

*****ATTACHMENTS*****



Gen. Ord. No. 31 - 14 - 15. By Alderperson Donohue. October 6, 2014.

AN ORDINANCE creating Division 6, Section 2-420 of Article IV of Chapter 2 of the Municipal Code relating to the director of human resources and labor relations.

WHEREAS, by way of Subs. of Gen. Ord. No. 27-14-15 adopted September 15, 2014, Chapter 82 of the Municipal Code was repealed and recreated; and

WHEREAS, this had the unintended consequence of deleting former Sec. 82-2 related to the director of human resources and labor relations without recreating the section; and

WHEREAS, the intent was to relocate said provision to the Departments Article in Chapter 2 of the Municipal Code.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Division 6, Section 2-420 of Article IV of Chapter 2 of the Municipal Code is hereby created to read as follows:

"DIVISION 6. HUMAN RESOURCES

Sec. 2-420. *Director of human resources and labor relations.*

- (a) The position of director of human resources and labor relations is hereby established for the city service.
- (b) *Appointment.* The director of human resources and labor relations shall be appointed by the common council based on the recommendation of the chief administrative officer and the mayor. The appointment shall be an at-will appointment, removable by the appointing authority at pleasure. Effective for appointments made on and after August 1, 2013, the common council shall appoint based on the recommendation of the chief administrative officer and the mayor from a list of qualified candidates provided by the civil service commission.
- (c) *Duties and powers.*
 - (1) The director shall be responsible for labor contract negotiations, administration of the employee benefit and salary plans, and related work. The director shall make

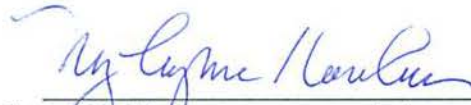
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recommendations regarding reorganization and personnel policies to the salaries and grievances committee.

- (2) The director shall be the official upon or with whom all personnel-related notices, requests for hearings, complaints, or other official documents shall be served or filed, except those complaints, notices or other official documents which are prescribed by law to be served upon other city officials.
- (3) The director shall have access to all necessary records and papers, the examination of which will aid in the disposition of said complaints and notices and in the discharge of the director's duties.
- (4) The director shall be responsible for such other policies, rules and regulations not inconsistent with this chapter and other personnel-related ordinances as the director deems necessary for its enforcement and administration.
- (5) The director shall be the administrative officer of the civil service system. The director shall render such additional services in connection with the civil service system or may be requested by the chief administrative officer and common council.
- (6) The director shall have charge of recruitment, applications for employment, and the examination of applicants for positions, and shall be the custodian of the personnel records."

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.



I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____, _____, City Clerk

Approved _____ 20____, _____, Mayor

Job Description

Job Title: Part-Time Permit Clerk **Department:** Department City Development/
Building Inspection Division

Reports To: Director of City Development **Classification:** Non Exempt

Wage: Salary Grade 1 **Date to S & G:** October 13, 2014

Position Summary

Under the general direction of the Building Inspection Specialist, performs a wide range of diverse and responsible duties pertaining to a variety of building inspection services requiring individual judgment, initiative, and specialized knowledge in carrying out procedures and applying laws and regulations.

Essential Duties & Responsibilities

1. Issues permits, collects fees. Issues receipts, and provides assistance to the general public, contractors, developers, realtors, architects, and designers who visit, call, or write about building and construction services.
2. Confers with planners, building inspectors, engineers and staff on developmental plans, policies, specifications or construction documents for compliance with City Ordinances, State Building Codes and other regulations.
3. Determines compliance with rules and regulations affecting accessory residential buildings.
4. Ascertains whether or not proposed alterations and repairs conform to zoning requirements.
5. Ascertains the need for State approval of commercial plans.
6. Reviews applications for fence permits, retaining walls, decks, etc.
7. Performs various receptionist/clerical activities including: greeting customers, telephone receptionist duties, processing mail, composing and typing letters and memoranda from general instructions, preparation of agendas, and assistance with the preparation of contractor license applications, etc.
8. Maintains computerized cash receipts and other records as required.
9. Prepares invoices, collects fees, and issues licenses for Weights & Measures Program.
10. Schedules appointments, issues certificates, and maintains customer contact log for Clearwater Program.
11. Schedules appointments and processes paperwork/certificates for the Inspectors.
12. Performs other related work as assigned.

