply with State Budgeting guidelines.
* Verifies and sends State reports on Tax Increment Financing.

* Verifies special assessments.
* Prepares assessment roll for certification to County Auditor.
* Enters monthly and quarterly water accounts into handheld meter reader, downloads readings into computer; runs and verifies journals; prepares bills for mailing; enters cash receipts and maintains account records.
* Prepares public hearing notices and letters for delinquent utility and refuse bills to be certified to County Auditor.
* Assists Public Works Director in determining appropriate charges for sewer, water, and irrigation charges. Prepares rate study documents for council
* Assists Public Works Director with monthly water/sewer reports. Sets up and maintains Excel spreadsheets for reports; BOD reports, pumping records, Health Dept. water report, Capital Improvement report, Inventory sheets, Irrigation reports
* Assists front counter with motor vehicle, ~~and~~ drivers license and DNR transactions.
* Assists front counter accepting payments for bills, administrative fines, building permits, selling pet licenses, answering questions, providing assistance and referral to questions as needed.
* ~~Acts as backup for accounting clerk when needed.~~
* ~~In absence of payroll clerk, calculates payroll by fund including fringe benefit breakdowns.~~
* ~~Attends City Council Meetings in absence of City Secretary, takes and types minutes. Prepares agenda packets when needed.~~
* ~~Assists in maintaining the City Ordinance Book.~~
* Provides staff support for Fire Department meetings; prepares agenda, takes and types minutes, answers questions, and maintains records.
* Calculates charges for contract cities and townships receiving fire service by applying a formula to County valuations for contracted areas and bill ~~; refers charges to Accounting Clerk for billing~~.
* Prepares monthly fire call report for contracted cities and townships.
* Trains staff on use of the computer; keeps fully informed and determines new procedures for changes; recommends software and equipment purchases; and oversees maintenance and repair services.
* Acts as a Notary Public.
* Updates City Maps to include current zoning changes, ~~and~~ annexations and census data.
* ~~Processes Building Permits, verifying proper zoning, lot sizes, set backs, lot coverage, height restrictions and conforming uses. Issues permits as processed by Building Inspector.~~
* ~~Prepares building permit receivable report and verifies contractors invoices.~~
* Ability to complete duties within a forty hour workweek on a routine basis.

* Prepares and maintains records for accounts receivable, sends out monthly bills and

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collects payments.
* Assist Payroll Clerk maintaining amortization and payment information for EDAP's revolving loan fund and prepares EDAP loan report to the board.
*Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

* Considerable knowledge of accounting/bookkeeping practices and procedures.
* Considerable knowledge of billing practices and records maintenance.
* Considerable skill in operating office equipment including computers.
* Working skill in typing and entering data with speed and accuracy into a computer~~n automated system~~.
* Considerable ability to establish effective working relationships with other employees and the public.
* Considerable ability to perform mathematical calculations with accuracy.
* Working ability to prepare financial reports.
* Working ability to analyze data and make recommendations.
* Ability to work independently.

MINIMUM QUALIFICATIONS

Associate Degree with coursework in bookkeeping or accounting and business math, and one year of clerical experience involving accounting work using an automated system; OR a Bachelor's Degree in accounting and one year of general clerical experience.

TOOLS, EQUIPMENT AND PROGRAMS USED

COMPUTER PROGRAMS

* Microsoft Word
* Microsoft Excel
* Microsoft Access
* Microsoft Outlook ~~Express~~
* Internet / E-mail
* Financial System Software
* Utility Billing Software
* Meter Reader Software
* ~~Payroll Software~~

OFFICE MACHINES

* Computer
* Printer
* Typewriter
* Copier
* Fax Machine
* Calculator

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

POSITION: Administrative Assistant JULY, 2005
Draft revisions 6-5-13

DEPARTMENT: Administration

DESCRIPTION OF WORK

General Statement of Duties: Performs secretarial/administrative work assisting the City Administrator, Department Heads, Mayor, Council Members, and Committee Chairpersons; performs related duties as required.

Supervision Received: Reports directly to the City Administrator.

