

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, WI 53132
Monday, March 16, 2026 @ 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Welcome New Human Resources Administrator Blake Wieting
- IV. Approval of the Minutes of December 2025
- V. Review and Approve Draft Language for Sick Leave Changes in the Employee Handbook, as discussed at the 9/15/2025 meeting
- VI. Approval of the Director of Health Updated Job Description & JAQ Rating
- VII. Organizational Structure
- VIII. Staffing Report
- IX. Future Agenda Items
- X. Next Scheduled Meeting Date: April 20th or May 18th
- XI. Adjournment

From: [Kelly Hersch](#)
To: [Kelly Hersch](#)
Subject: Please Welcome Blake Wieting - Human Resources Administrator
Date: Monday, February 23, 2026 1:07:11 PM

Good Afternoon,

It is my pleasure to formally introduce **Blake Wieting**, who joins the City of Franklin as our new **Human Resources Administrator** beginning today.

Blake brings 18 years of professional experience spanning education and Human Resources. He holds a master's degree in Human Resources and Labor Relations from UW-Milwaukee and has built his career around helping organizations operate effectively while supporting the people who make the work possible.

Blake describes his approach as approachable, thoughtful, and grounded in compliance while advocating for colleagues. That balance is essential in municipal service, where we must uphold standards and policies while also ensuring our employees feel supported and valued.

Originally from Milwaukee, Blake enjoys spending time outdoors, practicing yoga, exploring national parks, and trying new restaurants. He also mentioned a yoga retreat in Thailand, so if you are looking for travel stories, he may be a great person to connect with.

Blake is eager to get to know our team and the community we serve. Please join me in welcoming Blake and helping him feel at home as he gets to know our team.

Blake, we are glad you are here and look forward to working with you!



Warm Regards,
Kelly

MINUTES

I. December 15, 2025, Personnel Committee Meeting was called to order at 6:00 p.m. by Chair Budny in the Common Council Chambers at City Hall. Members present were Chair Budny, Alderman Hasan, Alderwoman Eichmann, Members Prusko, Richard, Kenney, and Ireland. Member Zuberi was absent. Also, in attendance was Director of Administration Hersh. Human Resources Manager Zahn retired in early December 2025.

II. Citizen comment period

There were no citizen comments.

III. Approval of the Minutes of 10/20/2025

Motion by Alderman Hasan and seconded by Member Prusko to approve the minutes from 10/20/2025 as submitted. Motion Carried: Ayes- All.

IV. Election of Officers

This item was removed/tabled for a future meeting.

V. Approval of an Updated Job Description and JAQ Rating (Health Department)

Motion by Alderwoman Eichmann and seconded by Member Kenney to table this item to a future meeting for staff to research the impact of the proposed new pay increase due to the grade level increase, and if this increase was accounted for in the 2026 annual budget.

VI. City Attorney Position Update

No update given. Informational items only - no action taken.

VII. Future Agenda Items

- Handbook wording for sick leave recommended changes discussed at 9/15/2025 meeting.
- Director of Health Updated Job Description & JAQ Rating
- QPS Status
- Filling of Human Resources Administrator Position
- Organizational Structure

VIII. Next Meeting Date

The next regularly scheduled meeting date will be January 19, 2026, or February 16, 2026.

IX. Adjournment

Motion by Alderwoman Eichmann and seconded by Member Richard to adjourn the December 15, 2025, Personnel Committee meeting at approximately 6:55 p.m. Motion carried: Ayes-All.

- VIII. Consideration of a Change from a Good Friday Holiday to a Personal Day for Certain Non-Represented Employees and Elimination of the 5 year requirement for Personal Days (to standardize benefits for Non-Represented Employees)

*cc-
ok*

Motion by Alderman Hasan and seconded by Member Richard to recommend approval of the change of Good Friday/Personal Holidays for non-represented employees as requested. Motion Carried: Ayes – All.

- IX. Consideration of a Change to the Sick Leave Benefits for Non-Represented Employees (including when the accrued benefit begins and when sick leave can be used)

Motion by Alderwoman Eichmann and seconded by Member Richard to recommend approval of the sick leave clarification that sick leave for non-represented employees is earned from the date of hire and can be used once it has been earned. Motion Carried: Ayes – All.

need language

Motion by Member Prusko and seconded by Member Richard that sick leave can be used for family members within the household, but that the Personnel Committee would like language brought back to the Committee for language approval. Motion Carried: Ayes – All.

Motion by Alderwoman Eichmann and seconded by Member Richard to agree to treat non-represented non-management the same in regards to maximum sick leave accruals, as requested. Motion Carried: Ayes – All.

- X. Staffing Report

Info provided. No action needed.

- XI. Future Agenda Items

- XII. Next Meeting Date

The next regularly scheduled meeting is planned for October 20th, 2025.

- XIII. Adjournment

Motion by Member Richard and seconded by Member Prusko to adjourn the Personnel Committee meeting at 7:06 p.m. Motion carried: Ayes-All.

Sick Leave

Employees under the Civil Service System receive and may use sick leave in accordance with Sections 3.11 and 10.6 of the Civil Service System Personnel Administration Program.

All extended-term full-time and part-time employees with benefits, whether paid on an hourly basis or by monthly salary, shall be entitled to sick leave accumulation.

