



DEPARTMENT OF PUBLIC HEALTH

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

ORIGINAL DATE: April 13, 2008
REVISED: May 2022, January 2024

Title: Administrative Assistant I
Department: Health Department
FLSA Status: Nonexempt

General Summary

This is an administrative position which performs general office/clerical duties within the Watertown Department of Public Health.

Reporting Relationships

Under the direct supervision of the Confidential Administrative Assistant. Responsible for clerical and office duties involving the support of the administrative function of the department. Refer more complicated matters to supervisors. Work of a confidential and sensitive nature.

Essential Duties and Responsibilities

- **Provide High Quality Public Health Services**
 - Receptionist, answering phones and directing visitors, and types correspondence.
 - Open, read, route, and distribute incoming mail/email or other materials.
 - Data entry tasks with various computer programs.
 - Performs entry level bookkeeping functions.



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- Process payments.
 - Maintain a filing system and various files and records.
 - Customer services duties, analyzing requests and making the appropriate referrals.
 - Assist in clinic registration process.
 - Maintain and update department social media and website content.
 - Maintain and update department community outreach forms, schedules, and informational handouts.
 - Maintain scheduling and event calendars.
 - Comply with HIPAA regulations and preserve confidentiality.
- **Promotes policy development at organizational and community level to improve health.**
 - Assures ongoing review and update of health department policy and procedure.
 - Provides leadership on local ordinance development, monitoring and revision related to public health issues.
 - Assures implementation of policies, programs and services is consistent with laws and regulations.
 - Provides leadership to community in bringing a health in all policy lens to community wide discussions related to organizational, institutional, and governmental policy.
 - Monitors and provides input to policy makers on local and state policy initiatives impacting the health of the population.
 - Supports the Board of Health in policy exploration, analysis, and action.
- **Assures internal and external communication on key public health and organizational issues.**
 - Provides regular and accurate communication to department and Board of Health about current operations and priorities of the department.
 - Conveys data and information to professionals and the public using a variety of approaches and communication skills, e.g., reports, presentations, email, letters, testimony, press interviews.
 - Assures that health department communication assures health literacy and is done with linguistic and cultural proficiency, e.g., using age-appropriate materials, incorporating images.
 - Develops and utilizes methods for communicating population health data and health priorities to the public and community partners.
 - Assures ongoing, effective marketing of department services and brand.
 - Builds and maintains strong relationships with media partners.
- **Health Equity and Cultural Competency**
 - Ensures the development and implementation of public health communication strategies that take into account health literacy of the population.
 - Ensures the availability of targeted, culturally appropriate information to help individuals and groups understand public health policies and regulations.



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- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
 - Ensures a variety of approaches are considered and used to disseminate public health information while ensuring health equity throughout the community.
 - Communicates the role of the public health department to other entities within the public health system.
 - Promotes diversity in the public health workforce.
- **Other Duties as Assigned**
 - Meets all HIPAA privacy standards for maintaining confidentiality of clients or other privileged information.
 - Uses individual, team, and organizational learning opportunities for personal and professional development.
 - Arranges work area to reduce physical stress and increase productivity and efficiency, uses good judgment to act in a manner that is safe for themselves and their coworkers, and follows any Department safety procedures.
 - Performs additional duties and responsibilities as may be assigned from time to time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties and responsibilities listed are representative of the knowledge, skill, and/or ability required.

Qualifications

Education and Experience:

Graduation from High School (or HSED equivalent) with major course work in office occupations.

Required Knowledge, Skills, and Abilities:

- Ability to apply and interpret applicable laws, codes, local ordinances and regulations, and practices pertaining to public health programs and of enforcement procedures.
- Comprehensive knowledge of community organizations and resources.
- Ability to be resourceful and flexible in an emergency situation.
- Ability to communicate effectively and persuasively, have excellent active listening skills, and experience with public speaking.
- Ability to multi-task and establish priorities.
- Skills in time management.



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- Ability to effectively problem solve including determining the nature of a problem, identifying potential solutions, implementing effective and strategic solutions, and monitoring/evaluating results.
- Ability to utilize analytical skills such as attention to detail, critical thinking, and systematic thinking.
- Ability to work collaboratively with individuals and groups with varied backgrounds, perspectives, and interests.
- Ability to deliver culturally appropriate, and inclusive information to help individuals and groups understand public health promotion, disease prevention, policies, regulations, and public health codes.
- Ability to utilize appropriate methods for interacting and communicating effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, ethnic, sexual orientations, lifestyles, and physical abilities with a health equity lens.
- Proficiency in the use of intermediate computer skills: email, word processing, use of Excel spreadsheets.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services.
- Utilize and perform continuous quality improvement and make recommendations based on findings.
- Ability to prepare and maintain accurate records and reports.
- Knowledge of HIPPA compliance standards and all aspects of client privacy practices.
- Working knowledge of business English, spelling and correspondence formats.
- Working knowledge of Microsoft Office programs.
- Working knowledge of current office practices and procedures.
- Ability to operate office equipment and word processor (computer automated software and peripheral equipment.)
- Ability to understand and follow instructions.
- Good working knowledge of, and the ability to maintain filing systems.
- Ability to establish and maintain effective working relationships with coworkers, and to tactfully deal with the public.
- Ability to effectively work under stressful conditions.