Supervision Exercised: None

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

* ~~Greet visitors and determine the nature of business; supply information and direct visitors to requested personnel.~~ Assist at front counter with processing of permits, licenses, payment, ect.
* Acts as a Notary Public.
* Answer phones, take messages, answer questions, and route calls.
* Administer the city phone system.
* ~~Provides computer program support to office personnel.~~
* ~~Administer the city e-mail site and distributes e-mails as needed.~~
* Prepare letters, notices, reports and assist with platting and development processes~~reports~~ for the City Administrator.
* Prepare agendas, ordinances, resolutions, agreements, contracts, memos, letters, schedules, envelopes, etc. for the City Administrator, Department Heads, Mayor, City Council and Committee Chairpersons as requested.
* Prepare meeting agenda packets for the City Council and all City Committees, Boards and Commissions.
* Attend City Council meetings (and other Committee, Board & Commission meetings as needed) record and transcribe minutes.
* Process ordinances, resolutions, agreements and contracts and record all necessary documents with Stearns County.~~.~~
* Research files for information upon request of the City Administrator, Department Heads, Mayor, City Council, Committee Chairpersons, City Attorney, and the public.
* Order documents from the City Attorney on behalf of the City Administrator, Department Heads, Mayor, City Council and Committee Chairpersons.
* Schedule meetings, notify participants and ensure that the necessary materials are available.
* Track the Steps For Local Improvements – Chapter 429, order and process documents.
* Develop files, make photo copies, file documents and maintain the administrative filling system, include implementing the records retention plan.
* Maintain the city map files.

* Prepare and process all publications for the city including, ordinances, public hearing notices, box ads, and other advertising.
* Develops and updates the City Meeting Schedule/Calendar.
* Maintain Official Minute Books for the City Council and all City Committees, Boards and Commissions.
* Maintain the City Ordinance Book and distribute updates.
* Verify that Ordinances are current with applications, fees and processes.
* Process Building Permits, Variances, Vacations, Placement and Sign permits Conditional Uses, Lot Splits and Re-Zoning requests.
* Assist and vVerify zoning, lot sizes, set backs, lot coverage, height restrictions and conforming uses.
* Prepare and maintains Building Permit reports.
* Track Building Permits to ensure Final Inspections.
* Accept building permit, utility bill, administrative fine, special assessment and cat & dog license fee payments.
* ~~Process and track cat & dog licenses.~~
* Verify special assessments and proposed street improvement projects.
* Provide clerical support to the Chief of Police for correspondence. ~~; monthly reports, forms and correspondence.~~
* ~~Provides clerical support to the Public Works Director; reports, forms and correspondence.~~
* ~~Process and maintain reports for the Public Works Director; Irrigation, BOD, Retention Basin, Wells and Back Flow.~~
* Provide clerical support to the Liquor Store Manager; monthly reports, forms and correspondence and serve on Municipal Off-Sale Retail Liquor Board.
*Assist the Liquor Store Manager with event planning including, wine club, beer camp, etc.
* ~~Provides back up video support to the Cable Coordinator when needed.~~
* Assists at the front counter with motor vehicle and DNR transactions.
*Process, create and track Compost Site permits including an annual report.

* Meets with new employees and explains benefits provided; prepares W-4's, I-9's, and required forms for PERA, disability, health insurance, and deferred compensation; maintain records and processes changes as they occur.
* Maintains city personnel policy.
* Opens daily mail.

Job duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

KNOWLEDGE, SKILLS AND ABILITIES

* Working knowledge of general office practices and procedures.
* Working knowledge of Business English.
* Some knowledge of City operations, procedures, and practices.
* Considerable skill in typing with speed and accuracy into a~~n automated system~~ computer and on a typewriter.
* Considerable organizational skills.
* Considerable time management skills.
* Considerable ability to deal courteously with the public.

* Considerable ability to establish effective working relationships with other employees and the public.
* Considerable ability to follow oral and written instructions.
* Considerable skill in operating office equipment ~~including computers.~~
* Working ability to perform mathematical calculations.
* Ability to work under pressure.
* Ability to multi task.
* Ability to work independently.
* Ability to record/transcribe meeting minutes ~~... either by laptop or shorthand.~~
* Ability to handle and communicate with irate customers in person or via telephone.

MINIMUM QUALIFICATIONS

~~One~~ Two year of business college/vocational training (or the equivalent in experience) and three to five years of secretarial/administrative experience including typing and data entry on a computer; ~~use of transcription equipment~~; ability to work independently (being able to maintain composure and perform well in pressure situations); ability to organize meetings, ~~record~~/transcribe minutes, and process resulting paperwork; recordkeeping; land use/zoning experience; filing; ability to prioritize duties and responsibilities, completing work on a timely basis; and the ability to handle public contacts, providing information and assistance in a professional and courteous manner.

