

**RESOLUTION NO. 2025-064
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING A REVISION
TO THE VILLAGE OF CALEDONIA WAGE SCALE**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

WHEREAS, the Village of Caledonia currently has a wage scale to assist in hiring, retaining, and compensating employees.

WHEREAS, that current wage scale is being updated to reflect the following modifications: reclassification of the Deputy Clerk position from Grade 6 to Grade 7, reclassification of the Administrative Assistant Fire from Grade 3 to Grade 4, and the addition of the IT Support Specialist II position in Grade 8.

WHEREAS, updating the wage scale to accurately reflect increases in compensation that have occurred would help keep employees within their scale with opportunities for increases.

NOW, THEREFORE, BE IT RESOLVED that the Village Board hereby adopts the attached Wage Scale marked as **Exhibit A**.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 26 day of September, 2025.

VILLAGE OF CALEDONIA

By: Thomas G Weatherston
Thomas Weatherston
Village President

Attest: Jennifer Bass
Jennifer Bass
Village Clerk

**Village of Caledonia
2024-2025 Wage Scale**

Grade	Minimum	Mid-Point	Max	Positions	Min Wage	Mid-Point	Max
1	34,906.00	40,142.00	45,378.00		16.7817	19.2990	21.8163
2	36,652.00	42,149.00	47,647.00		17.6212	20.2639	22.9072
3	38,484.00	44,257.00	50,029.00	Accounting Payroll/Benefits Clerk Police Support Records Clerk Administrative Receptionist Custodian	18.5019	21.2774	24.0524
4	40,408.00	46,470.00	52,531.00	Assistant Municipal Court Clerk Parks Supervisor Utility District Operator Apprentice Administrative Assistant Fire Department	19.4269	22.3413	25.2553
5	42,429.00	48,793.00	55,157.00		20.3986	23.4582	26.5178
6	44,550.00	51,233.00	57,915.00		21.4183	24.6313	27.8438
7	46,778.00	53,794.00	60,811.00	Finance Technician Public Services Admin. Coordinator Accounting Clerk Utility District Clerk Deputy Clerk	22.4894	25.8625	29.2361
8	49,117.00	56,484.00	63,851.00	Police Technician/Evidence Custodian IT Support Specialist	23.6139	27.1558	30.6976
9	51,572.00	59,308.00	67,044.00	Municipal Court Clerk	24.7942	28.5135	32.2327
10	54,151.00	62,274.00	70,396.00		26.0341	29.9394	33.8442
11	56,859.00	65,387.00	73,916.00	Parks Manager Utility District Operators	27.3361	31.4361	35.5365
12	59,701.00	68,657.00	77,612.00		28.7024	33.0082	37.3135
13	62,687.00	72,090.00	81,492.00	Engineering Techs Utility Technician/GIS Specialist	30.1380	34.6587	39.1788
14	65,821.00	75,694.00	85,567.00	Zoning Administrator & Planner Building Inspector	31.6447	36.3913	41.1380
15	69,112.00	79,479.00	89,845.00	DPW (Highway) Foreman Senior Utility Field Operator Village Clerk	33.2269	38.2111	43.1947
16	72,567.00	83,453.00	94,338.00	Senior Building Inspector Staff Accountant Utility District Integrator Utility Accountant	34.8880	40.1216	45.3548
17	76,196.00	87,625.00	99,055.00		36.6327	42.1274	47.6226
18	80,006.00	92,006.00	104,007.00	DPW (Highway) Operations Supervisor Human Resources Manager Utility Operations Foreman Engineer	38.4644	44.2337	50.0034
19	84,006.00	96,607.00	109,208.00		40.3875	46.4457	52.5038
20	88,206.00	101,437.00	114,668.00	Development Director Village Engineer Utility Director	42.4067	48.7678	55.1288
21	92,617.00	106,509.00	120,402.00	Finance Director	44.5274	51.2063	57.8856
22	103,355.00	118,858.00	141,079.00	Fire Chief Police Chief Director of Public Services	49.6899	57.1433	67.8264
23	121,540.00	133,173.00	148,165.00		58.4327	64.0255	71.2332
24	139,725.00	147,488.00	155,250.00	Village Administrator	67.1755	70.9077	74.6394

Position Title: Deputy Village Clerk
Reports to: Village Clerk
Employment Category: Full Time
FLSA Status: Hourly; Non-Exempt
Department: Village Clerk
Pay Grade: 7

BASIC FUNCTION:

The Deputy Village Clerk's job function is primarily to provide assistance and support to the Village Clerk in carrying out the functions of that position. The position will also handle the Village of Caledonia social media presence and the website. Also provides clerical and general office support for various Village departments.

ESSENTIAL JOB FUNCTIONS:**DEPUTY VILLAGE CLERK DUTIES AND RESPONSIBILITIES**

- Assist with the management of various licensing processes, (e.g. dog licenses, liquor licenses, direct seller licenses), including application processing, notification, issuance, and maintaining the Do Not Solicit Registry.
- Assist in responding to and tracking of open records requests.
- Perform necessary functions of the Village Clerk's office during the Clerk's absence, including attendance at after-hour meetings as assigned.
- Generate letters and memos, read and respond to e-mails, open and respond to mail, answer phones, and use and respond to voicemail.
- Assist with all aspects of election administration, including, but not limited to:
 - Maintaining voter records and election equipment, election material inventory, and ordering of supplies.
 - Assist in absentee ballot preparation, conducting public testing of election equipment, and election worker training.
 - Assist in setting up polling locations prior to Election Day and provide support for all polling locations on Election Day.
- Prepare, distribute, and post meeting notices, agendas, and minutes for various boards, committees, and commissions.
- Attend assigned board, committee, and commission meetings and take minutes.
- Assist in administrative duties relating to the Board of Review.
- Assist in the preparation, publication, documentation, and certified mailings for various types of public hearings.
- Perform tax search requests and prepare special assessment letters.
- Assist in the creation, signing, publishing, and tracking of ordinances and resolutions.
- Assist in the preparation of board, committee, and commission appointments, including applications, oaths, training documents and maintaining rosters.