Certificates, Licenses, Registrations:

- Valid Wisconsin driver's license and excellent driving record.

Essential Job Functions

Physical Demands:



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Duties require sufficient mobility to work in a normal office setting and community environments, use of standard office equipment including a computer, read printed materials and a computer screen and to communicate in person or over the telephone.

May also include:

- Standing, walking, sitting, and stooping.
- Kneeling, crouching, climbing, balancing, and bending/twisting.
- Reaching, lifting, carrying, pushing/pulling (up to 35 lbs.).
- Handling, grasping, filing, typing, and writing.

Work performed could involve exposure to:

- Conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, and poor illumination of a job site.
- Communicable diseases, insects, and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- Members of the public who exhibit challenging, atypical, intimidating, or hostile behaviors and/or communication.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Environmental/Working Conditions of the Position:

Work routinely performed in:

- Normal office setting
- Private residence
- Outdoor setting
- Community spaces
- Private businesses

Mathematical Skills:

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Reasoning Ability:

Ability to exercise the judgment, decisiveness, and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Language Skills:

Required to consistently communicate effectively and professionally with residents, clientele, employees, and officials.



THE CITY OF
WATERTOWN

DEPARTMENT OF PUBLIC HEALTH

1/25/2024

Elizabeth G. Bierschen

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Health

01-53-12 50%

Fund / Div / Dept [xx-xx-xx]: 14-53-13 50%

Position Title: Administrative Assistant

Supervised by: Carol Quest

FT or PT: PT

If PT, # of hours/week: 30

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: F

Step: 2

Annual wage: 10,613 Use 2024 pay table rate

Required benefits: 1,544

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 29,257

Add'l costs of hire:

List:

Savings due to hiring:

Explain:

Total of Request: 29,257

Rationale for Need: Explain why the position is necessary.

There is increased need for staffing for customer service with more phone calls and walk ins to the office. There is also an increase in need for hours for the position with the establishing of the water lab for billing.

Position is currently 20 hrs/week and will be increased to 30 hrs/week.

Funding - 50% Health part time - 01-53-12-16

50% Enviro part time - 14-53-13-16

The amounts on this form only reflect the 10 hour increase that is requested.



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ORIGINAL DATE: May 2022
REVISED:

Title: Bilingual Communications Specialist
Department: Health Department
FLSA Status: Nonexempt

General Summary

This is a Certified Medical Translator/Interpreter position that provides accurate and professional language interpretation and translation to community members, clients, families, operators, and staff. This includes appointments at Watertown Department of Public Health, in the community, in licensed facilities, and telephone communication. In addition to providing oral interpretations for community members, clients, families, operators, and staff, the Bilingual Communications Specialist provides written translation of a wide variety of documents. Examples of documents to be translated include records from foreign health care providers, information and education materials, and correspondence between staff and community members, clients, families, or operators. The Bilingual Communications Specialist also serves as a resource to community members, clients, families, and operators connecting them with the appropriate resources for Limited English Proficiency. In addition, the Bilingual Communications Specialist assists staff in operations such as scheduling appointments.

Reporting Relationships

Under general supervision of the Watertown Department of Public Health Health Officer/Director. This position is responsible for providing translation and interpretation for community members, clients, families, and operators with limited English proficiency (LEP) to assist in communicating successfully with staff.



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Essential Duties and Responsibilities

- **Promotes policy development at organizational and community level to improve health.**
 - Assures ongoing review and update of health department policy and procedure.
 - Provides leadership on local ordinance development, monitoring and revision related to public health issues.
 - Assures implementation of policies, programs and services is consistent with laws and regulations.
 - Provides leadership to community in bringing a health in all policy lens to community wide discussions related to organizational, institutional, and governmental policy.
 - Monitors and provides input to policy makers on local and state policy initiatives impacting the health of the population.
 - Supports the Board of Health in policy exploration, analysis, and action.
- **Assures internal and external communication on key public health and organizational issues.**
 - Provides regular and accurate communication to department and Board of Health about current operations and priorities of the department.
 - Conveys data and information to professionals and the public using a variety of approaches and communication skills, e.g., reports, presentations, email, letters, testimony, press interviews.
 - Assures that health department communication assures health literacy and is done with linguistic and cultural proficiency, e.g., using age-appropriate materials, incorporating images.
 - Develops and utilizes methods for communicating population health data and health priorities to the public and community partners.
 - Assures ongoing, effective marketing of department services and brand.
 - Builds and maintains strong relationships with media partners.
- **Health Equity and Cultural Competency**
 - Ensures the development and implementation of public health communication strategies that take into account health literacy of the population.
 - Ensures the availability of targeted, culturally appropriate information to help individuals and groups understand public health policies and regulations.
 - Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
 - Ensures a variety of approaches are considered and used to disseminate public health information while ensuring health equity throughout the community.
 - Communicates the role of the public health department to other entities within the public health system.



