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**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Monday, March 15, 2021 at 5:00 p.m.**  
**Caledonia Village Hall - 5043 Chester Lane**

**THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF ATTENDEES 16**

**AUDIO & VIDEO CONFERENCE VIA ZOOM**  
**ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 849 4664 5893**  
**OR ACCESS VIA ONE-TOUCH TELEPHONE IS: [tel: +13126266799](tel:+13126266799), [84946645893](tel:+13126266799)# OR**  
**ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/84946645893>**

1. Call to Order
2. Approval of Minutes
3. Review of Finance Director Position
4. Review of HR Manager Position
5. Review of Payroll-Benefits Clerk Position
6. Discussion on Possible Action on Salary Schedule
7. Adjournment

Dated March 12, 2021

Joslyn Hoeffert  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**1. Call to Order**

Trustee Prott called the meeting to order at 4:00 p.m. via ZOOM at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. Trustee Weatherston and Trustee Martin were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen

**2. Approval of Minutes**

Motion by Trustee Stillman to approve the minutes from the February 2, 2021 meeting. Seconded by Trustee Prott. Motion carried unanimously.

**3. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to 19.85(1)(c)&(e), WI Stats., to discuss step 2 of police union grievance #20-01 AND pursuant to Wis. Stat. 19.85(1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" Specifically, as it relates to Wage Compression, the Deputy Clerk Position, and Reporting Structure of Village Clerk AND pursuant to 19.85(1)(c) to discuss and review submissions from applicants for the Administrator position.**

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously.

**4. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move to other remaining items on this agenda.**

Motion by Trustee Stillman to go into open session. Seconded by Trustee Prott. Motion carried unanimously.

Motion by Trustee Stillman to approve the agreement of the police grievance #20-01, the pay out of the 2-day floating holiday as outlined in the detailed memo including necessary language changes. Seconded by Trustee Prott. Motion carried unanimously.

Motion by Trustee Stillman to change the paygrade of the Deputy Clerk position from a paygrade (4) to a paygrade (5) \$39,607.65 to \$51,489.95 prepare the job description and post immediately. Seconded by Trustee Prott. Motion carried unanimously.

Motion by Trustee Stillman to approve the offer of employment for Joslyn Hoeffert as our new Village Clerk including the amended added language discussed in closed session and send to the full Village Board for consideration and approval. Seconded by Trustee Prott.

Motion carried unanimously.

Motion by Trustee Stillman to approve the overtime calculation and compensation policy for the Village policy manual and send to the full Village Board for consideration and approval. Seconded by Trustee Prott.

Motion carried unanimously.

### **5. Adjournment**

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 6:18 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Deputy Village Clerk

# **VILLAGE OF CALEDONIA**

## **FINANCE DIRECTOR**

### **BASIC FUNCTION:**

In this strategic role, you have primary responsibility over the finance function for the Village and will focus on creating an innovative finance department positioned for long-term financial sustainability. You will develop collaborative working partnerships with the other department heads and members of the finance and budget committee.

This is a dynamic role in which you will lead a small team of finance and accounting staff, including account payable, accounts receivable, payroll and treasury. The Finance Director will interface with the Village Board to develop long-range financial planning and present audit and financial reports. This position also serves as the Treasurer.

### **DUTIES AND RESPONSIBILITIES:**

- Establishes and maintains village wide accounting and reporting systems pursuant to Government Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), and other regulatory requirements.
- Provides oversight to financial operations village wide, including the maintenance of an adequate system of accounting records, internal controls and segregation of duties designed to mitigate risk and enhance the accuracy of the Village's financial results.
- Oversees the Finance Department, including accounts payable and receivable, tax collection, tax settlements, journal entries, and general ledger management functions.
- Oversees, prepares and executes annual Village budget in accordance with State Statutes.
- Works with the Village Board and management to develop long-range financial plans to ensure the Village's financial sustainability.
- Researches, drafts and proposes financial accounting policies, standard operating procedures, and internal controls in order to establish consistent practices village wide and to manage the Village's financial risks.
- Provides guidance to the Village Board, Village Administrator and employees and act as a resource for Village finances and accounting information.
- Coordinates and supports procedures of Village independent auditors.
- Designs, prepares and present various financial reports to internal and external stakeholders.
- Provides support to other departments for various quantitative analyses, including calculation of employee pay increases, contract and claim settlements.
- Provides oversight and coordinates filing of reports required by Federal, State, and other authoritative agencies in a timely and accurate manner.
- Analyzes trends in the financial data and performs analysis of budgetary variances to assist with the Village's budgeting and reporting processes.
- Assists management and Village Board with setting parameters for the budget process.
- Assesses capital and operating needs and assists with developing processes that identify and rank priorities in accordance with the Village's strategic plan.
- Oversee, coordinate and provide direction on the Village's investments and debt.
- Coordinate with external advisors for the issuance of the Village's debt, including analysis of the Village's existing debt structure and future financing needs and options.

