

RESOLUTION NO. 2023-10

**A RESOLUTION ADOPTING THE CALEDONIA 2023 REVISED SALARY
COMPENSATION SCHEDULE ELIMINATING HUMAN RESOURCES MANAGER
AND ADDING ASSISTANT VILLAGE ATTORNEY/HUMAN RESOURCES
MANAGER**

WHEREAS, the Caledonia Village Board of Trustees previously adopted Resolution 2022-127, Caledonia's Revised 2023 Salary Compensation Schedule; and

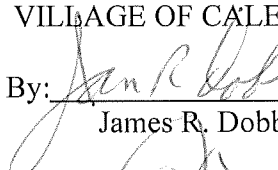
WHEREAS, the Personnel Committee of the Caledonia Village Board has recommended the elimination of the position of Human Resources Manager, Salary Grade 18; and

WHEREAS, the Personnel Committee of the Caledonia Village Board has recommended the creation of the position of Assistant Village Attorney/Human Resources Manager, Salary Grade 20 as set forth in **Exhibit A**; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that Caledonia's Salary Compensation Schedule dated, February 23, 2023 as set forth in **Exhibit B** which is attached hereto and incorporated herein is approved and adopted.

28 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of February, 2023.

VILLAGE OF CALEDONIA

By: 
James R. Dobbs, Village President

Attest: 
Joslyn Hoeffert, Village Clerk

Village of Caledonia
Job Description

Position Title: Assistant Village Attorney/Human Resources Manager
Reports to: Village Administrator
Employment Category: Full time, non-exempt
Department: Administration
Pay Grade:

Job Summary:

Reporting to the Village Administrator, the Assistant Village Attorney/Human Resources Manager is a professional position responsible for administering a wide variety of legal and human resource functions with an emphasis on municipal court proceedings, benefit administration, recruitment, Workers Compensation, and FMLA. The position works closely with staff and handles sensitive information and situations, requiring a high level of trust and confidentiality.

Essential Duties & Responsibilities:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

Legal

This position will act in conjunction with outsourced Village Attorney and take a lead role in municipal court prosecutions and plea agreements.

- Provide legal guidance regarding all labor and employment law issues. This includes the mediation of employee relations, employment policies, compliance with state and federal labor regulations, assessment of staffing needs, best practices, and employee evaluation systems.
- In conjunction with outsourced Village Attorney, represent the Village in litigation matters from time to time and overseeing outside counsel.
- In conjunction with outsourced Village Attorney, provide legal guidance to the Village Administrator, all Village departments, and the Village's various boards and commissions.
- Draft legal opinions, Village ordinances, resolutions, contracts and agreements.
- Maintain case files.
- Interpret laws, rulings and regulations for clients.
- Prepare opinions, resolutions and ordinances.
- Draft and review legal documents.
- Advise departments, committees, boards and commissions on legal matters.
- Negotiate on behalf of the Village and its departments.

Benefits

The HR Coordinator is the main contact for employee benefits for employees, benefit brokers, and carriers. These benefits include health, dental, vision, WRS, life insurance, 457 Deferred Compensation Plan, Pet Insurance, FSA and HRA, and Disability Insurance. Duties will include, but are not limited to:

- Coordinate Open Enrollment meetings and ensure all annual benefit changes are recorded.
- Coordinate annual review and procurement of health and dental plan options.
- Assist Finance Department with ACA filing and other required reporting.
- Serve as Village liaison to CVMIC for workers compensation and general property claims.
- Coordinate benefits enrollment for new hires
- Coordinate retiree health plan benefits.
- Answer employee questions and assists with employee and benefits issues.
- Administers the systems used for health, dental, WRS, FSA/HRA, and Disability.

Recruitment

The ability to effectively recruit and fill open positions will be critical to success. The HR Coordinator will be the key to these recruiting efforts. Responsibilities will include:

- In conjunction with Administration and leadership, establish a recruiting strategy and represent the Village at job fairs and recruitment events.
- Coordinate recruitment and selection activities for all positions.
- Manage NEOGOV online application system.
- Prepare and post job advertisements.
- Coordinate and schedule testing and interviews with selected candidates.
- Assist with background checks, coordinate pre-employment physicals and drug screening and conduct reference checks.
- Send all correspondence and serve as main point of contact for applicants.
- Participate in interview processes, which may include phone screening and/or creation of interview questions.
- Onboard new employees and provide information on Village policies, procedures and benefits.
- Enter new employees into payroll system and enroll new employees in benefits programs.
- Assist staff in usage of NEOGOV for applicant tracking and training.
- Maintain and update NEOGOV Onboard information.

Other Responsibilities

- Administer DOT Random drug and alcohol testing.
- Compile and maintain Equal Employment Opportunity (EEO) files including collection and reporting of required data.
- Oversee maintenance of personnel records for all Village employees.
- Coordinate property insurance.

