



VILLAGE BOARD MEETING**From:**

Alissa Van Eperen, Finance Director/Treasurer

VILLAGE OF HARRISON**Meeting Date:**

May 27, 2025

Title:

Approval of the new job description for the Village Clerk/Human Resources Director.

Recommended Action:

Motion to approve the job description for the Village Clerk/Human Resources Director.

Issue:

None.

Background and Additional Information:

With the vacancy in the Village Clerk position, this presents an opportunity to re-evaluate the role and the current and future needs of the Village. After reviewing the responsibilities, workload, and organizational structure, it was determined that combining the duties of the Village Clerk with those of a Human Resources Director would better align with the Village's operational needs. The revised job description reflects the additional responsibilities and will help attract qualified candidates with the necessary skills and experience. Approval of the updated job description is recommended prior to posting the position. Two Rivers and Sturgeon Bay both have similar positions.

Budget Impacts:

The current Village Clerk position is classified as Grade J, with a pay range of \$65,393 to \$84,076 (\$31.44 to \$40.42 per hour). As part of the comprehensive salary study approved for 2025, this position will be re-evaluated to ensure the revised role, including the added Human Resources responsibilities, is compensated appropriately and remains competitive within the market. Any adjustments resulting from the study will be incorporated into future budget planning.

Attachments:

Village Clerk/Human Resources Director Job Description.