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- Promotes diversity in the public health workforce.
- **Provide Spanish interpretation**
 - Provide thorough, timely and accurate face to face and phone interpreting for community members, clients, families, operators, and staff.
 - Listens to complete statements in one language, translates to second, and translates responses from second into first language; expresses either approximate or exact translation, depending on nature of occasion.
 - Perform duties following the guidelines provided by the National Code of Ethics and Standards of Practice for Interpreters in Health Care.
 - Follow department policy and procedures.
- **Provide written language translation**
 - Provide accurate and timely translation of records and documents.
 - Work with staff in the production of health education materials such as videos, brochures, etc.
 - Translate information and education materials.
- **Serve as resource to community members, clients, families, operators, and staff**
 - Establish and maintains quality service and positive interaction with community members, clients, families, operators, and staff.
 - Bridge the gap between staff and community members, clients, families, and operators by accurately facilitating communication to support health and wellbeing.
 - Explain Watertown Department of Public Health resources, office protocols and limitations to community members, clients, families, operators, and staff.
 - Assist with community member, client, family, and operator follow-up as necessary.
- **Other Duties as Assigned**
 - Meets all HIPAA privacy standards for maintaining confidentiality of clients or other privileged information.
 - Uses individual, team, and organizational learning opportunities for personal and professional development.
 - Arranges work area to reduce physical stress and increase productivity and efficiency, uses good judgment to act in a manner that is safe for themselves and their coworkers, and follows any Department safety procedures.
 - Performs additional duties and responsibilities as may be assigned from time to time.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties and responsibilities listed are representative of the knowledge, skill, and/or ability required.



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Qualifications

Education and Experience:

Associates degree or higher in a related field with two-years of experience with medical translation/interpreting or bilingual experience that allows for satisfactory completion of duties.

Required Knowledge, Skills, and Abilities:

- Ability to apply and interpret applicable laws, codes, local ordinances and regulations, and practices pertaining to public health programs and of enforcement procedures.
- Comprehensive knowledge of community organizations and resources.
- Ability to be resourceful and flexible in an emergency situation.
- Ability to communicate effectively and persuasively, have excellent active listening skills, and experience with public speaking.
- Ability to effectively problem solve including determining the nature of a problem, identifying potential solutions, implementing effective and strategic solutions, and monitoring/evaluating results.
- Ability to utilize analytical skills such as attention to detail, critical thinking, and systematic thinking.
- Ability to work collaboratively with individuals and groups with varied backgrounds, perspectives, and interests.
- Ability to deliver culturally appropriate, and inclusive information to help individuals and groups understand public health promotion, disease prevention, policies, regulations, and public health codes.
- Ability to utilize appropriate methods for interacting and communicating effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, ethnic, sexual orientations, lifestyles, and physical abilities with a health equity lens.
- Proficiency in the use of intermediate computer skills: email, word processing, use of Excel spreadsheets.
- Utilize and perform continuous quality improvement and make recommendations based on findings.
- Ability to prepare and maintain accurate records and reports.
- Knowledge of HIPPA compliance standards and all aspects of client privacy practices.
- Fluency in relevant foreign language(s).
- Proficiency in written and oral language skills in relevant languages.
- Knowledge of medical terminology.
- Proficiency in foreign language(s) written translation skills.
- Ability to listen effectively.
- Ability to work independently and effectively.



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- Ability to function effectively in a fast paced and changing environment with multiple priorities and objectives

Certificates, Licenses, Registrations:

- Certification for medical translator/interpreter.

Essential Job Functions

Physical Demands:

Duties require sufficient mobility to work in a normal office setting and community environments, use of standard office equipment including a computer, read printed materials and a computer screen and to communicate in person or over the telephone.

May also include:

- Standing, walking, sitting, and stooping.
- Kneeling, crouching, climbing, balancing, and bending/twisting.
- Reaching, lifting, carrying, pushing/pulling (up to 35 lbs.).
- Handling, grasping, filing, typing, and writing.

Work performed could involve exposure to:

- Conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, and poor illumination of a job site.
- Communicable diseases, insects, and other disease vectors, toxins, hazardous materials, chemicals, and animals.
- Members of the public who exhibit challenging, atypical, intimidating, or hostile behaviors and/or communication.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Environmental/Working Conditions of the Position:

Work routinely performed in:

- Normal office setting
- Private residence
- Outdoor setting
- Community spaces
- Private businesses



DEPARTMENT OF PUBLIC HEALTH

Mathematical Skills:

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

Reasoning Ability:

Ability to exercise the judgment, decisiveness, and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Language Skills:

Required to consistently communicate effectively and professionally with residents, clientele, employees, and officials.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Health

15312-70%

Fund / Div / Dept [xx-xx-xx]: 14-53-13-30%

Position Title: Bilingual Communication Specialist

Supervised by: Carol Quest

FT or PT: PT

If PT, # of hours/week: 20

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: K

Step: 2

Annual wage: 31,855 Use 2024 pay table rate

Required benefits: 4,635

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 53,590

Add'l costs of hire:

List:

Savings due to hiring:

Explain:

Total of Request: 53,590

Rationale for Need: Explain why the position is necessary.

There has been a significant increase in need for translation and interpretation with the changing Spanish speaking population for all department programs.

The 2024 budget for this position is currently 20 hours per week split between two part time staff (13 hrs & 7 hrs/week each).

This request is to increase the part time hours to a total of 40 hours per week which will be split between two part-time staff. One staff member will be K4 for 13 hrs/week the other staff member will be K2 for 27 hrs/week.