Extended-term employees shall not be entitled to use sick leave until they have been employed continuously for at least six (6) months, and have successfully completed a standard introductory period. Sick leave shall accrue at the rate of eight (8) hours for each calendar month of service for extended-term full-time employees. Effective 1/1/2025, Fire Department command staff that work a 24-hour shift will accrue paid sick leave at the rate of 1 working day (24 hours) for each full month of service (prior to 1/1/25 this was 12 hours per month). Supervisory and management employees do not have a maximum accumulation of sick leave. A full month of service shall refer to any month in which an employee receives pay for at least ten (10) days. For Fire Command staff that work a 24-hour shift a full month of service shall refer to any month in which the employee receives pay for at least five (5) days.

Sick leave granted and not used shall accrue to the credit of each employee. When an employee is transferred to another position, any unused sick leave that may have accumulated to the employee's credit shall transfer with the employee. Sick leave shall not accrue during leaves of absence without pay in excess of thirty days. Accrued sick leave shall be canceled and not paid upon termination of employment, except as provided by the Severance Pay section.

In the event any person having accrued sick leave ceases to be employed by the City and is re-employed within one year, or within three years in the instance of recall from a layoff, accrued sick leave shall be reinstated. In the event such re-employment occurs more than one year after termination, the accrued sick leave shall not be reinstated, and the employee shall accrue sick leave in the same manner as a new employee.

Supervisory and management personnel may use sick leave as provided for in Section 10.6 of the Personnel Administration Program, to attend doctor appointments of oneself or one's immediate family members, to attend to or take care of a ill or injured immediate family member, or for bona fide cases of sickness, accidents, maternity leave, and requests for the employee's presence by immediate family, doctor, or clergy due to family illness or emergency.

A full-time employee who is on sick leave for a period in excess of three (3) days or longer shall, prior to being entitled to any compensation, furnish a report from a qualified doctor that shall contain a diagnosis of the sickness whenever possible. An employee, for any illness or injury of more than seven (7) consecutive days, must present a written statement weekly from a physician, unless otherwise waived in writing by the Department Head.

When employees go on sick leave, they must immediately notify their Department Head or designated supervisor. Notification should be within thirty (30) minutes after the beginning of the

scheduled work day, except Police Captains who shall notify the Department no later than one (1) hour prior to the start of the employee's work shift. Failure to do so may result in the denial of such leave pay. Employees should also let the supervisor know when they expect to return to work, and continually keep the supervisor informed of their condition.

No sick leave will be given to an employee in excess of the amount earned and available to the employee. A supervisory or management employee may use vacation time when they have exhausted all of their sick leave time.

Effective 1/1/12, Supervisory and management employees who do not take sick leave during a specified four month period (January through April, May through August, and September through December) shall receive a bonus of one sick day.

See also "Application of Benefits for Extended-Term, Part-Time Employees With Benefits" and the related Section 3.18 of the Personnel Administration Program.

The original language deleted is shown in ~~strike-through~~. New language is underlined.

1. Sick Leave Accrual and Use Timing

~~Extended-term employees shall not be entitled to use sick leave until they have been employed continuously for at least six (6) months, and have successfully completed a standard introductory period.~~

Extended-term employees shall begin accruing sick leave from the employee's date of hire and may use sick leave once it has been earned.

2. Family/Household Member Care Language

~~Supervisory and management personnel may use sick leave to attend doctor appointments of oneself themselves or their one's immediate family members household members to attend to or take care of a ill or injured immediate family member an ill or injured household member.~~

3. Definition Added: Household Member

A household member means a person who resides in the employee's primary residence and whose relationship with the employee creates a reasonable expectation that the employee will provide care during periods of illness or medical need.

Household members may include, but are not limited to:

- spouse or domestic partner
- child, stepchild, foster child, or legal ward
- parent or stepparent residing in the employee's household
- any other dependent individual residing in the employee's household

4. Maximum Sick Leave Accrual Clarification Added

Non-represented non-management employees may accrue a maximum of 180 days (1,440 hours) of sick leave.

Supervisory and management employees shall not be subject to a maximum sick leave accumulation limit unless otherwise specified by contract or separate employment agreement.

5. Transition Protection (Recommended) Added

Employees who have already accrued sick leave in excess of the maximum prior to adoption of this policy shall retain their existing balance but shall not accrue additional sick leave until the balance falls below the maximum allowed.

Sick Leave Accrual and Use (Non-Represented Employees)

Sick leave for non-represented employees shall begin accruing on the employee's date of hire and may be used once it has been earned.

Sick leave is intended to provide income protection for employees who are unable to work due to illness, injury, medical appointments, or other qualifying health-related circumstances.

Accrued sick leave may be used for the following purposes:

- The employee's own illness, injury, or medical condition.
- Medical, dental, or other health-related appointments for the employee.
- Illness, injury, or medical care of a household member, as defined below.

Definition of Household Member

For purposes of sick leave usage, a household member is defined as a person who resides in the employee's primary residence and whose relationship with the employee creates a reasonable expectation that the employee will provide care during periods of illness or medical need.

Household members may include, but are not limited to:

- Spouse or domestic partner
- Child, stepchild, foster child, or legal ward
- Parent or stepparent residing in the employee's household
- Any other dependent individual residing in the employee's household

Administration of Sick Leave for Household Members

- The employee must have accrued sick leave prior to its use.
- Employees must notify their supervisor as soon as reasonably possible when sick leave is needed.
- The City may require reasonable verification or medical documentation when consistent with City policy.
- Use of sick leave under this provision does not expand or alter eligibility for leave under the Family and Medical Leave Act (FMLA) or other applicable law.
- The Director of Administration or Human Resources may interpret and administer this provision as necessary to ensure consistent application of the policy.