TOOLS, EQUIPMENT AND PROGRAMS USED

COMPUTER PROGRAMS

* Microsoft Word
* Microsoft Excel
* Microsoft Outlook ~~Express~~
* Microsoft Access
* Internet / E-mail

OFFICE MACHINES

* Computer
* Printer
* Typewriter
* Copier
* Fax Machine
* ~~Transcription Equipment~~
* Adding Machine

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

POSITION: Deputy Registrar July, 2005
Draft revisions 6-5-13

DEPARTMENT: Motor Vehicle

DESCRIPTION OF WORK

General Statement of Duties: Performs skilled clerical work assisting the public with various transactions to register vehicles, renew driver licenses, obtain stickers and plates, and obtain DNR licenses and process accounts payable.

Supervision Received: Works under the general and technical supervision of the City Administrator and State Motor Vehicle Division Supervisor.

Supervision Exercised: None.

DUTIES AND RESPONSIBILITES

* Provides customer assistance in registering and transferring motor vehicles, boats, snowmobiles, four wheelers, etc.
* Renews driver licenses.
* Completes transfers and registrations on point of sale machine.
* Calculates fees for various transactions.
* Enters transaction information into computer by code.
* Sells license plates and stickers and issues licenses.
* Prepares daily reports for drivers license, motor vehicle and DNR.
* Prepares daily and weekly reports of transactions, stickers and plates used, and fees collected.
* Prepares deposits of state and local fees; makes daily bank deposits.
* Acts as contact person for the Motor Vehicle Department.
* Conducts monthly and annual inventories.
* Reconciles cash register tape with deposit slip.
* ~~Maintains an inventory of forms.~~

* Monitors rule, policy, and procedure changes that affect Motor Vehicle, Driver License and DNR transactions.

* Maintains a complete inventory of plates and stickers and sends monthly inventory to state.

* Reconciles checkbooks for Motor Vehicle, Driver License and DNR.

* Maintains an inventory of forms, supply of checks and deposit slips.

* Attend training or other meetings when required for new updates or refresher on Motor Vehicle, Driver License and DNR procedures.

Acts as a notary public.

Assists with answering phones and greeting the general public.

Responds to complaints and/or refers as appropriate.

~~Provides information and referral to the general public.~~

Accepts payment for city bills, licenses, etc.

* Prepares bills for payment: prepares vouchers, codes invoices, enters information into computer, and generates reports.
* Maintains file system of all paid invoices and assist with scanning processed invoices into Incode financial software.
* Maintains fixed assets records for insurance purposes and GASB 34 compliance.
* Maintains city's petty cash fund.
*Order office supplies for entire staff
*Other duties as assigned

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

* Considerable knowledge of State Division of Motor Vehicles procedures.

* Considerable knowledge of State coding system for transactions.

* Considerable knowledge of computer equipment and programs.

* Considerable skill in typing and entering data with speed and accuracy into a computer~~n automated system~~.

* Considerable ability to perform mathematical calculations.

* Considerable ability to review forms and documentation and ensure all procedures is followed and information is correct.

* Considerable ability to communicate effectively and courteously with the general public and state agencies~~.~~

* Ability to maintain a book of current laws and track revisions and update as necessary.

~~* Considerable ability to communicate effectively and courteously with the general public and state agencies.~~

* Considerable ability to follow oral and written instructions.

* Considerable ability to establish effective working relationships with other City employees.

* Working ability to prepare Motor Vehicle and DNR reports.

~~* Working ability to analyze options available to the public in completing a transaction where normal procedure is not possible.~~

~~* Ability to maintain a book of current laws and track revisions and update as necessary.~~

* Ability to access internet and input information, and enter and access emails.

MINIMUM QUALIFICATIONS

Two years of clerical experience involving typing, computer experience, recordkeeping, and direct public contact explaining policies and procedures~~;~~ also experience in processing accounts payable for payment.

TOOLS, EQUIPMENT AND PROGRAMS USED

COMPUTER PROGRAMS:

* Microsoft Word
* Microsoft Excel
* Microsoft Outlook ~~Express~~
* Internet / E-mail
* State Motor Vehicle and DNR Programs

OFFICE MACHINES:
* Computer
* Printer
* Typewriter
* Copier
* Fax Machine
* Adding Machine

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The Job Duties and Responsibilities and Necessary Knowledge, Skills, and Abilities with an *(asterisk) are essential to fulfill the job requirements.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective January 1, 1991
Revised May 2013

Title of Class: HEAD LIFEGUARD

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible head lifeguard work overseeing the beach and swimming area for the City; and performs other duties as required.

Supervision Received: Works under the general and technical supervision of the ~~Clerk-Administrator~~. (add) *Public Works Director/Airport Manager*

Supervision Exercised: Provides technical direction to the lifeguards.