Funding for 2025 - 70% Health part time - 01-53-12-16

30% Enviro part time - 14-53-13-16

The amounts reflected on this form is for the 20 hour increase that is requested not the total amount for the budget for this position.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: City Attorney

Fund / Div / Dept [xx-xx-xx]: 01-51-61

Position Title: Assistant City Attorney

Supervised by: City Attorney

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: N

Step: 1

Annual wage: 74,298 Use 2024 pay table rate

Required benefits: 10,810

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 102,208

Add'l costs of hire: 4,000

List: Computer/Desk/Chair/CLE/Travel/LegalFiles E

Savings due to hiring: 15,000

Explain: Average \$300.00 per hour outside legal council

Total of Request: 91,208

Rationale for Need: Explain why the position is necessary.

1. Expansion of department services. 2. Avoidance of Conflict when representing City Staff and Committees. 3. Continuity of Services.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Administration

Fund / Div / Dept [xx-xx-xx]: 01-51-86

Position Title: IT Technician

Supervised by: IT Coordinator

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: I

Step: 1

Annual wage: 54,180 Use 2024 pay table rate

Required benefits: 7,883

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 79,163

Add'l costs of hire: 3,200

List: Hardware, software, and a desk.

Savings due to hiring:

Explain:

Total of Request: 82,363

Rationale for Need: Explain why the position is necessary.

Every City Department uses technology in some aspect. From computers, laptops, and tablets to email, phone calls, and file storage there are myriad of different aspects of technology that must be managed, maintained, secured, troubleshooted, quoted, purchased, replaced, sunset, and disposed of. Additionally, several departments have unique requirements to be compliant with electronic health record (EHR), criminal justice information services (CJIS), payment card industry (PCI), and cybersecurity requirements.

Currently there is a single person on staff for handling IT in the City. While the exact number of staff in the City who utilize technology is a little nebulous, there are approximately 250 email licenses for Office 365. A simple way to discuss the number of IT staff required is to examine the ratio of support staff to supported staff; in this case it is currently 1:250. Worse still, the IT Coordinator is unable to dedicate 100% of their time to supporting other staff directly, so that ratio may be as low as 0.5:250 or the equivalent of 1:500. A much more common ratio is 1:100, which would require 2.5 staff dedicated to supporting others leaving the IT coordinator to focus on larger projects, budgeting, training City staff, cybersecurity implementations, and compliance requirements; they could also provide additional support during busy times or absences.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Administration

Fund / Div / Dept [xx-xx-xx]: 01-51-86

Position Title: IT Technician

Supervised by: IT Coordinator

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: I

Step: 1

Annual wage: 54,180 Use 2024 pay table rate

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Add'l costs of hire: 3,200

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City of Watertown Position Description

Position Title	Administrative Assistant I
Department	Police Department
Division	
Pay Grade	G
Classification	Full-time
FLSA Status	Non-Exempt
Reports To	Chief of Police
Direct Reports	None
Last Updated	07/2024

Job Summary

The Administrative Assistant I is responsible for providing general administrative services in the Police Department to relieve department staff of administrative details. This position also acts as a liaison within the department and outside departments to maintain communication.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.

Administrative Work:

- Maintain communication with department personnel and the general public.
- Assist the public via telephone, email and/or in person, regarding inquiries on matters related to the department.
- Perform receptionist duties, typing and clerical duties for various areas of the department.
- Reconcile department cash register
- Perform Notary Public duties as needed
- Assist Community Service Officer with processing parking suspensions and sending overdue citation letters
- Assist Records Specialist with filing, and also serve as back up for processing record requests
- Review and create police case reports according to mandatory Federal Bureau of Investigation (FBI) and departmental Incident Based Reporting (IBR) requirements.
- Verify detail, offenses, subject, property, and vehicle entries for completeness and accuracy based on information provided in police reports or public online submissions.
- Classify crimes and collect statistics in accordance with FBI set standards using City Ordinances, State Statutes, and corresponding crime codes.
- Identify, interpret, and correct Incident Based Reporting errors.
- Track, scan, file, and import case documentation to the police records management system.

Supervision Exercised

None.

Minimum Education Qualifications

Education and/or Experience Requirements:

- High school diploma or equivalent; post high school education
- One to two years secretarial/administrative support experience.

Licenses, Certifications, and Other Requirements:

None.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Ability to greet visitors with high interpersonal and customer service skills.
- Ability to represent the department with excellent verbal communication skills.
- Ability to multi-task and establish priorities.
- Skills in time management.
- Knowledge of office procedures and ability to use equipment.
- Ability to analyze and solve problems.
- Ability to create, compose, and edit written materials.
- Organizing and coordinating skills.

In evaluating candidates for this position, ORGANIZATION NAME may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- May experience frequent periods of standing or walking.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

Work Environment

The work environment is indoors in an office setting.

EOE / ADA Statement

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

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Police

Fund / Div / Dept [xx-xx-xx]: 52-11-11

Position Title: Administrative Assistant 1

Supervised by: Assistant Chief

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: G

Step: 1

Annual wage: 45,406 Use 2024 pay table rate

Required benefits: 6,607

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 69,113

Add'l costs of hire: 1,000

List: Uniform allowance, computer, peripherals

Savings due to hiring: Explain:

Total of Request: 70,113

Rationale for Need: Explain why the position is necessary.