Additional Administrative Safeguards (Recommended Best Practices)

- The City reserves the right to request documentation reasonably necessary to verify eligibility for sick leave usage.
- Departments may monitor usage patterns to ensure sick leave is used for legitimate health-related purposes.
- Abuse of sick leave may result in disciplinary action consistent with City policy.

<p>APPROVAL</p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE 3/17/2026</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Approval of Updated Job Description and Associated Pay Level Adjustment for Director of Health & Human Services</p>	<p>ITEM NUMBER District # Citywide</p>

BACKGROUND/ANALYSIS

The current job description for the Director of Health & Human Services was last approved in **2018**. Since that time, the responsibilities of the position have expanded and evolved to reflect the increasing complexity of public health administration and regulatory compliance.

The updated job description clarifies the Director’s role as the administrative leader responsible for the overall operation of the City’s **Level III Health Department**, including strategic planning, program administration, grant management, regulatory enforcement, emergency preparedness, and coordination with local, state, and regional public health partners.

Key responsibilities reflected in the updated description include:

- Oversight of the City’s public health programs and services
- Surveillance and response to communicable disease
- Administration of state and federal health-related grants
- Development and implementation of public health policies and programs
- Leadership in emergency preparedness and public health response efforts
- Coordination with regional healthcare systems, state agencies, and community partners

The position must also meet the qualifications and responsibilities established under **Wisconsin Statutes Chapters 250, 251, and 252**, as well as applicable administrative code requirements governing local health departments.

The Board of Health reviewed the proposed update and supports the revised job description and associated pay level adjustment.

The updated description more accurately reflects the operational leadership responsibilities currently performed by the Director of Health & Human Services and aligns the position with current public health administration standards.

FISCAL IMPACT

The pay level adjustment associated with this position was incorporated into the adopted 2026 budget and approved by the Common Council as part of the budget adoption process.

Accordingly, approval of this item does not create any new or unbudgeted financial impact, as the funding associated with the adjustment was previously reviewed and approved by the Common Council during the annual budget adoption process.

POLICY CONSIDERATIONS

Updating job descriptions periodically is a standard administrative practice to ensure alignment between actual job duties, organizational expectations, and compensation structures.

Approval of the updated job description and pay level will ensure that the position accurately reflects the scope of responsibilities for leading the City's Health Department and administering required public health programs and services.

STAFF RECOMMENDATIONS

Administration recommends approval of the updated job description and associated pay level adjustment for the Director of Health & Human Services position.

REQUESTED COUNCIL ACTION

Motion to approve the updated job description and associated pay level adjustment for the Director of Health & Human Services as presented.

**CITY OF FRANKLIN
Job Description**

Job Title: Director of Health & Human Services

Department: Health

Reports To: Mayor

Appointing Authority: Mayor

Salary Level: Management/Administrative/Supervisory Range
~~++12~~

FLSA Status: Exempt

Prepared By: ~~Kelly Hersh~~Dana Zahn, Human Resources Coordinator~~Director of Administration~~

Prepared Date: ~~May 4, 2018~~March 3, 2026

Approved By: Common Council

Approved Date: ~~May 15th, 2018~~

Summary:

~~Perform administrative and professional nursing work to fulfill the mission of the Franklin Health Department and to ensure an environment in which the public health personnel can conduct activities that provide quality public health services.~~

This full time position administers a Level III Health Department, carrying out the role of Chief Health Strategist. This director level position is responsible for the overall day-to-day operations of the Franklin Health Department. This position is responsible to ensure a strong organizational culture, develop and implement sound public policy, oversee the delivery of programs and services in alignment with the department's mission, direct financial planning and management, and establish performance management systems. The Director of Health and Human Services must meet qualifications and carry out responsibilities per Wisconsin State Statutes 250, 251, and 252, as well as per the Wisconsin Administrative Code 140, Rules, City Ordinances, and local policy.

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Essential Duties and Responsibilities:

~~Responsible for the design of a high quality and cost effective system that complements various health services available in the community to prevent disease and promote wellness of individuals, families, and groups.~~

Manages, supervises and evaluates public health staff of diverse roles, programs, and activities while coordinating functions of the department.

Assesses, develops, and implements department wide strategies to ensure the department is mission focused, value driven, team oriented, and responsive to customer needs.

Responsible for the surveillance and control of communicable diseases.

Enforces public health regulations, Municipal code, State statutes, and rules and regulations of the Wisconsin Department of Health Services.

Oversees the Department of Trade, Agriculture, and Consumer Protection Agent Program.

~~Manage departmental resources, prepare budgets, approve purchases, and maintain records of expenditures for accountability.~~

Determines priorities for the department's annual budget, oversees the development of grant budgets.

Locate, write, and manage County, State, and Federal health related grants.

~~Represent the Health Department as official spokesperson to community agencies, professionals, and the general public.~~

Consults with other health agencies, organizations, communities, and departments to determine public health needs and to develop and coordinate services.

Establishes linkages and partnerships with key stakeholders.

Integrates the role of governmental and non-governmental organizations in the delivery of public health services.

Engages community and governmental agencies to address community health needs.

~~Prepares agenda and facilitates for and regular participation in~~ Board of Health meetings.

~~Construct community assessment database reflective of health needs in the City of Franklin.~~

Provides leadership for the development of a community health assessment and the development and implementation of a community health improvement plan.

~~Analyze community assessment data to identify the health needs of the City of Franklin in the context of federal and state public health priorities and local resources.~~

Assures that the delivery of public health services is evidence-based or aligns with best practice.

Recommends policy, system, and environmental (PSE) change to improve population health. Uses systems thinking to inform policy, environment, and system-level change. Creates and updates Health Department policies and procedures.

