

**Personnel & Negotiating Committee
In-Person Meeting Agenda
Tuesday, May 27, 2025
6:00 p.m.
30 E. Eau Claire Street
Rice Lake, WI 54868
Council Chambers/Lakeshore Rooms**

1. Call to Order.
2. Disclosure of conflict of interest by members regarding any item on the agenda
3. Public Appearances.
4. March 25, 2025 Minutes (Clerk)
5. POC EMS (Fire)
6. Payroll Clerk (Clerk)
7. Member Comments
8. Adjournment

cc: PNC Members: Larson (Chair), Fischer, Pelle
Mayor, Councilmembers, City Administrator Johnson, City Clerk-Treasurer, Department Heads,
Media and RLU

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Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Julie Kessler, City Clerk-Treasurer, 30 E. Eau Claire Street, Rice Lake, WI [715] 234-7088 prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information - no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Personnel & Negotiating Committee – March 25, 2025

The March 25, 2025 City of Rice Lake Personnel & Negotiating Committee meeting was held in-person and virtually in the City Hall Council/Lakeshore Rooms. Members Present: Councilmembers Larson, Moffatt & Sookiayak. Also Present: City Administrator Johnson and City Clerk-Treasurer Kessler. Chair Larson called the meeting to order at 6:00 pm. Disclosure of interest by voting members regarding any item on the agenda – none.

Public Appearances – none.

Minutes – Motion by Councilmember Moffatt, second by Councilmember Sookiayak, to approve the minutes as presented.

Voting for: Councilmember Moffatt, Sookiayak, Larson
Voting against: none
Motion Carried

Non-Represented Employee COLA: Clerk Kessler provided information on prior year union and non-represented COLAs. Motion by Councilmember Larson, second by Councilmember Moffatt, to recommend 3% increased for 2025 and 2026 and follow the longevity increases as were approved in the union contracts, with retro pay back to January 1, 2025.

Voting for: Councilmember Sookiayak, Larson, Moffatt
Voting against: none
Motion Carried

Closed Session – Motion by Councilmember Moffatt, second by Councilmember Sookiayak, to convene into Closed Session pursuant to WI Stat.19.85 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- a. 2023-2024 Employment Agreement issues
- b. CSD Office Coordinator Compensation Request

Open Session – Motion by Councilmember Moffatt, second by Councilmember Sookiayak, to reconvene into open session.

Voting for: all
Motion Carried

There was no press or public in attendance.

2023 -2024 Employment agreement Issues – Motion by Councilmember Moffatt, second by Councilmember Sookiayak, to correct the wages and sick leave issues from Michael Hover’s 2023-2024 Employment Agreement and pay out the amount due and all associated benefits in a separate paycheck.

Voting for: Councilmember Larson, Moffatt, Sookiayak
Voting against: none
Motion Carried

Motion by Council member Moffatt, second by Councilmember Larson, to correct the wages of LouAnn Cordes and pay out the extra wages due.

Voting for: Councilmember Moffatt, Sookiayak, Larson
Voting against: none
Motion Carried

CSD Office Coordinator Compensation Request: Motion by Councilmember Sookiayak, second by Councilmember Moffatt, to recommend increasing the base wage of the CSD Office Coordinator by \$3/hour retro active to January 1, 2025 along with any COLA increases for 2025.

Voting for: Councilmember Sookiayak, Larson, Moffatt
Voting against: none
Motion Carried

Members Comments – none

Motion by Councilmember Sookiayak, second by Councilmember Moffatt, to adjourn the meeting.

Voting for: all
Voting against: none
Motion Carried

Attest: _____
Julie A. Kessler, WCMC
City Clerk-Treasurer

Briefing Report

Item PNC #5 / council #5a

To: Mayor and Common Council

From: Fire Chief Michael Hover

For: Regular Meeting of May 27, 2025

Subject: Paid on call EMS

Date: May, 2025

A. Background.

The RLFD has been a mutual aid EMS service since November 9th 2022. At the end of May 2024, the RLFD started offering inter facility EMS transfers and special event standby. Since May of 2024 the RLFD has provided 166 inter facility transfer.

B. Problem/Issue.

Inter facility transfers are a great way to provide a needed service to the community and provide off setting revenue for the department. The issue that we are trying to avoid is firefighter burnout.