TYPICAL DUTIES PERFORMED

* Schedules lifeguards; verifies certification; approves timecards.
* Acts as a lifeguard on assigned shift; oversees all activity at the beach; maintains order and monitors safety rules.
* Rescues swimmers who are in danger.
* Administers minor first aid if needed.
* Reports all major accidents and unsafe conditions.
* Opens and closes the beach; transports safety equipment.
* Checks safety equipment and replenishes first aid kit.
* Records statistics, such as beach census, accidents, etc.
* Cleans the beach as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

* Considerable knowledge of water safety and rescue techniques.
* Working knowledge of first aid.
* Considerable skill in swimming and water rescue.
* Considerable ability to communicate effectively and courteously with others.
* Considerable ability to locate and rescue a potential drowning victim.

MINIMUM QUALIFICATIONS

Must possess a current advanced life-saving certificate or lifeguard training certificate and be certified in CPR. One season of experience as a lifeguard.

* Job duties with an *(asterisk) are essential duties necessary to fulfill the job requirements.

City of Paynesville, MN
2013 Position Analysis Questionnaire

Springsted

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Employees of Paynesville, MN
FROM: Ann Antonsen, Vice President
DATE: 2013
SUBJECT: **Instructions for Completing Your Position Analysis Questionnaire**

Please read these instructions before completing your Position Analysis Questionnaire (PAQ). This form is used to obtain information about your position and will be used to develop a class description. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete. **Please complete and return the PAQ to your supervisor within five business days. The supervisor will then have an additional five days to process and forward the PAQ to the City Administrator. The City Administrator will then have an additional five days to process and return to Springsted.**

We only need one PAQ per position within your organization, although each person is welcome to fill out a PAQ for their given role. Each PAQ should be saved in Microsoft Word format as follows "Name of position_Name of Staff.doc" and emailed to Springsted. The Name of Position and Name of Staff should match #1 and #2 of the saved PAQ.

Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties (you may have 10 years of experience, but would a new hire need that to do the job).

TO: Supervisors and/or Division/Department Heads of Paynesville, Minnesota
SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After each employee under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and **do not make any changes to employee responses.**

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1. Name(s) *(Last, First)*	2. Current Position Title	3. Current Annual Salary
4. Immediate Supervisor's Title	5. Department/Division	6. Date of Hire with Agency

7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☐ 40 ☐ 43 ☐ 56 ☐ Other	Explain shift rotation, stand-by, call back, etc.	8. Date of Hire in Position

9. **Work Level** - Level of work required to complete your normal, day-to-day duties satisfactorily.
   - ☐ Handles everyday, reoccurring basic assignments and problems (basic) ☐
   - ☐ Handles a variety of typical assignments and problems independently (intermediate) ☐
   - ☐ Senior or supervisory level; handles all advanced assignments and problems except those requiring policy or procedural change (difficult) ☐
   - ☐ Managerial in nature; directs all assignments and deals with all problems (complex) ☐

10. **Work Complexity** - Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.
   - ☐ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures ☐
   - ☐ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions. ☐
   - ☐ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions. ☐
   - ☐ Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required. ☐
   - ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations. ☐

11. **Working Conditions** - Conditions you are subjected to during your day-to-day duties:
   - ☐ Absence of disagreeable conditions (excellent) ☐
   - ☐ Involves occasional exposure to some disagreeable elements *(dust, heat, fumes, cold, noise, vibration or wetness)* and accidents are improbable other than minor injuries (good). ☐
   - ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible (somewhat disagreeable) ☐
   - ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life (disagreeable). ☐
   - ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life (hazardous) ☐
   - ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures (very hazardous) ☐

12. **Mental Stress and/or Effort** - Conditions you are subjected to during your day-to-day duties:
   - ☐ Limited mental effort and/or stress ☐
   - ☐ Some mental effort and stress involved resulting in inconvenience and frustration ☐
   - ☐ Considerable mental effort and stress ☐
   - ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish ☐
   - ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability ☐

13. **Interpersonal Skills and Communication Skills** - Skills required during your day-to-day duties:
   - ☐ Little or no contact required except with immediate associates and direct supervisor (limited). ☐
   - ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public (general) ☐
   - ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters (reactive). ☐
   - ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies and procedures (proactive) ☐
   - ☐ Regular contact with persons of importance and influence involving considerable tact, discretion and persuasion (influential). ☐
   - ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings (managerial) ☐

14. **Level of Responsibility -** How much freedom or independence is required or allowed in the performance of your normal duties:
    - ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision (prescribed). ☐
    - ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work (standardized) ☐
    - ☐ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives (directed) ☐
    - ☐ General direction, based on broad goals and policies (broad) ☐
    - ☐ Involves setting policies and goals for the department or organization operation (strategic) ☐