- Compilation of the Official Statement for bond offerings.
- Provide supervision to Finance Team, including establishing work rules and performance standards, conduct. Oversee performance evaluations and initiate and implement disciplinary actions as warranted.
- Applies knowledge of Excel functions to automate various schedules, reduce preparation time and improve efficiency in monthly/quarterly close procedures.
- Other duties that may be assigned by the Village Administrator.

**SUPERVISION EXERCISED:**

- Supervises the Finance Department

**SUPERVISION RECEIVED:**

- Receives daily direction, priority directives and policy directions from the Village Administrator.

**QUALIFICATIONS:**

- Bachelor's degree in accounting or finance, business administration, or related field with emphasis in accounting.
- Possess a minimum of 5 years supervisory experience.
- Ten (10) years of accounting and financial management experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Government Accounting Standards Board (GASB).
- Certification as a Certified Public Accountant preferred.
- Experience with Civic Systems preferred.
- Must be able to work independently.
- Ability to multi-task on a daily basis.
- Exceptional interpersonal relations/customer service skills.
- Excellent oral and written communication skills.
- An equivalent combination of training and experience from which comparable knowledge, skills, and abilities can be obtained, may be substituted for educational experience, depending on applicability.
- Possess and maintain a valid driver's license.

**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 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.

1/30/19

**VILLAGE OF CALEDONIA**  
**HUMAN RESOURCES ~~DIRECTOR/~~**  
**~~ASSISTANT VILLAGE~~**  
**~~ADMINISTRATOR~~MANAGER**  
**JOB DESCRIPTION**

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**BASIC FUNCTION:**

The Human Resources ~~Director~~ Manager is responsible for and implementing the Village's Human Resources policies including employee selection, labor relations, compensation, workers' compensation, fringe benefit programs, employee health and safety, personnel management, equal employment/affirmative action, employee record keeping. Creating and maintaining a sound employee/labor relations environment in compliance with village policies, and applicable state and federal regulations.

~~The Assistant Village Administrator serves as the assistant to chief administrative official of the Village and performs such duties as are assigned to her/him by the Village Administrator and acts as the Administrator during the Administrator's absence.~~

**DUTIES AND RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO):**

Administer position evaluations and salary administration for employees, including providing wage and benefit data for negotiations, maintaining a position classification plan and evaluating new positions and reclassification requests.

Oversee the administration of all employee benefit programs, including reviewing competitive level of benefits and benefit costs, preparing reports, and maintaining current knowledge of state and federal regulations.

Develop a responsive employment function in compliance with established EEO guidelines and the village's affirmative action plan, as well as procedures for transfers and promotional opportunities.

Develop and administer recruiting and examination programs to obtain competent applicants to meet the needs of the village.

Administer the screening, interviewing and hiring of personnel for all departments of the village except those otherwise specifically provided for either by state law or village ordinance.

Develop meaningful education and development programs for village staff in cooperation with department managers.

Conduct an on-going program of performance review and objectives measurement.

Act as resource for managers/supervisors and perform all other assignments delegated by the Personnel Committee and the Village Administrator.

Responsible for development of the village's labor negotiation strategy, preparing bargaining proposals, analyzing union proposals, cost analysis of union proposals and offers for arbitration.

~~Responsible for review of the department annual budgets; and the employee benefit accounts; authorizes and monitors expenditures.~~

Directs and oversees the employee health and safety program to ensure compliance with all appropriate laws and regulations.

Establish, maintain and coordinate personnel transactions and records management for all county village employees and positions.

~~At the direction of the Village Administrator:~~

~~Coordinate and supervise the operations of Village departments, making best use of Village resources and maintaining quality services.~~

~~Prepare or arrange for preparation of information and reports needed by the Village Board or its committees.~~

~~Assist in the preparation of the annual Village budget in accordance with approved accounting systems and based on identified programs and objectives.~~

~~Supervise the provision of clerical and other support services for departments.~~

~~Work with the Village Board to assure Village representation on intergovernmental bodies and other groups important to the Village.~~

~~Prepare administrative policies and procedures for Village operations.~~

~~Represent the Village on county and area-wide committees as required.~~

~~Such other duties as may be assigned by the Administrator~~

**SUPERVISION EXERCISED:**

~~At the direction of the Village Administrator supervises department managers, non-represented staff and administrative staff~~Supervise the HR Assistant.

**SUPERVISION RECEIVED:**

Reports directly to the Village Administrator.

**QUALIFICATIONS:**

A Bachelor's Degree in Public Administration, Business Administration, Human Resources, or related field required. A Juris Doctor (JD) or Master's Degree in one or more of the listed disciplines is preferred. A minimum of 5 years of municipal management or equivalent public sector experience, and a minimum of 3 years of human resources experience is required. Exceptional public speaking and written communications skills are important.