C. Analysis.

Starting a POC EMS program is a great way to open the door for more people to join our department and provide EMS inter facility transfers with reduced stress on our current staff. The POC EMS program would be at minimal cost to the department because the people interested in the position would already be a certified EMT or higher and wouldn't require the same PPE as a firefighter. The cost per person is approximately \$200.00 for one set of uniforms and preemployment testing per policy.

New POC EMS personnel would be used for inter facility transfers, event standby's and/or major incidents. This program would be for the people who may not be interested in the fire service but would like to help when available. I believe it could also be beneficial to the department for people who might be interested in becoming a firefighter and possibly a full-time career firefighter.

Proposed pay schedule would start at the same rate as the POC firefighter wage for a certified EMT, 3.5% above POC base wage for AEMT, and 7% above POC base rate for Paramedic with a \$70 bonus for inter facility transfers for all POC firefighters and POC EMS members. This program would be funded through revenue in fund 19.

D. Options.

A. Approve.... The Fire Chief to start a POC EMS division within fund 19 at the proposed rates and deviate from employment advertising policy by advertising on social media and word of mouth recruitment.

B. Any other lawful action desired by Council.

E. Recommendation.

A. It is recommended that the Council adopt Option A. The Fire Chief to start a POC EMS division within fund 19 at the proposed rates and deviate from employment advertising policy by advertising on social media and word of mouth recruitment.

Rice Lake Fire Department
Ambulance Service

2024

911 Calls	Transfers	Missed Transfers	Total EMS Incidents	Reimbursement	Standby Revenue (10 Events)	Total Revenue
193	79	72	272	\$93,436.46	\$5,000.00	\$98,436.46

Transfer reimbursements started having an impact in September 2024

Average per month since September 2024: \$ 14,795.96

2025 (thru May 20, 2025)

911 Calls	Transfers	Missed Transfers	Total EMS Incidents	Reimbursement	Standby Revenue (3 Events)	Total Revenue
73	87	52	160	\$74,242.80	\$1,500.00	\$75,742.80

CITY OF RICE LAKE, WISCONSIN
Position Description
Paid-On-Call (POC) EMS (Casual Part-Time)

Department: Fire Department
Location: Public Safety Building
Immediate Supervisor: Fire Chief / Captain

Position #:
Union: NR
Revision Date: May, 2025

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I. GENERAL PURPOSE. Provides prompt and effective medical care to individuals experiencing a medical emergency or injury outside of a hospital setting.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The duties listed below 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.

A. Illustrative Listing.

Position Specific Duties

1. Lifts, carries, and transports injured, sick or incapacitated persons from residential or accident scenes to medical facilities.
2. Provides emergency medical treatment to injured, sick, or incapacitated persons.
3. Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding treatment and to arrange for reception of victims at medical treatment facilities.
4. Obtains information from persons involved, examines victims and determines nature, extent, or magnitude of illness or injury to establish emergency medical procedures to be followed or need for additional assistance.
5. Administers prescribed first-aid treatment at site of emergency or in specially equipped vehicle according to established medical protocols.
6. Applies splints; administers oxygen or artificial resuscitation; treats and bandages wounds or abrasions; and performs other basic life support procedures.
7. Operates a specially equipped emergency medical vehicle in an assigned geographic area to respond to accidents or catastrophes and to transport injured or ill persons to a medical facility.
8. Inspects specially equipped emergency vehicle; cleans equipment to ensure its safe operation; and replenishes medical supplies, fuel, and fluids.
9. Performs:
 - a. Basic life support measures, including administering emergency first aid, cardiopulmonary resuscitation (CPR), and semi-automatic defibrillation.
 - b. Duties in conformance with Federal, State, County and City laws, statutes and ordinances.
 - c. General maintenance work in the upkeep of fire facilities and equipment as part of daily duties and after an emergency; cleans and washes floors, makes minor repairs and washes vehicle.
10. Maintains assigned ambulance in a state of immediate readiness to include appearance, inspection, inventory and minor repairs. Safety discrepancies, mechanical discrepancies and missing or damaged equipment, shall be reported to the assigned Lieutenant and/or Captain.

General Duties

1. Assists in training new employees as assigned.
2. Presents public information classes or programs.
3. Performs other duties, as assigned.