Establish short and long term goals to meet identified public health needs of the City of Franklin.

~~Develop programs to be implemented by Public Health personnel to meet established goals.~~

~~Develop and interpret department policies and procedures based on recognized standards of practice.~~

~~Ensures the implementation of policies, programs, and services are consistent with laws and regulations.~~

~~Orient new employees upon hire to the position and the organization's policies and procedures.~~

~~Promote professional growth of Health Department personnel by providing continuing educational opportunities.~~

~~Responsible for maintaining and scheduling an appropriately trained and skilled workforce consistent with the workload and needs of the city. Evaluates work performance of public health staff; prepares performance evaluations and formulates plan for improvement.~~

~~Fosters a work environment where continuous quality improvements in service and professional practice are pursued.~~

~~Implement and maintain Quality Assurance program for evaluation, by measuring process and outcome of services offered.~~

~~Advocates for public health policies, programs, and resources.~~

~~Maintains a safe work environment for employees; follows established standards and procedures for safe work practices.~~

~~Oversees the development of public health emergency plans and ensures 24/7 public health response coverage.~~

~~Serves as the Incident Commanders/ leader in the event of a public health emergency. Connects the department to local emergency operations.~~

~~Functions within the Emergency Management discipline including NIMS, ICS, and EOC operations. This position is an integral member of the City emergency response effort.~~

~~Participates in the City's emergency management planning and in other related preparedness activities.~~

~~Submits necessary reports in compliance with medical, administrative, city, state, and federal requirements.~~

~~Attends meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.~~

Peripheral Duties:

~~Act as a public health nurse, clinic nurse, and secretary as needed.~~

~~Participate in committees when necessary.~~

~~Maintains Membership in professional organizations.~~

~~Assemble materials and equipment in preparation for clinic sessions and maintains adequate supplies.~~

Prepares agenda items for the Common Council, Personnel Committee, and the Board of Health.

Conducts department staff meetings, implements staff orientation, facilitates evaluations for staff.

Coordinates professional opportunities with and for department and staff.

Performs other work as required.

Minimum Qualifications:

Education and Experience:

~~Graduation from an accredited college or university with a Bachelor's degree in nursing, public health, environmental health, physical or biological sciences, or a related field. Three (3) years of progressively responsible full time employment with a public health agency, including responsibility for communicable disease prevention and control.~~

Master's Degree in public health, public administration, health administration or related field from an accredited college or university and at least three years of experience in a full-time public health administrative position, or combination for experience and training as set forth under the Department of Health Administrative Code for Public Health Officials.

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Necessary Knowledge, Skills, and Abilities:

~~Knowledge and skills required for the position of Public Health Nurse.~~

~~Knowledge of principles, practices, and methods of public health nursing, department supervision, and administration.~~

~~Knowledge of health and safety codes, and rules and regulations of City, County, and State.~~

~~Knowledge of information regarding detection, evaluation and planning to meet public health needs.~~

~~Ability to establish and maintain effective professional relationships with community leaders, professionals, staff, citizens, and others.~~

~~Knowledge of the social, political, and economic influences affecting health care delivery systems.~~

~~Knowledge of educational trends as they relate to the health care field.~~

~~Ability to effectively communicate, both verbally and in writing.~~

~~Ability to utilize initiative, responsibility, and integrity.~~

~~Ability to recruit, train, and utilize volunteers.~~

~~Ability to make independent judgments which have highly significant impacts on the organization.~~

The ability to make decisions, supervise, and to effectively prioritize work. The ability to establish and maintain effective professional relationships with community leaders, professionals, staff, citizens, and others.

Knowledge of health and safety codes, and rules and regulations of City, County, and State.

Knowledge of requirements of a Level III Local Health Department.

Knowledge of strategic planning, program planning, and evaluation methods.

Attracts and develops talent, ensuring a positive working environment.

Knowledge of community input, engagement, and outreach methods.

Demonstrates agile thinking while understanding the dynamics of the organization and public perception and influences.

Mobilize collaborative partnerships to achieve common goals.

Effective interpersonal communications, verbal and written, with a diverse range of people. Ability to establish and maintain effective communications with employees and citizens while handling conflicting situations in a manner that creates opportunities and retains respects.

Aptitude for diverse decision making and supervision of public health nursing program, environmental health program, and public health strategic practices.

Execute high-quality decisions in the absence of complete information that doesn't compromise the long-term vision of the department.

Lead team and department through adverse and challenging situations.

Ability to effectively handle a variety of difficult situations and problems. Ability to follow standard safety practices and procedures. Ability to make independent judgements which have highly significant impact on the organization.

Ability to recruit, train, and utilize volunteers.

Ability to perform required mathematical computations.

Ability to read, analyze, and interpret legal documents, common scientific and technical documents.

Proficient use of a computer in a Windows environment: Microsoft Word, Power Point, Excel.

Working knowledge of computer-based programs and reporting of statistical information. Skillful in performing a variety of administrative functions including annual budget preparation, maintaining records, statistical data, and preparing clear, comprehensive documents and reports.

Ability to prepare, implement, and evaluate grants.

Ability to work independently.

Current CPR/AED certification or will be attained within four months of employment.

Effective use of tact and diplomacy are prerequisites for this position.

Supervision Received:

Works under broad general guidance and direction of the Mayor.

Supervision Exercised:

Exercises supervision over Health Department personnel.

Supervision or delegation of supervision of Health Department volunteers.

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Responsibility for Public Contact:

Frequent contact requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

~~Licensed by State of Wisconsin as a registered professional nurse or sanitarian, if applicable.~~

Certified Health Education Specialist strongly recommended.