IBR - Incident Based Reporting - The State of WI now requires data entry (IBR) on every incident generated, which is currently a workload tasked to individual officers. The audit and submission of all of the IBR data is accomplished by a single officer on Dayshift. This new position would take over the entry, audit and submission of all of that data entry for all officers, allowing the more highly-paid officers to return to their mission of providing law enforcement services to the community.

CITY OF WATERTOWN

POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: September 21, 2004
Revised: June 23, 2009
Reviewed: February 11, 2020
Reviewed: May 3, 2021

Title: Police Officer

Department: Police

FLSA Status: Nonexempt

General Summary:

Performs general law enforcement duties contributing to the prevention, suppression, and detection of crime. Protect citizen's rights, welfare, and property. Enforce ordinances and laws within the City of Watertown. Work with other law enforcement agencies and city departments.

Reporting Relationships:

Works under supervision of the shift sergeant and/or Division Commander and in accordance with department policies, practices, procedures, rules, and regulations. Is required to use independent judgment within the guidelines established by department policy and procedure in deciding courses of action to handle a wide range of situations without assistance.

Specific Accountabilities:

1. Perform preventative patrol and police assigned areas on foot, in squad cars or other police vehicles.
2. Utilize communication equipment to report in, call for assistance; receive calls in both emergency and non-emergency situations, etc.
3. Conduct investigations of various incidents to include domestic disputes, crimes against persons or property, missing persons, or other investigations as assigned.
4. Render first aid.
5. Serve official notices and summons, warrants, and body attachments upon individuals issued by the court or other competent authority and make arrests.
6. Appear as a witness and give testimony at hearings and court trials when associated to the official duties of police officer on behalf of the City of Watertown.
7. Perform other general duties for the purpose of law enforcement e.g., writing and filing of reports, ticketing for violations, directing traffic, crowd control, completion of related paperwork, etc.
8. Complete checks of incarcerated persons within the department's holding facility and perform other related assignments as prescribed.
9. Operate and maintain police vehicles and other department equipment, supplies and facilities.
10. May assist other department personnel as directed with investigations, interrogations, apprehensions in unusual or emergency situations.

11. Proactively police the community and assist city officials in the performance of police operating activities.
12. May serve as acting supervisor or Officer in Charge in the absence of a sergeant or when so assigned.
13. May perform other job related duties as required.
14. Conduct searches and seizures within the parameters of law.
15. Use force when necessary and legally justified.

Required Knowledge, Skills and Abilities:

The position of Police Officer must be certified by the State of Wisconsin Law Enforcement Standards Board and have a minimum of 60 credits from an approved university, college, or technical school, be a U.S. citizen, be at least 21 years of age, possess a valid Wisconsin Drivers License, and have no felony convictions, and have experience and training which would provide the following knowledge, skills, and abilities:

- Good knowledge of the techniques and objectives of modern police procedures.
- Ability to acquire and retain knowledge of the Wisconsin Criminal Code, Wisconsin Juvenile Code, Wisconsin Traffic Code, the City of Watertown Municipal Code, Federal Law, and the constitutional guidelines as they relate to criminal and non-criminal investigations.
- Considerable knowledge of police powers, department rules, regulations, and policies.
- Ability to read and interpret department directives and procedures.
- Good knowledge of court room procedures and decorum.
- Considerable skill in evaluating complaint and emergency situations while maintaining good recall and observation skills.
- Ability to think clearly and act decisively while demonstrating sensitivity.
- Ability to diffuse violent or potentially violent situations.
- Working skill in arrest and defense techniques.
- Ability to perform physically to apprehend, restrain and/or forcibly arrest suspects when necessary.
- Good knowledge regarding weapons and the use of them.
- Ability to perform in psychologically adverse working conditions.
- Considerable skill in communication with ability to prepare clear and comprehensive reports on investigations, offenses, arrests, and other police activities.
- Ability to speak effectively before groups.
- Working skill in gaining the public trust.
- Ability to establish and maintain effective and professional working relationships with coworkers, administrators, and the public.
- Ability to sustain considerable physical effort involving performance of duties in situations of personal danger, with exposure to all types of weather conditions.
- Skill in defensive driving techniques, both routine and in high-speed driving situations.
- Ability to take and maintain safety precautions in performance of work.
- Participate in annual fitness testing.
- Ability to utilize department' software programs.

Employee Acknowledgement:

Print

Signature

Date

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: MAY 1, 1998
Reviewed: June 23, 2009
Revised: February 11, 2020

Title: Police/School Liaison Officer **Department:** Police **FLSA Status:** Non-exempt

General Summary:

Responsible for performing criminal investigations and public relations functions as they pertain to the student population of the City of Watertown in general and, specifically, to Riverside Middle and Watertown High Schools.

Reporting Responsibilities:

The Police/School Liaison Officer reports directly to the Support Operations Captain, however, on day-to-day matters, he or she will be supervised through the combined efforts of the Police Department and school administrators.