III. Necessary Knowledge, Skills and Abilities.

1. Working knowledge of:
 - a. Applicable laws, ordinances, departmental standard operating guidelines and regulations.
 - b. Emergency medical services principles, procedures, techniques, and equipment.
 - c. Defensive driving practices.
 - d. Emergency medical techniques and their application as demonstrated through State E.M.T. Certification or higher.
 - e. Computers and electronic data processing equipment/software including intermediate skills with Word, Excel and Google Apps, basic skills with PowerPoint and other specialized municipal software.
 - f. Knowledge of company protocols, operational procedures, and safety policies.
 - g. Knowledge of methods and techniques for providing on-site emergency medical services.
2. Skill in proper and safe operation of:
 - a. Emergency medical equipment – illustrative examples include defibrillation equipment and stabilization devices.
 - b. Communications equipment - illustrative examples include two-way radio, pager, telephone, basic and 'smart' cellular telephone and copy machine/scanner.

- c. Read, write, and communicate professionally and effectively with employees and managers.
 - d. Write simple correspondence or reports.
 - e. Effectively present information in one-on-one and small group situations to other employees and/or managers.
3. Ability to:
- a. Act effectively in emergency and stressful situations.
 - b. Carry out assigned projects to their completion.
 - c. Communicate effectively orally and in writing.
 - d. Effectively give and receive verbal and written instructions.
 - e. Effectively meet and deal with the public.
 - f. Establish and maintain effective working relations with the department personnel, community officials, media and the general public.
 - g. Exercise sound judgment in evaluating situations and in making decisions.
 - h. Express ideas clearly, orally and in writing to groups and individuals.
 - i. Follow instructions, both oral and written.
 - j. Learn the operation of the EMS tools and equipment.
 - k. Meet:
 - i. Departmental physical standards.
 - ii. Requirements established by all applicable City Ordinances.
 - l. Perform:
 - i. Strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of intense heat, cold or smoke; ability to act effectively in emergency and stressful situations.
 - ii. Work requiring good physical condition.
 - m. Speak, read and write the English language.
 - n. Transmit written and oral instructions.
 - o. Understand and carry out written and oral instructions in a clear and concise manner.
 - p. Work:
 - i. Safely.
 - ii. Under pressure, in stressful situations and/or with frequent interruptions.
 - iii. As part of a cohesive team of FTEs and POC members.

IV. SPECIAL REQUIREMENTS.

- 1. U.S. citizen.
- 2. At least 18 years of age or older at time of appointment.
- 3. Must:
 - a. Have:
 - i. Wisconsin Driver's License, valid without record of suspension or revocation in any state within the past seven years.
 - ii. Employee shall have access to a personal vehicle for use while on City business and be reimbursed for said use per the City's Personnel Policies.
 - iii. Current Wisconsin EMT, AEMT, or Paramedic license.
 - b. Not have:
 - i. Felony convictions or disqualifying criminal history within the past seven years.
 - ii. Grooming habits that would interfere or impede the ability to wear personal protective clothing.
 - c. Maintain:
 - i. Certifications/qualifications listed in 'a' above throughout duration of employment.

V. INTERNAL EQUITY COMPENSATION MODEL POLICY.

- A. The Internal Equity Compensation Model (IECM) compares positions within the City for the purpose of ensuring equitable pay for every position. The IECM includes job factors that can be objectively measured, are shared across departments and defined as the desired qualifications necessary for a position. Below are the IECM job factors for this position.
- B. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, may fulfill the requirements for education.

CITY OF RICE LAKE, WISCONSIN
Functional Physical/Environmental Evaluation
 Paid-On-Call (POC) Firefighter (Casual Part-Time)

An evaluation by a physician and/or the employer in accordance with this Functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluations and determination that a reasonable accommodation (if necessary) can be made.

Functional Physical/Environmental Evaluation of Position		
During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:		Definitions
		Seldom - hardly ever
		Occasional - a few times per month
		Frequent - a few times per week
		Regular - a few times per day or more
Task / Occurrence		Frequency
Physician: In this column, please note employee's limitations, if any, to perform tasks or work with exposures listed.		
Sit		Frequent
Stand/Walk		Regular
Push/Pull		Frequent
Twist/Bend		Frequent
Climb/Reach		Frequent
Balance		Seldom
Crawl/Kneel		Frequent
Grasp/Grip		Frequent
Repetitive Movements		Occasional
Ability to lift:		
5-25 pounds		Frequent
26-50 pounds		Frequent
51-100 pounds		Frequent
Over 100 pounds		Occasional
Exposure to:		
Loud Noise (e.g. heavy traffic, large contractor equipment)		Frequent
Extreme weather		Frequent
Extreme heat/cold (non-weather)		Frequent
Wet/humid conditions (non-weather)		Frequent
High/precarious places		Occasional
Confined spaces		Occasional
Fumes/airborne particles		Occasional
Toxic/caustic chemicals		Occasional
Moving mechanical parts/moving vehicles		Frequent
Explosives		Seldom
Bio-hazards		Seldom
Electrical shock		Seldom
Radiation		Seldom
Vibration		Seldom
Life threatening situations		Occasional
Wear Protective Clothing/Equipment		Regular
Critical Incident Stress Situations		Occasional