Valid driver's license.

Tools and Equipment Used:

~~Copy machine; telephone; blood pressure cuff; stethoscope; scale; audiometer; visual charts; syringes; thermometer; computer terminal; personal computer including word processing software; automobile; and fax machine.~~

Medical Databases, Case Management Software, Computer, statistical analysis software, automobile, fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

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

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Work is performed primarily in office, vehicles, outdoor settings, private residences, and commercial buildings. Work can be performed in emergency and stressful situations. Individual is exposed to hazards associated with rendering emergency medical assistance.~~

including blood-borne pathogens in body fluids. The noise level in the work environment is quiet.

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 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.

Work is performed primarily in a general office setting, with field visits and out-of-office meetings, in community settings, including client's homes. Work can be performed in emergency and stressful situations. Individual is exposed to hazards associated with rendering emergency medical assistance, including blood-borne pathogens and body fluids. Probable exposure to environmental elements such as insects, other disease vectors, toxins, hazardous materials, chemicals, animals, noise, unpleasant odors, and/or unsanitary conditions.

The noise level in the work environment is moderate.

Ability to function with multiple and simultaneous demands and handle stressful situations.

Some hazardous work conditions may exist due to the nature of the duties: involves emergency on call status (24/7) for public health and other city emergencies. Attends meetings during evening hours and occasionally on weekends.

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 employee 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.

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

City of Franklin, Wisconsin

IDENTIFICATION INFORMATION

NAME: Lauren Gottlieb	DATE: 8/4/2025
YEARS OF EXPERIENCE WITH EMPLOYER: 8.5	JOB TITLE: Director of Health and Human Services
YEARS OF EXPERIENCE ON THIS JOB: 3.5	YOUR JOB IS: FULL TIME <input checked="" type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD: 10	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg. <input type="checkbox"/> Bach. Deg. <input checked="" type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR: John R Nelson	HIS/HER TITLE: Mayor

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your supervisor, who will complete his/her section.

Job Description: Please review your job description. Are there any major changes (additions and/or deletions) that need to be made? Yes No If yes, please explain:

If you do not have a job description, please respond to the following questions regarding the primary function and job tasks associated with your position:

Summarize the major purpose or primary function of your job in three or four sentences.

Job Tasks: Please list your job duties. Try to place your duties in their order of importance, and group "like" tasks together (e.g. "clerical duties including word processing, opening mail, filing, etc." or e.g. "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc.").

Job Duty

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Feel free to add more numbers/duties if necessary.

1. **Education and Training:** In your opinion, what kind of education and training is necessary to perform your job?

- Level of knowledge that is below what is normally attained through high school graduation.
- High school diploma (GED) or equivalent.
- High school, plus elementary technical training, acquired through one year or less of technical or business school.
- Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school, plus two or more certifications in incumbent's field.
- Completion of four-year college degree program.
- Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- Completion of graduate coursework equal to a Master's Degree or higher.

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list: **On attached job description**

2. **Years of Experience:** How much previous work experience do you feel is necessary to perform your job?

- LESS THAN 1 YEAR
- 1 TO 3 YEARS
- 4 TO 6 YEARS
- 7 TO 10 YEARS
- MORE THAN 10 YEARS

3. **Independent Judgment and Decision Making:** How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- Little discretion or independent judgment exercised.
- Some discretion or judgment exercised, but supervisor is normally available.
- Job often requires making decisions in absence of specific policies and/or guidance from supervisor, but some direct guidance is received from supervisor.
- High level of discretion with decisions restricted only by broad Organization-wide policies and little direct guidance from superiors.
- Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- Minor: Some inconvenience and delays but little cost in terms of time, money, or public/employee good will.
- Moderate: Significant costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
- Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
- Very Serious: Critical goals and objectives would be adversely and very seriously affected.

4. **Responsibility for Policy Development:** Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- Position involves only the execution of policies or use of existing procedures.
- Position involves some participation in the development of policies and procedures for the department only.
- Position involves some development of policies/procedures, as well as the interpretation and execution of broader policies in the department.
- Position involves the primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- Position involves significant responsibility for major input/development of departmental policies and procedures, plus occasional participation in the development of policies which affect other departments in the organization.
- Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating: Immunization program, animal bites/ rabies control, child passenger safety, communicable disease, lead, maternal child health, marcan distribution, compliance checks, workforce development

5. **Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- Position requires that my daily work load and activities are assigned to me by my supervisor.
- Position requires that I plan my own daily work load and work independently according to established procedures or standards.
- Position requires that I plan my own daily work load and those of others in the department (first-level supervision).

- Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level supervision).
- Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level supervision).

How much planning do you do for others in the department?

Scheduling: Yes No Assigning of Duties/Jobs: Yes No

6. **Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- Position involves interaction with fellow workers on routine matters with relatively little public contact.
- Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence or to resolve the problem.
- Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- Position involves frequent internal and external contacts in which I act as the spokesperson for the department and may be authorized to make commitments on behalf of the department.
- Position involves frequent internal and external contacts where I represent the organization and am authorized to make commitments in matters of critical interest to the Organization.

