

PERSONNEL COMMITTEE MEETING

Monday, February 13, 2012

Village Hall, Room 101, 5:00 P.M.



PLEASE TAKE NOTICE that a meeting of the Personnel Committee will be held at the Village Hall, 4800 West Green Brook Road, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Approval of Minutes: January 23, 2011 Meeting
- IV. Report of Staff/Committee Members
- V. New Business
 - A) Replace Park and Recreation Department Administrative Assistant
- VI. Recess into Closed Session Pursuant to §19.85(1)(c) Wisconsin Statutes for the Following Reasons:
 - (c) To consider, employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations
 - A) Recommend 2012 Non-Representative Salary Plan
 - B) 2012 Wage Adjustments
 - C) Village Wellness Program
 - D) Schedule Next Meeting
- VIII. Adjournment

A handwritten signature in black ink that reads "Russell Van Gompel".

Russell Van Gompel, Village Manager
February 9, 2012

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.

**BROWN DEER PERSONNEL COMMITTEE
JANUARY 23, 2012 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Chairperson Baker at 5:00 P.M.

I. Roll Call

Present: Trustees: Baker, Springman; Don Druckrey
Also Present: Russell Van Gompel, Village Manager; Matthew Janecke, Assistant Village Manager, Debbie Gerth, Accounting Clerk

II. Persons Desiring to be Heard

None.

III. Approval of Minutes: November 14, 2011 Meeting

It was moved by Trustee Springman and seconded by Don Druckrey to approve the minutes of the November 14, 2011 Personnel Committee meeting. The motion carried unanimously.

IV. Report of Staff/Committee Members

The Village Manager reported that his items will be covered in closed session.

V. New Business

VI. Recess into Closed Session Pursuant to §19.85 (1)(c) Wisconsin Statutes for the Following Reasons:

- (c) **To consider, employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

It was moved by Trustee Springman and seconded by Don Druckrey to enter into closed session for the reason stated on the agenda at 5:05 p.m. The motion carried unanimously.

VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the closed session and re-enter into the regular order of business at 6:05 p.m. The motion carried unanimously.

- A) **Recommend WPPA Contract**
- B) **Employment Vacancies**
- C) **Employment Wellness Program**

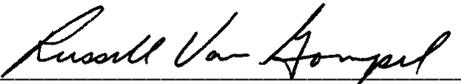
No action was taken on the above items

D) Scheduling Next Meeting Date

The next Personnel Committee will be held on February 13, 2012 at 5:00 p.m.

VIII. Adjournment

It was moved by Trustee Springman and seconded by Don Druckrey to adjourn the meeting at 6:06 p.m. The motion carried unanimously.


Russell Van Gompel, Village Manager



REQUEST FOR CONSIDERATION

COMMITTEE:	Personnel Committee
ITEM DESCRIPTION:	Position Description for Park and Recreation Administrative Assistant
PREPARED BY:	Russell Van Gompel, Village Manager 
REPORT DATE:	February 9, 2012
RECOMMENDED ACTION:	To accept the changes in the Position Description for Park and Recreation Administrative Assistant
EXPLANATION:	Attached is a revised position description for the Park and Recreation Department Administrative Assistant. The position description is similar to the previous job description; only minor grammatical adjustments have been made. Since the Administrative and Organizational Plan is not impacted and the position funded on a full-time basis is not impacted, the Village Manger has authority to fill the position. The position description is being presented for you information and discussion, if necessary.

Village of Brown Deer
POSITION DESCRIPTION

TITLE: Administrative Assistant - Park and Recreation **DRAFT**

DEPARTMENT: Park and Recreation

SUPERVISED BY: Park and Recreation Director

POSITION SUMMARY:

This position is responsible for performing a variety of routine and complex clerical, secretarial, receptionist and administrative work for park and recreation programs, providing administrative support in the Park and Recreation Department.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

Essential functions include, but are not limited to:

1. Assists the Park and Recreation Director with the procedures and flow of office operation.
2. Answers incoming calls, correspondence and accept recreation program registration and park permit applications.
3. Compose, types and edits a variety of correspondence, reports, memorandums and other material requiring judgment as to content, accuracy and completeness.
4. Maintains recreation program registration program files, park permits, department files and filing system.
5. Maintains a recording, tracking and follow-up system for all recreation programs and park activities.
6. Assists with preparation and issuance of appropriate licenses.
7. Assists with information, policies and releases as it relates to park and recreation programs.
8. Possession of a valid Wisconsin Motor Vehicle operator's license and availability of an insured automobile during working hours.
9. Regular and predictable attendance.
10. Assist with collection of department fees and charges.
11. Assist with program registration for park and recreation programs and activities.
12. Perform other related duties as assigned by the Park and Recreation Director.

EDUCATION, EXPERIENCE AND TRAINING:

1. High school graduation with evidence of training in secretarial skills and/or office procedures required.
2. Additional formal training in business or office management is preferred.

3. Prior experience in a recreation department or school district setting preferred.
3. A minimum of two(2) years related experience is required.

ESSENTIAL KNOWLEDGE AND ABILITIES:

1. Proficiency in communication and writing in the English language.
2. Ability to organize and maintain appropriate filing systems.
3. Ability to carry out written and oral instructions.
4. Skilled in the use of modern office machines and computers.
5. Effective interpersonal skills.
6. Ability to maintain an effective working relationship with clients, employees and the public.

PHYSICAL DEMANDS OF POSITION:

These demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk and hear. The employee is occasionally required to kneel, crouch, balance, bend/twist; use hands to finger, handle or feel objects or controls; and reach with hands and arms.

The employee must occasionally lift and/or move 25-50 pounds. Specific vision abilities required by this job include close and far vision with the ability to adjust and focus.

WORK ENVIRONMENT:

1. Inside office environment.
2. Noise level is usually low/moderate.
3. Listens to emotional, sometimes angry, citizens and public.
4. Exposure to outdoor conditions including rain, heat and snow.

EQUIPMENT USED:

1. Personal computer, telephone, fax machine, and related equipment.

NON-DISCRIMINATION:

All positions in the Village of Brown Deer will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.

Revised 2/2012