Vision Capability	Requirement of Position	Physician: In this column, please note employee has the vision capability.
Close Vision (clear vision at 20 inches or less)	yes	
Distance Vision (clear vision at 20 feet or more)	yes	
Color Vision (ability to identify and distinguish colors)	yes	
Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	yes	
Depth Perception (three-dimensional vision, ability to judge distance and spatial relationships)	yes	
Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	yes	

To: Mayor and Common Council

From: City Clerk-Treasurer Kessler

Date: May 22, 2025

Subject: Position Description-Regular Full-Time Payroll Clerk and Authorization to Fill Vacancy

Attachments – job announcement and job description

Issue – Deborah Slaby resigned from her position as Payroll Clerk effective immediately on Monday, May 19, 2025. Outsourcing the payroll portion of this position has been explored but since Rice Lake Utilities does their own payroll and we jointly file all the quarterly and annual state and federal reports, there is not a provider that is willing to do this without 100% participation from both entities. Therefore, I have attached the position announcement and updated job description and I am asking for consideration to fill this Regular Full-Time Payroll Clerk position.

Background – From prior succession planning done by the City (2018), filling this vacancy could take in excess of six (6) months to fill if we do the full review and updating of the job description, posting of the vacancy, reviewing application, interviewing and testing. I have made some minor modifications to the existing job description to make it better fit within the Administration Department. I would also like to deviate from the City's Personnel Policies, and post this posting both internally and externally starting this week. If no well qualified applicants are obtained through the internal posting of 10 days, then we would already have it out to the public as well.

Based on the current wage of this position and looking at the Internal Computer Equity Model (IECM) mid-point wage for the hourly Payroll Clerk is \$29.35/hour and I would follow the IECM recommendation of a starting wage of 5% below for the orientation period. The orientation wage would be \$27.89/hr. Upon successful completion of the orientation period, the position's wage would be increased to 100% of the base wage.

Options:

1. To approve the Regular Full-Time Payroll Clerk position description and authorize filling said vacancy with a simultaneous posting of internally and externally, with an orientation wage of \$27.89/hr. (95% of the midpoint wage)
2. To approve the Regular Full-Time Payroll Clerk positions and authorize filling said vacancy according to the Personnel Policies of an internal posting first and then if no qualified candidates apply, move to the external posting, with an orientation wage of \$2.898/hr. (95% of the midpoint wage)
3. Proceed with council directive.
4. To remove the item from the consent agenda for further Council consideration.

Recommendation

Option 1 – To approve the Regular Full-Time Payroll Clerk position description and authorize filling said vacancy with a simultaneous posting of internally and externally, with an orientation wage of \$27.89/hr. (95% of midpoint wage)

**Employment Opportunity
City of Rice Lake
Regular Full-Time
Payroll Clerk**

The City of Rice Lake, WI is accepting applications until Friday, June 20, 2025 at 2:00 pm for a Regular Full-Time Administration Department Payroll Clerk.

The ideal candidate shall be detail-orientated with an office working background and excellent customer service skills. An Associate's Degree in human resources, business, accounting, finance or related. Bachelor's Degree preferred. Experience in human resources or payroll preferred.

Duties to include, but not limited to, payroll processing, annual reporting, business licensing, tax and billing collections and customer service. The applicant shall have a working knowledge of computer software and accounting principles, with advanced skills with Microsoft Office and Google Apps. Must be bondable & possess or have the ability to obtain a Notary Public Certification.

The City provides a generous benefit package, including participation in the Wisconsin Retirement System. The non-orientation hourly wage is \$29.35/hr depending on qualifications and experience. The City of Rice Lake is an Equal Opportunity Employer.