Specific Accountabilities:

1. Investigative crimes where High School, Middle School and Elementary School students are either victims or suspects.
2. Issue necessary citations and warnings; complete original and follow up reports in a timely fashion.
3. Develop a working liaison between the Watertown Police Department and the Watertown High School, Middle School and Elementary Schools.
4. Promote liaison between other social agencies concerned with child welfare.
5. Provide instruction in the High School and Middle School relative to youth problems and services.
6. Develop proactive programs to identify, seek out and provide assistance to those students whose behavior may indicate a tendency to engage in delinquent or criminal behavior in the future.
7. Meet with students in an informal, non-authoritarian setting to discuss personal concerns related to home, school and community.
8. Meet with parents and students to discuss problems students are having at home, in school or in the community.
9. Assist school administrators in exercising disciplinary policy when students violate school rules, state laws or city ordinances.
10. At times, assist the school administration in the supervision of special school events and activities to enhance their orderly occurrence.
11. Provide liaison between schools and nearby businesses and residents.
12. Attend training programs and conferences to improve knowledge in work assignments.
13. Assist in budget preparation.
14. Supervise school grounds, and surrounding neighborhoods and businesses, where students may

- congregate, to control criminal and/or unruly juvenile activities in these areas.
15. Assist the Investigations and Uniform Services Division personnel in various tasks, as needed.
 16. Assist staff personnel in both the schools and Police Department in developing and implementing policies designed to deter delinquency and enhance the working relationship between the juveniles in the community and the Police Department.
 17. Develop and conduct classroom presentations based on student, teacher and Police Department requests and/or needs.

Required knowledge, Skills, and Abilities:

Bachelors degree preferred but not required; successful completion of entry-level probationary period with the Watertown Police Department and a minimum of two (2) years full-time service as a police officer with full police powers; an equivalent combination of experience and training which provides the following knowledge, skills and abilities:

- Educated and experienced in public speaking with good organizational skills and the ability to communicate both orally and in writing.
- Possess the ability to address diverse groups such as teachers, students, parents and community organizations.
- Have a suitable appearance that favorably represents the Watertown Police Department.
- Have a strong commitment to deal with youth concerns in the community before they become youth problems.
- Be a role model for impressionable young people.
- Self-motivated and able to work independently through established goals and timetables.
- Have high ethical and moral values.
- Have thorough knowledge of City, County and State governments as well as our judicial system.
- Be willing to train and develop as a professional in all areas which impact juveniles and their environment.
- Be willing to work varying hours to accommodate the requirements of the problems.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025
Department: Police
Fund / Div / Dept [xx-xx-xx]: 52-11-10

Note: TAB through cells to enter data.

Position Title: Patrol Officer
Supervised by: Patrol Operations Captain
FT or PT: FT
If PT, # of hours/week:
of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Union contract
Step: Union contract

Annual wage:	63,947	Use 2024 pay table rate
Required benefits:	9,304	
Est of ins premiums:	17,100	2024 premium rates
Compensation estimate:	90,351	

Add'l costs of hire:	9,995	List: Uniform allowance, vest, handgun&holster&arr
Savings due to hiring:		Explain:
Total of Request:	100,346	

Rationale for Need: Explain why the position is necessary.

We have not added personnel to our patrol team of 24 officers in over 20 years. In those two decades, the non-patrol workload duties for each officer has easily tripled, meaning our officers spend much less time conducting routine patrol, instead completing mandatory computer entry and paperwork. In those twenty years, the danger to our officers has increased significantly as well, as we deal with more serious criminal matters and people. For instance, we had NEVER had an officer involved shooting until four years ago, and we have now had three in the past four years, the most recent in 2023. In order to provide more safety to our officers in the form of available back-up, and to provide more service to our community in the form of routine patrol, I would like to increase our patrol staff by about 20% until we can afford to increase our minimum staffing from three to four (33% increase). My hope is to spread that increase over 5 years, one officer added per year, beginning in 2025.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Police

Fund / Div / Dept [xx-xx-xx]: 52-11-10

Position Title: Patrol Officer / SRO

Supervised by: Patrol Operations Captain

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Union contract

Step: Union contract

Annual wage: 63,947 Use 2024 pay table rate

Required benefits: 9,304

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 90,352

Add'l costs of hire: 9,995

List: Uniform allowance, vest, handgun&holster&arr

Savings due to hiring: 45,176

Explain: See below - 1/2 wage & benefits paid by WUSD

Total of Request: 55,171

Rationale for Need: Explain why the position is necessary.

The Watertown Unified School District (WUSD) is in agreement to add a School Resource Officer (SRO) who would provide law enforcement services to the Elementary Schools in Watertown. Currently our SRO at the Middle School attempts to provide those services while also working with the Middle School, and is not able to absorb that extra workload. The WUSD agrees to continue the same arrangement of covering half of the cost of that officer. Procedurally, we would be selecting one of our current officers to fill the SRO position, and then hiring a new patrol officer to fill that vacancy.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Fire

Fund / Div / Dept [xx-xx-xx]: 01-52-31-10

Position Title: Captain - Inspector/CRR

Supervised by: Deputy Chief - Operations

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Contract

Step:

Annual wage: 93,000 Use 2024 pay table rate

Required benefits: 13,532

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 123,632

Add'l costs of hire: 15,000

List: Turnout Gear, Laptop, Phone, Uniforms

Savings due to hiring: -

Explain:

Total of Request: 138,632

Rationale for Need: Explain why the position is necessary.

