

**PERSONNEL COMMITTEE**

**Monday, October 17, 2016**

**6:00 P.M.**

**McFarland Municipal Center  
Conference Room A**

AGENDA

1. CALL TO ORDER.
  
2. BUSINESS
  - a. Discussion and possible recommendation to the Village Board on organizational structure of administrative office as it relates to the structure under the Clerk/Deputy Treasurer.
  
3. ADJOURNMENT

- NOTES:** 1) Persons needing special accommodations should call 838-3153 at least 24 hours prior to the meeting.  
2) A quorum of the Village Board may attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees. No matters shall be considered nor shall any action be taken by said Village Board members at this meeting.  
3) More specific information about agenda items may be obtained by calling 838-3153.

*This agenda was posted, or caused to be posted, by my hand on the 14th day of October, 2016 at the following three (3) posting places in the Village of McFarland, to wit: McFarland Municipal Center, 5915 Milwaukee Street; E.D. Locke Public Library, 5920 Milwaukee Street; and the McFarland State Bank, 5990 Highway 51.*

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*Cassandra Suettinger, Clerk/Deputy Treasurer*



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## Memorandum

To: Personnel Committee  
From: Matthew G. Schuenke, Village Administrator  
Date: October 12, 2016  
Re: **Municipal Center Front Office Staffing Plan**

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### Executive Summary

A proposed organizational structure for the Administrative Office was reviewed by the Personnel Committee on October 3<sup>rd</sup>. A recommendation for approval to the Village Board was provided for the structure under the Finance Director. The Village Board considered this recommendation on October 10<sup>th</sup> and approved the proposal as presented. Further review is still necessary regarding the structure under the Clerk/Deputy Treasurer following questions from the Committee at their last meeting. This memorandum will review a revised proposal for the Administrative Office staffing structure as it relates to the Clerk/Deputy Treasurer.

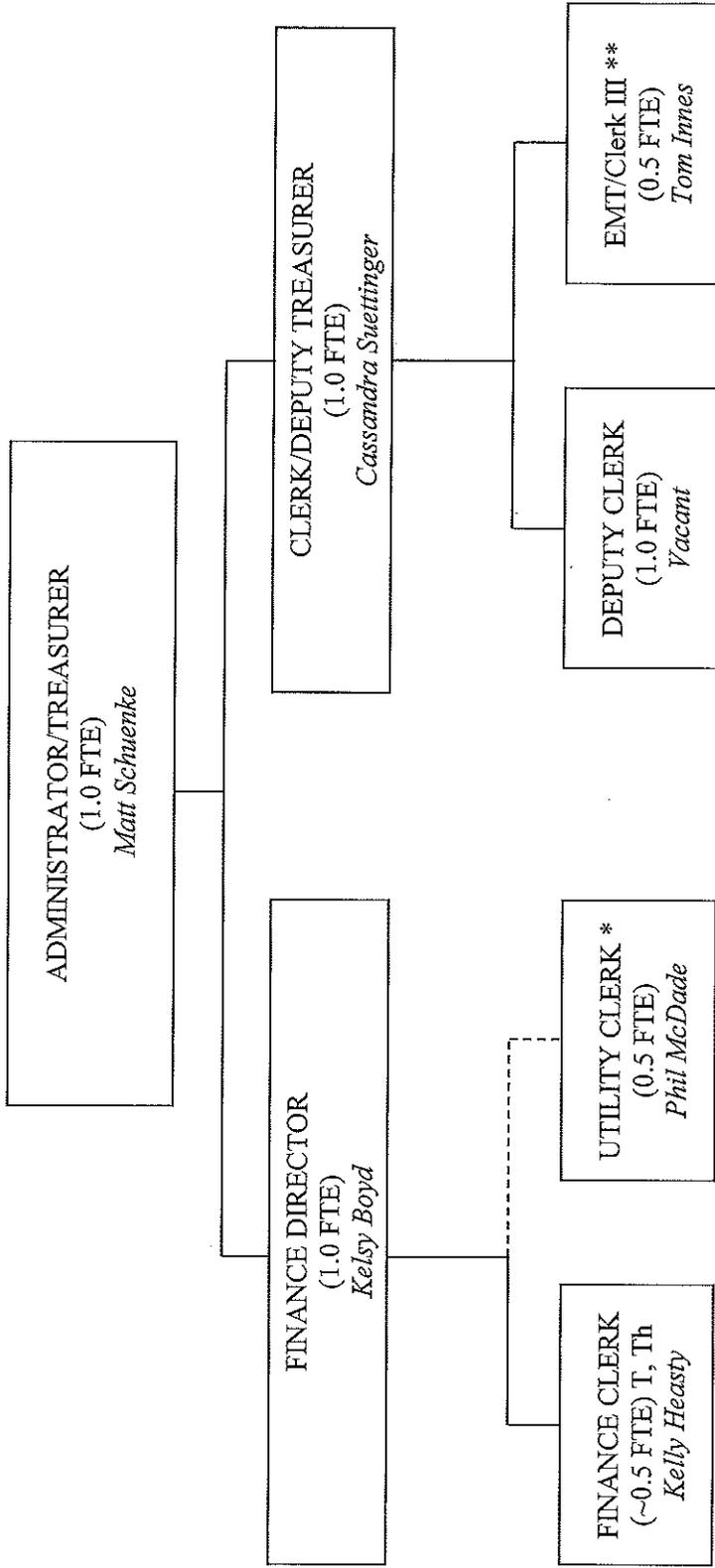
### Staffing Proposal

The attached staffing proposal essentially returns the structure back to where it was on January 11<sup>th</sup> of this year when the Village Board last reviewed this segment of the structure. However, it clarifies and updates some of the other changes that have happened since that time (i.e. – shifting of titles, responsibilities). Authorization to fill the Deputy Clerk position was granted by the Village Board on April 25, 2016 and this chart reaffirms their role in the structure as desired. The Emergency Management Director has filled in as a temporary Administrative Assistant for most of this year and may be called upon going forward depending on availability of work and other staffing shortages that may be encountered. Assuming this structure remains desirable, Staff will begin recruitment of the vacant Deputy Clerk position immediately as the final action necessary to returning the Administrative Office to full strength.

### Recommendation

Village Staff recommends the Committee review this Organizational Chart as it relates to the Clerk/Deputy Treasurer and make a recommendation of approval to the Village Board as a means to complete the staffing format of the Administrative Office.

## ADMINISTRATION



\* Reports to Public Works Director but also has assigned duties from Finance Director related to Utility Billing and Collections.

\*\* AFSCME represented.

\*\*\* Emergency Management Director may be accessed at peak times to fill in shortages going forward as was experienced in 2016.