Applications and complete job descriptions are available on the City of Rice Lake website and at the City Clerk-Treasurer's Office. A completed application, with cover letter and three work-related references may be emailed to jkessler@ricelakegov.org or mailed to the City Clerk-Treasurer, 30 E Eau Claire St, Rice Lake, WI 54868 by the deadline for consideration.

Julie Kessler, WCMC
City Clerk-Treasurer

CITY OF RICE LAKE, WISCONSIN

Position Description

Payroll Clerk (Regular Full-Time)

Department: Administration

Position #: 51420-4

Location: City Hall

Union: NR

Immediate Supervisor: City Clerk-Treasurer

Revision Date: May 2025

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I. GENERAL PURPOSE. Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Clerk-Treasurer, and assisting in the administration of the standard operating policies and procedures of the department.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The duties listed below 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.

A. Illustrative Listing.

Position Specific Duties

1. Accumulates, calculates, posts, balances, and reconciles data for specific accounts and payroll, checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.
2. Assists with:
 - a. administration of the City Hall Meeting Room Usage Policy, applications, scheduling, room preparation, etc.
 - b. assembling agendas and information packets in electronic format and posting same for Common Council, Extraterritorial Zoning Board, Plan Commission, Zoning Board or Appeals and other committees/commissions, as assigned and takes minutes at meetings
 - c. municipal court functions, including data entry and collections
 - d. issuing municipal licenses, including business, animal, alcohol and various regulatory licenses and prepares related notices and reports.
 - e. City Clerk-Treasurer in performing duties as required by federal, state and/or municipal law
3. Calculates state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Answer employee questions regarding payroll checks. Prepares W-2's, unemployment, retirement, social security, census and other related reports.
4. Files necessary documents and maintains claim files for:
 - a. worker's comp first report of injuries and all other worker's comp insurance issues.
 - b. general liability, property and other municipal insurance claims
5. Maintains:
 - a. data on full-time and part-time employees including total hours, changes in name or address, salary changes, exemptions and insurance; maintains vacation and sick leave records.
6. Makes adjustments necessary following annual audit.
7. Prepares:
 - a. monthly payrolls; prepares, disperses and collects time sheets.
 - b. employee benefit payments, maintains related data, and prepares related reports. Files all employee insurance coverage selection forms, processes COBRA payments from previous employees.
8. Processes
 - a. Personnel Policy changes and distributes same. Assists City Clerk-Treasurer with the bi-annual or more frequent reviews and/or amendments.
 - b. Drug & Alcohol testing records and maintains said policies
 - c. new employees, including compensation, benefits, withholdings and other documents

General Duties

1. Assists with:
 - a. conduct of operations to achieve goals within available resources.
 - b. other department staff in performing duties; adjusts errors and complaints according to existing procedures.
 - c. tax collections and all other incoming revenue.
 - d. development of notices, brochures, newsletters, media releases and articles and other informational materials about programs and services.
 - e. administration, coordination, and conduct of elections.
 - f. maintaining the general safety of department employees through assessments of working conditions.
2. Communicates official plans, policies and procedures to the public.
3. Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
4. Gathers, interprets, and prepares data for studies, reports and recommendations for supervisor.
5. Performs routine clerical and administrative work in answering phones, receiving the public and providing customer assistance. Answers in-coming calls and routes callers or provides information as required.
6. Provides:

- a. public records and information to citizens, civic groups, the media and other agencies as requested.
 - b. professional input to supervisors.
 - c. administrative assistance in meeting management, assembles background materials, prepares agendas; and distributions of materials, as required. Prepares and records notices, minutes and resolution of same.
 - d. clerical and accounting support to the City Clerk-Treasurer, as required.
 - e. assessing information to the public using the in-house electronic records.
7. Serves as:
- a. back-up to other department positions.
 - b. notary public.
8. Performs other duties, as assigned.

III. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES.