Qualification Requirements

Considerable knowledge of materials, methods, practices, and equipment used in the Building Inspection Division. Proficiency in Microsoft Office Products (MS Word, Excel, etc.) a plus. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Ability to communicate effectively both orally and in writing.
2. General knowledge of the laws, codes, principles, practices, methods, and techniques as applied to and pertaining to the various aspects of building inspection, building code, code enforcement, zoning, planning, etc.
3. Knowledge of computers and programs (Microsoft Office Products)
4. Ability to exercise good judgment, courtesy, and tact in dealing with the general public, property owners, contractors, architects, engineers, and designers.
5. Ability to answer a variety of questions and make appropriate referrals to inspectors and/or the division manager.
6. Ability to establish and maintain efficient working relationships with City officials, boards and committees, and City staff.

Education / Experience / Certifications

Requires high school diploma or GED certificate recognized by the Wisconsin Department of Public Instruction, plus Associated degree or higher equivalent in administrative/business related degree.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

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 qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Job des alpha PT Permit Clerk

CITY OF SHEBOYGAN

CHIEF ADMINISTRATIVE OFFICER

GRADE 16

Code A01020D

Reports to: Common Council President

Department: Administrative

Classification: Exempt

Date: October 3, 2011 Common Council
Modified October 8, 2012

Approved: S & G 9/26/11
S & G

October 15, 2012

Common Council

POSITION SUMMARY:

This is a professional and management position responsible for the administration of day-to-day operations of the city government in accordance with state laws, city ordinances and policies determined by the City Council. This position implements the directives of the Common Council with input from the Mayor and recommends policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and implement annual budget under the direction of the Common Council with input from the Mayor.
2. Develop short and long term strategic plans, for the city under the direction of the Common Council with input from the Mayor.
3. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, and other matters receive prompt attention by the responsible official and to assure that all such matters are expeditiously resolved.
4. Effectuate actions of the Common Council and implement administrative matters under the direction of the Common Council with input from the Mayor.
5. Consults with the Mayor and Common Council President on emergent matters requiring policy decisions.
6. Conduct research, prepare reports and make recommendations to the Mayor and Common Council on matters included within the scope of office.
7. Serve as ex-officio nonvoting member of the Standing Committees of the City, except as specified by the Common Council or Wisconsin State Statutes.
8. Attend meetings of the Common Council, assisting the Mayor and council as required in the performance of their duties. Provide information about the administrator's office through oral or written reports at regular and special meetings of the council.
9. Acts as public information officer for the City.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees, planning and directing work in consultation with input from the Mayor, appraising performance, and salary administration for all non-elected Department Heads (including Fire and Police), addressing complaints and resolving problems. All non-elected Department Heads report to the Chief Administrative Officer.

Hiring/Promotion Clarification of Process: This individual recommends to the Mayor and Common Council, the appointment, promotion and termination of all employees that fall under the specified Table of Organization in accordance with the guidelines set forth by the City Human Resources Department.

Evaluations: This individual is responsible for implementing employee evaluation of all Managers and Directors. These evaluations are to be in accordance with the guidelines set forth by the City Human Resources Department.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Bachelor's Degree from an accredited college or university required with an advanced degree such as an MBA or MPA required. Position requires at least ten years of progressively responsible work experience in a municipal or private sector settings with a minimum of five years functioning in a senior leadership position.

Required Knowledge, Skills and Abilities:

- Experience in human resources management, budgeting and financial administration
- Knowledge in establishing and using performance measurement
- Thorough knowledge of principles and practices of public administration including comprehensive knowledge of Federal and State laws and regulations affecting municipal government.
- Knowledge of and significant experience in long-range planning of programs and services, management team development and employee relations
- Considerable ability to conduct sound research and to develop effective recommendations for policies and implementation procedures.
- Considerable experience in team building, planning organizing and directing the work of others.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.