**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 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.

**VILLAGE OF CALEDONIA**  
**PAYROLL/BENEFITS CLERK**

**BASIC FUNCTION:**

Process payroll, coordinate and update employee benefits enrollments and terminations as well as other benefits responsibilities.

**DUTIES AND RESPONSIBILITIES:**

- Process Payroll. Including but not limiting to: On-going employee updates, payroll deductions, ACH submission, generate A/P related to payroll, submit payroll taxes, report deductions and changes to WRS.
- Assist HR Director in fielding payroll and benefit related inquiries, open enrollment, onboarding of new employees, as well as provide documentation, information and assistance to employees and others.
- Maintain accurate data for Health, Dental, Life, Vision and FSA for the purpose of payroll deductions. Prepare a monthly reconciliation for Health, Dental, Life & Vision.
- Administer updates and changes for Northwest Mutual along with being the direct contact for our Nationwide program. Facilitating a bi-yearly visit from Nationwide along with managing their deductions.
- Perform general administrative functions as directed by the Finance Director and HR Manager.
- On-going tracking of vehicle inventory and forward yearly to insurance company for coverage.
- Prepare payroll related documentation, reports, schedules, for annual audits including, but not limited to maintenance of compensated absences data (sick and vacation accruals and balances) for all employees for annual audit.
- Reconcile and process quarterly and annual Federal reports 940 and 941.
- Tracking for EEO-4 report.
- Year-end responsibilities and reporting., including but not limited to: Payroll updates, W-2s, WT-7, WRS, Unemployment Audit, FSA Non-Discrimination Testing, US Census Report, ACA reporting and mailing.
- Prepare termination benefit letters to inform outgoing employees of their rights and available options under the Village's health, dental, life and WRS.
- Maintain time management payroll system for all Village employees.
- Process and maintain employee insurance data with the insurance companies.
- Perform additional duties, as required.

**SUPERVISION RECEIVED:**

Receives direction and supervision from the Finance Director.

**QUALIFICATIONS:**

- Associate Degree and any equivalent combination of experience and training that would provide solid accounting and payroll skills.
- Fluency in Microsoft Office, particularly Word, Excel, and Outlook required.
- Fluency in Aladtech and Caselle preferred.
- Ability to maintain confidentiality of documents, records and communications.
- Accuracy with numerical calculations required.
- Adept to learning new skills, capable of handling a number of assignments at one time, able to meet guidelines in a timely and efficient manner.
- Ability to assess assigned tasks, and take appropriate action based on standard procedures.
- Ability to work well with others and work independently.

**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 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.

12/6/18

2021 Salary Compensation Schedule

| 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. Building-Engineer<br>Admin. Asst. Fire Department<br><b>Accounting Payroll/Benefits Clerk</b><br>Police Support Records Clerk |
| 4                                | 37,721.57  | 43,379.81  | 49,038.04  | Assistant Municipal Court Clerk<br>Parks Supervisor<br>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<br>Utility District Clerk   |
| 7                                | 43,667.44  | 50,217.56  | 56,767.67  | Finance Technician<br>Municipal Court Clerk<br>Police Technician   |
| 8                                | 45,850.81  | 52,728.43  | 59,606.05  |  |
| 9                                | 48,143.35  | 55,364.85  | 62,586.36  |  |
| 10                               | 50,550.52  | 58,133.10  | 65,715.68  |  |
| 11                               | 53,078.04  | 61,039.75  | 69,001.45  | Parks Manager<br>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  |
| 14                               | 61,444.47  | 70,661.14  | 79,877.81  | Building Inspector   |
| 15                               | 64,516.69  | 74,194.19  | 83,871.70  | Highway Lead<br>Senior Utility Field Operator<br>Village Clerk   |
| 16                               | 67,742.52  | 77,903.90  | 88,065.28  | Senior Building Inspector<br>Utility District Integrator<br>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<br>Utility Operations Supervisor<br><b>Human Resources Manager</b>   |
| 19                               | 78,420.44  | 90,183.51  | 101,946.57 |  |
| 20                               | 82,341.47  | 94,692.69  | 107,043.91 | Development Director<br>Public Works Director<br>Utility Director  |
| 21                               | 86,458.54  | 99,427.32  | 112,396.10 | Finance Director   |
| 22                               | 90,781.47  | 104,398.69 | 118,015.91 | Fire Chief<br>Police Chief   |
| 23                               | 95,320.54  | 109,618.62 | 123,916.70 |  |
| 24                               | 100,086.57 | 115,099.56 | 130,112.54 |  |
| Approved by Resolution: 2021-XXX |            |            |            |  |
| Revised March 15, 2021           |            |            |            |  |