- 1. Working knowledge of:
 - a. computers and electronic data processing equipment/software including advanced skills with Word, intermediate skills with Excel, Access and Google Apps, basic skills with PowerPoint and other specialized municipal software.
 - b. modern office practices and procedures.
 - c. accounting principles and practices.
- 2. Skill in proper and safe operation of:
 - a. personal computers including word processing, data base, spreadsheet, e-mail and scanning software; calculator; phone; copy machine; fax machine; and other standard office equipment.
- 3. Ability to:
 - a. carry out assigned projects to their completion.
 - b. communicate effectively verbally and in writing.
 - c. effectively meet and deal with the public.
 - d. establish successful working relationships with employees, supervisors, vendors and the public.
 - e. follow instructions, both oral and written.
 - f. maintain effective preventive maintenance programs, policies and procedures.
 - g. maintain effective accounting procedures.
 - h. perform arithmetic computations accurately and quickly.
 - i. speak, read and write the English language.
 - j. transmit written and oral instructions.
 - k. understand and carry out written and oral instructions in a clear and concise manner.
 - l. work independently and complete daily activities according to work schedule.
 - m. work safely.
 - n. work under pressure, in stressful situations and/or with frequent interruptions.

IV. DESIRED MINIMUM QUALIFICATIONS

- 1. **Education.** Associates degree in human resources, business, accounting or related field. Bachelor's degree preferred.
- 2. **Experience.** Experience in payroll process or human resources preferred.
- 3. **Substitution of Experience for Education.** Any equivalent related experience may be considered for education.

V. SPECIAL REQUIREMENTS.

- 1. U. S. citizen.
- 2. Eighteen (18) years of age or older at date of appointment.
- 3. Wisconsin Driver's License, valid without record of suspension or revocation in any state within the past seven (7) years – possess, or ability to obtain by date of appointment, and maintain throughout employment.
- 4. Employee shall have access to a personal vehicle for use while on City business and be reimbursed for said use per the City's Personnel Policies.
- 5. Felony convictions or disqualifying criminal history – none within the past seven (7) years.
- 6. Bondable.
- 7. Notary Public Certification – possess, or ability to obtain within six (6) months of date of appointment.
- 8. Remain in conformance with Federal requirements and City policies intended to prevent the misuse of alcohol and use of controlled substances.

V. INTERNAL EQUITY COMPENSATION MODEL POLICY.

- A. The Internal Equity Compensation Model (IECM) compares positions within the City for the purpose of ensuring equitable pay for every position. The IECM includes job factors that can be objectively measured, are shared across departments and defined as the desire qualifications necessary for a position. Below are the IECM job factors for this position.
- B. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, may fulfill the requirements for education.

CITY OF RICE LAKE, WISCONSIN
Functional Physical/Environmental Evaluation
 Payroll Clerk (Regular Full-Time)

An evaluation by a physician and/or the employer in accordance with this Functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluations and determination that a reasonable accommodation (if necessary) can be made.

Functional Physical/Environmental Evaluation of Position		
During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:	Definitions Seldom - hardly ever Occasional - a few times per month Frequent - a few times per week Regular - a few times per day or more	
Physician: In this column, please note employee's limitations, if any, to perform tasks or work with exposures listed.		
Task / Occurrence	Frequency	
Sit	Regular	
Stand/Walk	Regular	
Push/Pull	Seldom	
Twist/Bend	Occasional	
Climb/Reach	Occasional	
Balance	Seldom	
Crawl/Kneel	Seldom	
Grasp/Grip	Frequent	
Repetitive Movements	Regular	
Ability to lift:		
5-25 pounds	Occasional	
26-50 pounds	Seldom	
51-100 pounds	Seldom	
Over 100 pounds	Seldom	
Exposure to:		
Loud Noise (e.g. heavy traffic, large contractor equipment)	Seldom	
Extreme weather	Seldom	
Extreme heat/cold (non-weather)	Seldom	
Wet/humid conditions (non-weather)	Seldom	
High/precarious places	Seldom	
Confined spaces	Seldom	
Fumes/airborne particles	Seldom	
Toxic/caustic chemicals	Seldom	
Moving mechanical parts/moving vehicles	Seldom	
Explosives	Seldom	
Bio-hazards	Seldom	
Electrical shock	Seldom	
Radiation	Seldom	
Vibration	Seldom	
Life threatening situations	Seldom	
Wear Protective Clothing/Equipment	Seldom	
Critical Incident Stress Situations	Seldom	

Vision Capability	Requirement of Position	Physician: In this column, please note employee has the vision capability.
Close Vision (clear vision at 20 inches or less)	yes	
Distance Vision (clear vision at 20 feet or more)	yes	
Color Vision (ability to identify and distinguish colors)	yes	
Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	yes	
Depth Perception (three-dimensional vision, ability to judge distance and spatial relationships)	yes	
Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	yes	