15. **Organizational Impact and Consequences** - How your daily duties impact the organization and the consequences of those duties:
    - ☐ Supportive, informational, recording or other services to assist others in producing correct and effective results; minor consequences (incidental) ☐
    - ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences (advisory) ☐
    - ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area (operational). ☐
    - ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact (contributory). ☐
    - ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency (primary) ☐

16. **Financial -** Please indicate the dollar amount over which you have accountability, approval and/or authority. *(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

☐ $0 (N/A)	☐ $20,000 - $49,000	☐ $1,000,000 - $4,999,999
☐ $1 - $999	☐ $50,000 - $99,999	☐ $5,000,000 - $19,999,999
☐ $1,000 - $4,999	☐ $100,000 - $499,999	☐ $20,000,000 – 49,999,999
☐ $5,000 - $19,999	☐ $500,000 - $999,999	☐ $50,000,000 +

17. **Supervision and/or Oversight -** The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees. *(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☐ No, continue to next section

Please check all that apply:

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Department ☐ Division ☐ Organization

List the positions by title, along with **number of individuals** within the position, that you have responsibility for:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
☐	☐	Hire	☐	☐	Suspend
☐	☐	Assign Work	☐	☐	Terminate
☐	☐	Direct Work	☐	☐	Discipline (Oral Reprimand)
☐	☐	Reward	☐	☐	Discipline (Written Reprimand)
☐	☐	Transfer	☐	☐	Evaluate Performance
☐	☐	Promote	☐	☐	Demote
☐	☐	Adjust Grievances	☐	☐	Coach and/or Counsel
☐	☐	Train	☐	☐	Develop Staff Schedules
☐	☐	Inspect Work	☐	☐	Other

Americans with Disabilities Act
Supplemental Information Form

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	☐	☐	☐	☐	☐	☐	☐	☐
Up to 25 pounds of force	☐	☐	☐	☐	☐	☐	☐	☐
Up to 50 pounds of force	☐	☐	☐	☐	☐	☐	☐	☐
Up to 100 pounds of force	☐	☐	☐	☐	☐	☐	☐	☐
In excess of 100 pounds of force	☐	☐	☐	☐	☐	☐	☐	☐

What is being lifted: _____

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Anticipated Timeline

- PAQ Processing
  - **Due to Supervisors 6/21/13**
  - **Due to Renee 6/28/13**
  - **Due to Springsted 7/8/13**
- Processing time – 2-3 weeks
- Survey – August 2013
- Processing time – 2-3 weeks
- Review of Recommendations/Final Report
  - September/October 2013

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Polices & Procedures

Committee/Council Meeting Date: June 5, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number:

ITEM DESCRIPTION: Personnel - Step Increases

Prepared by: Renee Eckerly, City Administrator

COMMENTS:

Performance reviews have been completed on the following employees and are eligible for step increases. Policies and Procedures recommend the changes.

James Gulbranson, Police Officer, Police Labor contract scale Step 3 - ($17.75) to Step 4 - ($18.95) retro to 6/3/13.

Kayla Loesch, Liquor Store Clerk, Grade 1, Step 1 ($8.15) to Grade 1, Step 2 ($8.33) retro to 5/10/13 (Non-Union Grade Scale).

Deanne Nolen, Liquor Store Clerk, Grade 1, Step 3 ($8.52) to Grade 1, Step 4 ($8.73) retro to 4/7/13 (Non-Union Grade Scale).

Brad Mehlhop, Maintenance Work Intermediate, Grade 5 Step 4 ($15.13) to Grade 5, Step 5 ($16.09) retro to 5/29/13.

ADMINISTRATOR COMMENTS:

<u>COMMITTEE/COUNCIL ACTION:</u>

Motion to approve step increases for James Gulbranson, Police Officer, Police Labor contract scale Step 3 - ($17.75) to Step 4 - ($18.95) retro to 6/3/13,Kayla Loesch, Liquor Store Clerk, Grade 1, Step 1 ($8.15) to Grade 1, Step 2 ($8.33) retro to 5/10/13 (Non-Union Grade Scale),Deanne Nolen, Liquor Store Clerk, Grade 1, Step 3 ($8.52) to Grade 1, Step 4 ($8.73) retro to 4/7/13 (Non-Union Grade Scale),Brad Mehlhop, Maintenance Work Intermediate, Grade 5 Step 4 ($15.13) to Grade 5, Step 5 ($16.09) retro to 5/29/13 and recommend such to the City Council.