With which internal individuals or groups do you have the most contact? Municipal departments including Police and Fire Chief, Department Heads

With which external individuals or groups do you have the most contact? School district administration, Nursing team, Medical Advisory and Safety Committees. Hospital and Healthcare Organizations. Community organizations: business park consortium, civic clubs, Southeast Region Wisconsin Association of Local Health Departments and Boards (WALHDAB), Milwaukee Healthcare Partnership, Urgent Sheltering Task Force, Healthcare Emergency Readiness Coalition, Wisconsin Department of Health Services, Public Health Caucus

7. **Supervision Given:** Do you supervise or assign work to other employees? Yes No

If yes:

- Position is responsible for assigning work to an employee or employees, without acting in a supervisory role.
- Position is responsible for the supervision of one full time or several part time employees.
- Position is responsible for the supervision of two to five full time (or full time equivalent) employees.
- Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.

- Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

8. **Physical Demands:** Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (rarely, occasionally or daily)
Lifting up to 20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Lifting 20-50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely
Lifting 50+ pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Daily
Prolonged Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Prolonged Visual Concentration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (rarely, occasionally or daily)
Lighting-dimness or brightness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rarely
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Electrical Currents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Violence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disease	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occasionally
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual is exposed to

hazards associated with rendering emergency medical assistance, including blood-borne pathogens and body fluids. Probable exposure to environmental elements such as insects, other disease vectors, toxins, hazardous materials, chemicals, animals, noise, unpleasant odors, and/or unsanitary conditions.

9. **Use of Technology:** Please check the level of technology needed for you to perform your job:

- Position has no responsibility for, or use of, technology.

- Position has some basic use of computers for word processing/data entry and some use of the telephone, copier, etc.
- Position has daily use of computers for word processing/data entry and use of the telephone, fax machine, copier, etc.
- Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports.
- Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization (applications super user). Or, may use/repair/troubleshoot specialized software such as GIS, SCADA or various pieces of equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical equipment.
- Position is responsible for advanced computer programming, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- Position is responsible for system security, as well as the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

10. **Comments/Additional Information:** Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments. This position description has been updated to clearly identify the key roles and responsibilities of the Director of Health and Human Services. Key responsibilities are highlighted for a job description which more accurately reflects critical components of current day responsibilities.

One additional comment in regards to "Use of Technology": While routine consultation and technology support for everyday computer programming isn't a task of this position, the individual within this role is expected to use complex computer systems to maintain compliance with local, state, and federal standards. RedCap, GAC, GEARS, WEDSS, WEAVR, HHLPSS, MyWIID, WISHIN, PCA Portal, HealthSpace, Grants.gov, Software Epxressions, and WIR use are all required for this role. Use is regular ranging from daily to weekly.

Additionally, there is an immense amount of financial responsibility built into this role not captured in this questionnaire. Sound judgement, decision making, and grant and program management are required daily on the varied grants and City resources managed by the Director of Health and Human Services.

Lastly, the autonomy for sound decision making is at an extremely high level navigating Human Health Hazards, Public Health Nuisances, Rabies Control, Department of Agriculture, Trade, and Consumer Protection, Communicable Disease, Franklin Immunization Program, personnel and volunteers. The Local Health Officer operates with Local Authority within the State of Wisconsin and sound decision making is critical.

Type your name and the date below, then save this form as a Word document with your last name and job title in the file name and email it to your supervisor with a copy to Dana Zahn at dzahn@franklinwi.gov. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

EMPLOYEE'S SIGNATURE OR TYPED NAME

DATE

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. Please do not mark in employee's portion of the questionnaire.

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.

2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.

3. How long has this employee worked for you?

4. Additional comments from the employee's immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to Dana Zahn in Human Resources dzahn@franklinwi.gov. If using a printed copy of this form, sign and date it before forwarding.

SUPERVISOR'S SIGNATURE OR TYPED NAME ***DATE***

If Supervisor isn't Department Head, Department Head should review this form as well.

- I have read the above and substantially concur.
 I have read the above and have the following comments:

Type your name and the date below, and then email this form to Dana Zahn in Human Resources at dzahn@franklinwi.gov. If using a printed copy of this form, sign and date it before forwarding.

DEPARTMENT HEAD SIGNATURE OR TYPED NAME ***DATE***

Purpose

To revisit and clarify the City's reporting structure to ensure day-to-day staff supervision and operational direction are consistent, stable, and insulated from political variability, while preserving the Mayor's statutory executive role and appropriate oversight.

Background

At the last Personnel Committee meeting, the Committee Chair questioned why any City staff would report directly to a part-time elected Mayor (a rotating seat), and why staff are not operationally aligned under the Director of Administration, which is also consistent with the City's administration model.

This item returns with:

1. The official pre-2021 org chart (historically used/published),
2. The Chapter 55 attachments (Chart 1 and Chart 2) that function as the Code's org-chart attachments,
3. The unofficial 2021 chart attributed to a former Mayor, which was not formally adopted by Council and is not an appropriate basis for reporting structure going forward.

Key governing documents

1) City Code/Chapter 55 structure

- Chapter 55 includes "Attachment 1 – Organization Chart (Chart 1)" and "Attachment 2 – Boards and Commissions (Chart 2)."
- Chapter 55 also establishes the "cabinet officers" concept (immediate advice/assistance to the Mayor) and references supervisory/reporting duties being set through the City's classification plan framework.

2) Position Classification Plan (Council-adopted)

- The Position Classification Plan was adopted by Common Council via resolution dated **January 4, 1994**.
- Council has amended reporting lines through later action (example: the Finance & Treasurer reporting line was amended via resolution dated **November 15, 2005**).

The Concern

The 2021 chart shows development-facing functions (e.g., Planning and Economic Development) positioned to enable direct elected-official direction of operational work without normal administrative triage, internal controls, and cross-departmental coordination.