The department has been completing inspections for nearly 20 years. There are over 1700 inspectable occupancies that must be completed annually. Currently, inspections are under the Deputy Chief who is also in charge of EMS and operations. The department is considering taking over the application process for Fire protection systems and alarms, which is an added task. Completing inspections annually with the part time inspectors has proven to not be an effective or efficient use of personnel. There are duplications in costs (Phones/lpads/Unifoms) and their availability to work is limited due to their full time careers and other committments. This addres to a delay in adequate response to business owners inquiries and consistency in answers. A dedicated full time inspector would bring greater attention to detail for site plan review, improved follow through on final inspections and reinspections and bring the desired order to managing all records for inspections. This position would also help to coordinate public outreach events and give a positive consistente message from the department to community businesses and citizens. Please see attached memo for additional information.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: Fire

Fund / Div / Dept [xx-xx-xx]: 01-52-31-10

Position Title: Deputy Chief- EMS & Training

Supervised by: Fire Chief

FT or PT: FT

If PT, # of hours/week:

of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: Q

Step: 4

Annual wage: 94,120 Use 2024 pay table rate

Required benefits: 13,694

Est of ins premiums: 17,100 2024 premium rates

Compensation estimate: 124,914

Add'l costs of hire: 125,000

List: Turnout Gear, Command Car, Laptop, Phone, u

Savings due to hiring: -

Explain:

Total of Request: 249,914

Rationale for Need: Explain why the position is necessary.

This position was cut in early 2010's. 80% of our calls for service are for EMS incidents, and requires additional support in managing training, quality assurance and report management. The work required to appropriately manage the Service Director role and EMS operations of the department is enough to validate one full time chief officer position. This position also oversees Fire and new hire training for the department. This combined oversight will improve equity between both areas in training and allows for a more comprehensive EMS System. Currently the one Deputy Chief must oversee all EMS operations, Inspections and Operational work on the department which leaves many assignments left incomplete. Call volume has increased 33% since losing this position and the average years of experience for the departments EMS personnel has gone down, meaning more work must be done to oversee and develop skills and conduct quality assurance to ensure excellent service is provided. Please see attached memo for further information on this position.



WATERTOWN

MEMO

TO: Finance Committee
FROM: Tanya Reynen
DATE: June 20, 2024
RE: Personnel Request 2025

The Watertown Fire Department provides a comprehensive range of emergency services to the community. While the primary responsibilities include fire suppression, EMS, technical rescue and fire prevention/education, the ability and capacity of each responsibility is hindered due to workloads and employee bandwidth. There continues to be increases in call volumes, with on average 20% of calls being multiple calls for service at the same time. Calls are being mitigated and responded to, however upstream approaches within the department that focus on prevention and improved training which decreases patient and employee risk are not being addressed appropriately.

In 2008, the Watertown Fire Department had both an EMS Service Director Chief level position and a Training Chief position. The call volume was 1000 calls less per year than we run today and was a smaller response area. The department also had a full time Maintenance person. Over the years, these positions have been combined and cut down to one Deputy Chief position. While line staffing has improved to support emergency response, administratively where workload has been increasing, there has been little to no support or growth. The Department is in a continuous cycle of "getting by" which is not only unproductive and leads to burnout but is a risk to employees and the citizens. The following requests will start to address the department's hinderance to grow, develop and become an organization that is more effective, efficient, and capable of providing services for the citizens of Watertown and the surrounding area. There is a new station and improved wages over the last contract, which we all appreciate, however there is a large amount of lost potential within our department without the appropriate administrative support. Ultimately the city must continue to support the department staffing needs as call volumes and mandated requirements for personnel increase.

Not included in this year's budget request is additional firefighter/paramedics. In 2025, our department must focus on stabilizing the infrastructure so that we can recruit, retain and train staff that will serve our community. Ultimately, increasing minimum staffing to support adequately staffing the ladder and 2nd ambulance will be requested next year as call volumes continue to rise putting the city in a vulnerable position for fire protection.

For 2025, Watertown Fire Department is requesting the following staff additions in order of priority:

- 1) Fire Captain- Inspector/Community Risk Reduction Specialist
- 2) Deputy Chief- EMS/Training

Reasoning for each position is listed in the following:

1) Fire Captain- Inspector/Community Risk Reduction Specialist:

- This position would complete inspections, fire investigations and coordinate public education and relation activities.
- The department took over fire inspections 11 years ago and has yet to consistently complete all initial and re-inspections as required. When the building department stopped conducting inspections, they reduced staffing by 2 people. The fire department gained 0 staff.
- Many communities have a fee for fire inspections. If the city adopted this practice this position could be funded partially, if not fully. Fees could be per business, or per square foot for larger occupancies.
- The building department is interested in transferring fire protection and alarm applications over to the fire department to manage. This is an added task that needs attention to detail and oversight.
- Inspection report management has had various revisions over the years; however, issues persist including managing the city properties, occupancies and inspection records. The process for managing the department's inspections needs a full revamp, which will be an extensive project to undertake and requires constant oversight as occupancies change.
- Addressing the occupancy management will address the concern of missing businesses for inspections.
- We have 3 part-time positions available, however finding staff to fill these positions, and working the allotted hours is proving impossible. At least one position has been unfilled for some time since early 2024 with only one qualified applicant interviewed.
 - Part Time employees, while developing open and clear communication and schedules, still do not give businesses the access to accurate and timely responses to questions or issues. Many times, communication is delayed or risks not happening.
 - Part-Time employees can do the public-facing work of conducting inspections, but there is little to no support on the administrative side to develop a clear and consistent plan and management strategy.
 - Part Time employees- We have redundant time & costs associated with this model, 3 phones, 3 iPads, increased time communicating with them for scheduling and follow up.
 - Part Time employees' schedules usually cannot align with a reinspection timeline. While some can be scheduled to meet the reinspection timeline, often these just go uncompleted.
 - This decreases buy in from the businesses and invalidates the purpose of inspections. Effective change for a safer occupancy is delayed further.

2) Deputy Chief- EMS/Training

- 80% of our calls for service are for Emergency Medical Services. Currently, the Department has a Battalion Chief (Shift Chief) acting as the Service Director. This is a very serious role which relies on strong relationships with the State, Medical Control, Hospitals and more. A Service Director is responsible for overseeing licenses for all staff, quality assurance, training, reporting, supplies and more. Relieving this Battalion Chief from the role of Service Director will allow them to oversee the crew operations, improve shift operations and decrease comp time requests, allowing them to stay on shift more.
- The Current Deputy Chief of Operations is where the "EMS Chief" and "Training Chief" roles would fall when staffed. As observed over the last few years, this is a job description that asks one person to be three people in one. With the city's emphasis on creating a workplace where people want to come here to work,

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Opportunity Runs Through It

managing an employee's workload is something within our control to improve employee satisfaction. As noted in previous budget requests, this position has been unable to adequately manage both emergent issues and oversee the visionary & planning work necessary. An example is focusing on inspections, so we do not lose 2% dues but were then unable to oversee EMS or conduct proper training for the organization at the same time.

- Having a dedicated Deputy Chief of EMS/Training will allow the department to have a more comprehensive and inclusive training program that ensures training on all aspects of the job is completed. This will also ensure that a paramedic is heading up EMS training and has the proper training and background to oversee all aspects of department training and EMS operations.
 - Paramedics are required to have 60+ hours of training every licensure cycle. Hiring out a third party to conduct training to meet these needs will have a significant cost in Overtime for staff to attend off duty, or increased cost to have an instructor come multiple times per topic. This also does not give the crews adequate personalized training for Watertown operations, weaknesses of our staff or needs of our patients.
 - A training plan has been outlined for crews to train on broad categories of topics that are custom to their crew's needs, however this opens an additional area of concern as far as *consistency, quality of training and growth in knowledge*.
- A strong Quality Assurance program is a missing element in our current operations. Working with the hospital and medical control has allowed for some, however there are many inefficiencies and issues that are not being caught or addressed properly. Crews are receiving little to no feedback on patient care currently. Line staff are begging for more feedback and information so they can continue to improve.
- Having improved oversight and documentation of the department's training and activities will reflect positively in our ISO and 2% dues audits. All of which have an impact on the budget for the city, and our citizens costs.
- Having an EMS/Training Officer in place allows for more training opportunities for our department to host or offer to surrounding departments. This not only improves staff capability & retention but also improves community exposure. All of which can help decrease the impact on the city budget and increase recruitment efforts. The new station, along with this staffed position will be a catalyst for this opportunity to be realized.

City of Watertown

Department Proposal for Personnel Addition or Modification

Budget Year: 2025

Note: TAB through cells to enter data.

Department: DPW Street/Solid Waste

Fund / Div / Dept [xx-xx-xx]: 16-58-16-10 or split with 16-58-16-10 & 01-54-31-10

Position Title: General Laborer

Supervised by: Stacy Winkelman

FT or PT: FT

If PT, # of hours/week:

of months:

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant.

Utilizing the pay structure that exists in your department, estimate what you believe the assigned grade will be.

Grade: G

Step: One-Two (One if come in w/ no CDL, Two if come in w/ CDL)

Annual wage: 46,696 Use 2024 pay table rate

Required benefits: 6,794

Est of ins premiums: - 2024 premium rates

Compensation estimate: 53,490

Add'l costs of hire: 2,800

List: If CDL School is required

Savings due to hiring:

Explain:

Total of Request: 56,290

Rationale for Need: Explain why the position is necessary.

With the re-organization of leadership in this division, an employee was moved from the general work crew to administration. The former Public Works Director had planned to include this position in the 2024 budget under storm water, but it was never filled. As a result, we have been operating with one less person since the re-organization. This has been extremely difficult, especially through the winter months. There is the exact number of people who are needed for a plowing operation - that means if someone is on vacation (we allow up to two off at a time during winter season) or if someone is out on medical we are short. We have had supervisors on call come in when they are not on call so the one who was scheduled could plow. We had to use mechanics to plow, which is not ideal as they are inexperienced in this area. We also had to combine routes which ultimately lead to more overtime or leave some areas untouched (alleys) until the next shift. On the other side, we are over three months in to good weather season and have not had the staff to start our catch basin cleaning program that we had hoped to start this year.