- Assist with employee performance reviews, performance problems, and disciplinary matters, as needed.
- Coordinate safety program with the Village's Safety Team.
- Update personnel policies and distributes approved changes to employees.
- Maintain knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management, and employment law.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Juris doctor degree from an accredited law school.
- Three years of legal experience with familiarity employment law issues and experience in municipal law.
- A membership for the Wisconsin Bar Association.
- Permanent Notary Commission status.

Technical:

- General knowledge of laws, court procedures, precedents, and government regulations.
- Ability to handle all types of litigation and legal problems confronting the Village of Caledonia.
- Ability to understand and interpret complex written materials.
- Complex analysis and problem-solving skills.
- Ability to analyze, assess, and organize facts, evidence and precedents and effectively present such materials verbally and in writing.
- Ability to work independently.
- Ability to perform computerized research regarding legal issues.

Communication and Customer Service:

- Ability to effectively communicate both verbally and in writing including writing briefs, ordinances, and memos. Well-developed communication skills to establish trust.
- Ability to establish effective working relationships with all levels of staff and citizenry and provide facilitation skills in sensitive, emotional or hostile situations.
- Ability to understand and effectively carry out verbal and written instructions.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic statistical reports and explain to others.

Reasoning Ability

- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available, while conducting research, analyzing complex issues, and formulating recommendations.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines, and changing demands within the organization.

Other Qualifications

- Thorough working knowledge of Microsoft Office, Adobe Acrobat software and their applications.
- Ability to maintain confidentiality and professionalism.
- Ability to work independently.
- Ability to communicate well in difficult situations.
- Knowledge of municipal organizations and their services and operations.
- Knowledge of the principles and practices of public personnel administration including recruitment and selection, test development, labor unions, job classification and compensation, benefits administration, employment law and workplace safety.
- Knowledge and understanding of Neogov Insight and Neogov Onboard greatly preferred.
- Ability to independently learn new programs and implement processes.

PHYSICAL REQUIREMENTS

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 operate objects, tools, or controls; and reach with hands and arms.
- Must be able to exert light physical effort, with occasional lifting of 25 pounds, and be able to stoop, kneel, lift, carry, push and pull.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.

- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work in an office environment.

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 minimal. Work is typically performed seated in an office.
- Office hours are 8am-5pm Monday-Friday with evening and weekend hours occasionally required.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

Selection Guidelines, Reasonable Accommodations, and Receipt:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This 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.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. 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.

Applicant Signature

Date

2023 Salary Compensation Schedule

February 23, 2023

Grade	Minimum	Mid-Point	Max	Positions
1	32,585.31	37,473.11	42,360.90	
2	34,214.58	39,346.77	44,478.95	Admin. Receptionist
3	35,925.31	41,314.11	46,702.90	Admin. Asst. Fire Department Accounting Payroll/Benefits Clerk Police Support Records Clerk
4	37,721.57	43,379.81	49,038.04	Assistant Municipal Court Clerk Parks Supervisor Utility District Operator Apprentice
5	39,607.65	45,548.80	51,489.95	Deputy Clerk
6	41,588.04	47,826.25	54,064.45	Accounting Clerk Utility District Clerk
7	43,667.44	50,217.56	56,767.67	Finance Technician Police Technician Public Services Admin. Coordinator
8	45,850.81	52,728.43	59,606.05	
9	48,143.35	55,364.85	62,586.36	Planning & Zoning Technician Municipal Court Clerk
10	50,550.52	58,133.10	65,715.68	
11	53,078.04	61,039.75	69,001.45	Parks Manager Utility District Operators
12	55,731.94	64,091.73	72,451.52	
13	58,518.54	67,296.32	76,074.10	Engineering Techs Utility Technician/GIS Specialist
14	61,444.47	70,661.14	79,877.81	Building Inspector
15	64,516.69	74,194.19	83,871.70	Highway Lead Senior Utility Field Operator Village Clerk
16	67,742.52	77,903.90	88,065.28	Senior Building Inspector Utility District Integrator Utility Accountant
17	71,129.66	81,799.11	92,468.56	
18	74,686.13	85,889.05	97,091.97	Highway Operations Supervisor Utility Operations Supervisor Engineer
19	78,420.44	90,183.51	101,946.57	
20	82,341.47	94,692.69	107,043.91	Asst Village Attorney/Human Resources Development Director Village Engineer Utility Director
21	86,458.54	99,427.32	112,396.10	Finance Director
22	90,781.47	104,398.69	123,916.71	Fire Chief Police Chief Director of Public Services
23	95,320.54	109,618.62	123,916.70	
24	100,086.57	115,099.56	136,618.17	Village Administrator