Even where a Mayor has executive authority, the City's organization should not function as "whoever is Mayor can directly task staff," especially for development and entitlement work, which is among the highest risk areas for:

- perceived favoritism or political pressure,
- inconsistent standards,
- undocumented direction,
- workload whiplash and priority conflict,
- and downstream legal/audit exposure.

Recommendation

Align the City’s operational reporting structure so that Planning/Development, Engineering, DPW, Water Utility, and Health functions report through the Director of Administration as the day-to-day operational supervisor (a stable professional management role), while maintaining:

- the Mayor’s statutory executive role and oversight,
- appropriate cabinet-level coordination,
- and Council’s policy/legislative authority.

This structure is “normal,” functional, and consistent with how professional municipal operations are typically managed: policy and oversight at the elected level; operations and staff direction through professional administration.

Proposed Committee action (choose one):

Option A (cleanest path): Recommend Council Action Motion:

Recommend that the Common Council affirm and implement an administrative reporting structure in which day-to-day operational supervision of City staff, particularly Planning/Development, Engineering, DPW, Water Utility, and Health functions are aligned under the Director of Administration; further recommend that the Council direct staff to bring forward any necessary updates to the Chapter 55 organizational chart attachments and the Position Classification Plan to reflect the adopted reporting structure.

Option B: Direct a follow-up Council Action Sheet

Direct staff to prepare a Council Action Sheet for Council consideration to (1) adopt the recommended org chart structure, (2) supersede any unofficial charts used administratively, and (3) update Chapter 55 attachments and related internal documents accordingly.

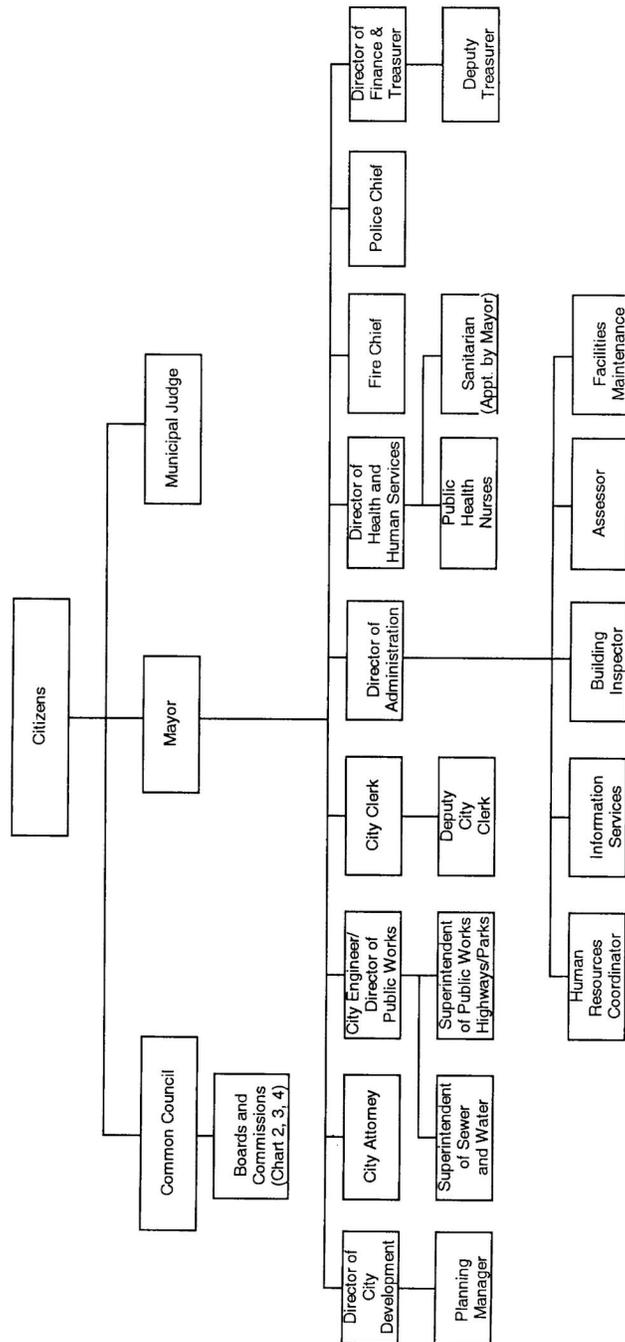
This item is about adopting a clear professional management chain for day-to-day staff direction, so operations are consistent and accountable, regardless of election cycles, while preserving appropriate elected oversight.

OFFICERS AND EMPLOYEES

55 Attachment 1

**City of Franklin
Organization Chart
Chart 1**

[Amended 11-15-2005 by Ord. No. 2005-1864; 5-21-2024 by Ord. No. 2024-2619^j]



