

NOTICE OF PERSONNEL COMMITTEE MEETING

**Monday, August 1, 2022 at 5:00 p.m.
Caledonia Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Municipal Court Clerk Wage
4. The Personnel Committee will take up a motion to go into CLOSED SESSION for the following purpose(s): to discuss personnel issues as it pertains to specific employees, pursuant to Wis. Stat. 19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility specifically to discuss a possible wage Increase for the Field Operator employee; Village Engineer Appointment; and personnel issues with a Village department employee; AND pursuant to Wis. Stat. 19.85(1)(c) and (f), considering employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility; and considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; specifically to discuss a Leave of Absence for a Police Department Employee.
5. 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 on to the remaining item(s) on this agenda.
6. Human Resource Update
7. Adjournment.

Dated July 29, 2022

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 Wanggaard called the meeting to order at 8:16 a.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Stillman and Trustee Wanggaard.

Absent: None.

Staff present: Village Administrator Kathy Kasper and HR Manager Michelle Tucker.

2. Approval of Minutes

Motion by Trustee Weatherston to approve the minutes as printed. Seconded by Trustee Wanggaard. Motion carried unanimously.

3. The Personnel Committee reserves the right to go into CLOSED SESSION pursuant to Wis. Stat. Sec. 19.85(1) (c) and (e) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating or negotiating, and conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically as it relates to: Public Safety and General Personnel.

Motion by Trustee Weatherston to go into closed session. Seconded by Trustee Wanggaard. 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 on to the remaining item(s) on this agenda.

Motion by Trustee Weatherston to go into open session. Seconded by Trustee Wanggaard. Motion carried unanimously.

5. Human Resource Update

None.

6. Adjournment

Motion by Trustee Weatherston to adjourn. Seconded by Trustee Wanggaard. Motion carried unanimously.

Meeting adjourned at 8:45 a.m.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk

BUSINESS OF THE PERSONNEL COMMITTEE

MEETING DATE: August 1, 2022

PLACEMENT New Business

ITEM TITLE: Municipal Court Wages

SUBMITTED BY: Michelle Tucker

SUMMARY EXPLANATION:

Because the Municipal Court is a separate entity, the Municipal Judge has sole authority in who he hires for his Court Clerk position, but the Village guidelines are followed for the position's compensation. With the recent resignation of our Court Clerk, the Judge and staff have been looking at the job market and at the internal comparability of the position. Included are the Job Evaluation scores based on the Position Analysis Questionnaire process that we have used for other positions, as well as a Municipal Court Clerk wage study using external comparables. Based on these, staff recommends changing the pay grade for the Municipal Court Clerk position from grade 7 (\$43,667 to \$56,767) to grade 9 (\$48,143.35 to \$62,586.36). This change is reflected in the attached Wage Chart.

Additionally, the Judge has asked for greater discretion in setting the starting wage for the Municipal Court Clerk. Historically, any offer above midpoint requires approval by the Personnel Committee. The Judge has asked that he be able to exceed the midpoint if needed in making an offer to the future Court Clerk.

RECOMMENDATION: Motion to approve the change of pay grade for the Municipal Court Clerk and to allow the Judge to exceed midpoint if needed in making a job offer.

Position Analysis Evaluations

	Public Services Administrative Coordinator	Deputy Clerk	Admin Assistant	Finance Technician	Muni Court Clerk
Is this position a process focused position (1); combination process and analytics (2) or analysis focused (3)	2	2	1	2	2
Education, Certificates, Licenses					
Degree Required High School (1); Some College/Associates Degree (2); Bachelor Degree (3); Master's Degree (4)	1	1	0	1	2
Certification Required yes Required (2); Yes Preferred (1): no (0)	0	0	0	0	1
Supervisory Responsibilities & Supervision Received					
Supervises one or more employees yes (1); no (0)	0	0	0	0	0
Level of Supervision Received Direct (1); Immediate (2); General Supervision (3); General Direction (4); Administrative Direction (5)	4	2	2	4	5
Interpersonal Contacts					
Regularly Interacts with Public yes (1); no (0)	1	1	1	1	1
Regularly Interacts with other staff yes (1); no (0)	1	1	1	1	1
Regularly Interacts with Elected Officials yes (1); no (0)	0	1	0	0	1
Regularly Interacts with Businesses yes (1); no (0)	1	0	0	1	1
Fiscal Responsibility					
Does this position have any fiscal responsibility? Yes (1); no (0)	1	1	1	1	1
Handle money or process transactions? Yes (1); no (0)	1	1	1	1	1
Manages budget Yes(1); no (0)	0	0	0	0	0
Other Factors					
Effect of Errors Little Impact (0); Moderate Impact (1); Major Impact (2)	1	1	0	2	1
Degree of Accuracy Required: Low/Moderate (1); High (2)	2	2	1	2	2
Total Score	15	13	8	16	19

2022 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. 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
5	39,607.65	45,548.80	51,489.95	Utility District Operator Apprentice 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 Municipal Court Clerk 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 Human Resources Manager Engineer
19	78,420.44	90,183.51	101,946.57	
20	82,341.47	94,692.69	107,043.91	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	118,015.91	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	130,112.54	Village Administrator