- Assists with daily cash receipt and tax collection reports for accuracy and performs daily reconciliation of tax collections and cash receipts.
- In tandem with the Administrative Assistant, this position provides robust customer service coverage to residents visiting or calling the village. Will need to provide coverage for all Administrative Assistant duties when they are not present.

SOCIAL MEDIA & WEBSITE DUTIES AND RESPONSIBILITIES

- Manage the Village of Caledonia website overhaul and continued maintenance in collaboration with each department.
- Collaborate with other departments to develop strategies, project plans, campaigns and content that build audience and engagement for each social media network to help meet organizational goals.
- Maintain social media calendar that includes scheduled posts as well as live coverage of events, including occasionally at night and on weekends.
- Monitor social conversations and respond when appropriate.
- Develop and execute strategies for increasing Village of Caledonia's relevance to the community in our areas of expertise.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED required.
- 2+ years of Clerical/Administrative experience required.
- Demonstrated experience building audiences through social networks.
- Advanced education preferred.
- Government experience preferred.
- Valid driver's license required.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to maintain confidentiality of documents, records, and communications required.
- Experience with computers, copiers, and other standard office equipment required.
- Proficiency in Microsoft Word, Excel, and Outlook required. Experience with WisVote and Ascent preferred.
- Ability to work long hours and occasional weekends during elections and to work evenings when meeting attendance is required.
- Adept at learning new skills, capable of handling several assignments at one time, and the ability to meet deadlines.
- Ability to prioritize assigned tasks and take appropriate action based on standard procedures.

SELECTION GUIDELINES:

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 position 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 a 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.

Position Title: Administrative Assistant
Reports to: Fire Chief
Employment Category: Full Time
FLSA Status: Hourly; Non-Exempt
Department: Fire Department
Pay Grade: 4

BASIC FUNCTION:

The Village of Caledonia is seeking an administrative assistant for the Caledonia Fire Department, where you'll play an essential role in supporting our team and ensuring smooth operations across multiple shifts. This is an exciting opportunity for a detail-oriented individual who thrives in a collaborative environment and is eager to make a meaningful impact.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties required for this position. The job description is a summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be expected to perform additional duties as requested.

- Provide support to the Fire Chief as well as the Battalion Chiefs for administrative requests.
- Ensure accuracy for employee time tracking and payroll reporting.
- Partner with Human Resources to complete onboarding and recruiting tactics.
- Type routine material from handwritten/typed drafts, and/or transcription following standardized formats.
- Assemble and compile statistical data for reports/presentations.
- Maintain records and databases and make calculations as required for payroll records.
- Prepare reports/presentations following prescribed formats.
- Open and distribute mail.
- Maintain office files and records in accordance with internal procedures.
- Receive and respond to in-person, email, and telephone inquiries.
- Provide documentation, information and assistance to citizens and others, as required.
- Maintain department calendar.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED required.
- 2+ years of Clerical/Administrative experience required.
- Advanced education is preferred.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to maintain confidentiality of documents, records, and communications required.
- Experience with computers, copiers, and other standard office equipment required.
- Proficiency in Microsoft Word, Excel, and Outlook required.
- Adept at learning new skills, capable of handling several assignments at one time, and the ability to meet deadlines.
- Ability to prioritize assigned tasks and take appropriate action based on standard procedures.

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Position Title: IT Support Specialist (L2)
Reports to: Village Administrator
Employment Category: Full Time
FLSA Status: Hourly; Non-Exempt
Department: Administration
Pay Grade: **8**

BASIC FUNCTION:

The Village of Caledonia is seeking a skilled and customer-focused IT Support Specialist to provide advanced technical support for municipal systems, infrastructure, and end-users. This role is responsible for resolving complex technical issues, maintaining IT systems, and ensuring the smooth operation of technology services across departments.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties required for this position. The job description is a summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be expected to perform additional duties as requested.

- Respond to and resolve technical issues from RMM tools and users
- Troubleshoot and maintain hardware, software, and network systems.
- Support municipal applications including public safety, finance, and utility systems.
- Collaborate with vendors and third-party service providers for issue resolution.
- Maintain and update IT documentation, procedures, and knowledge base.
- Assist in system upgrades, patch management, and cybersecurity initiatives.
- Provide assistance to end-users on software applications ultimately becoming the in-house expert on applications currently in use; provides daily support to the client/customer and activates/inactivates end users as needed.
- Participate in IT projects and system implementations.
- Collaborate with any outside IT vendor/consultant to assist in resolving issues or concerns regarding equipment or software.
- Assists with administering the Village email system (account creation, monitoring, records requests, and archival).
- Assists with implementing and ensuring compliance with security best practices.

QUALIFICATIONS:

Education and/or Experience

- Associate or bachelor's degree in information technology, Computer Science, or related field.
- Minimum 3 years of experience in IT support, with at least 1 year in an L2 role.
- Strong knowledge of Windows OS, Microsoft 365, networking, and system administration.
- Experience with municipal or government IT systems is a plus.

Knowledge, Skills & Abilities

- Familiarity with cybersecurity best practices and compliance standards
- Excellent problem-solving, communication, and customer service skills
- Ability to work independently and manage multiple priorities

SELECTION GUIDELINES:

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