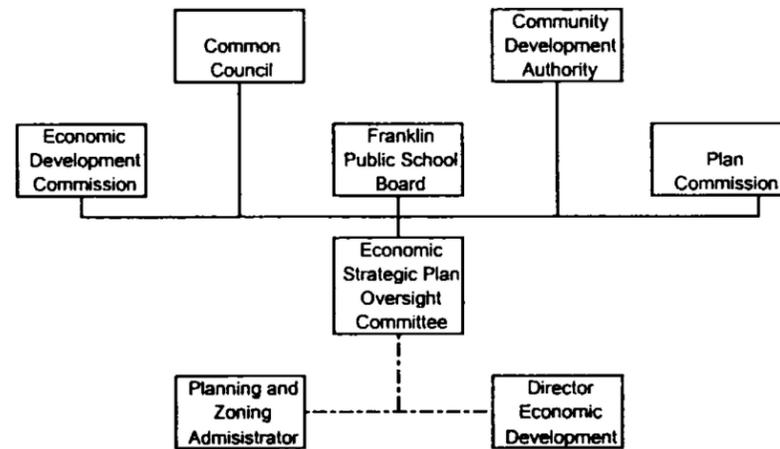
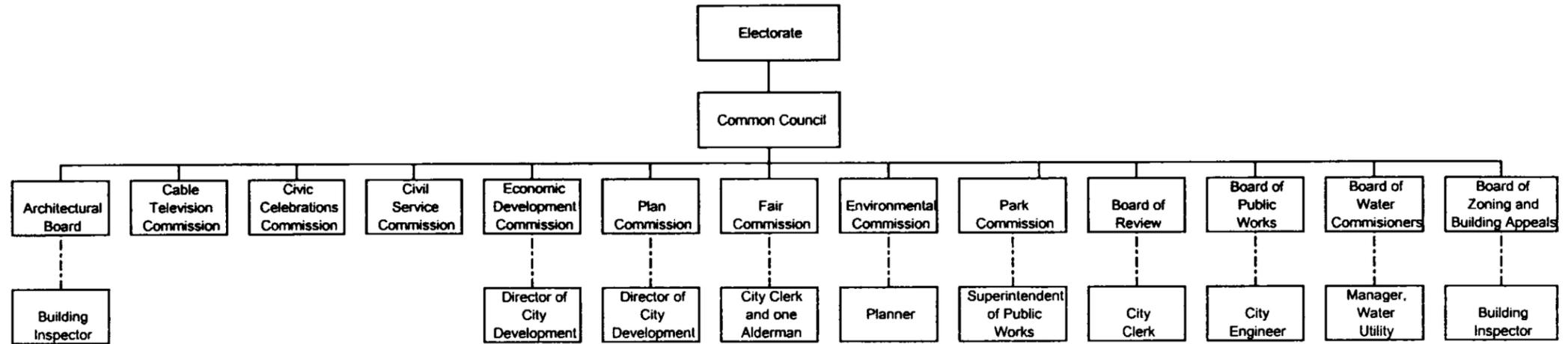
ⁱ Editor's Note: This ordinance provided that the position of "City Engineer/Director of Public Works," as shown in this chart, shall be retitled "City Engineer," and that the Superintendent of Public Works and Superintendent of Sewer and Water shall report directly to the Mayor.

OFFICERS AND EMPLOYEES

ITEM VII.

55 Attachment 2

City of Franklin
Boards and Commissions
Chart 2
[Amended 11-15-2005 by Ord. No. 2005-1864]

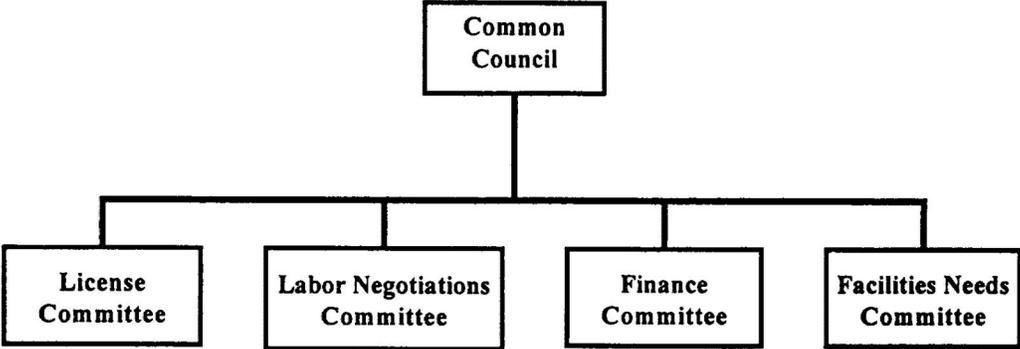


Boards and Commissions are formed by the Common Council by Ordinance and are advisory bodies. Staff relationships are indicated by a dotted line.

OFFICERS AND EMPLOYEES

55 Attachment 3

**City of Franklin
Common Council
Committees of the Council
(Chart 3)**

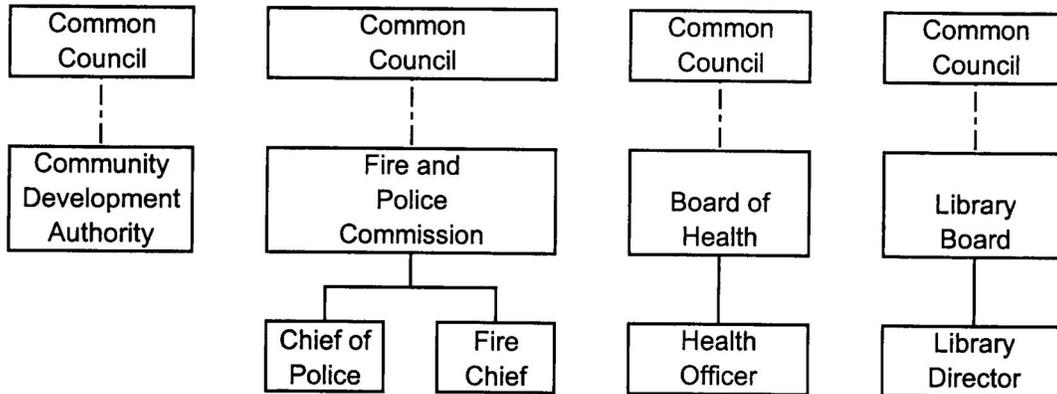


* Committees of the Common Council are composed primarily of Council members and act as working groups of the Common Council.

OFFICERS AND EMPLOYEES

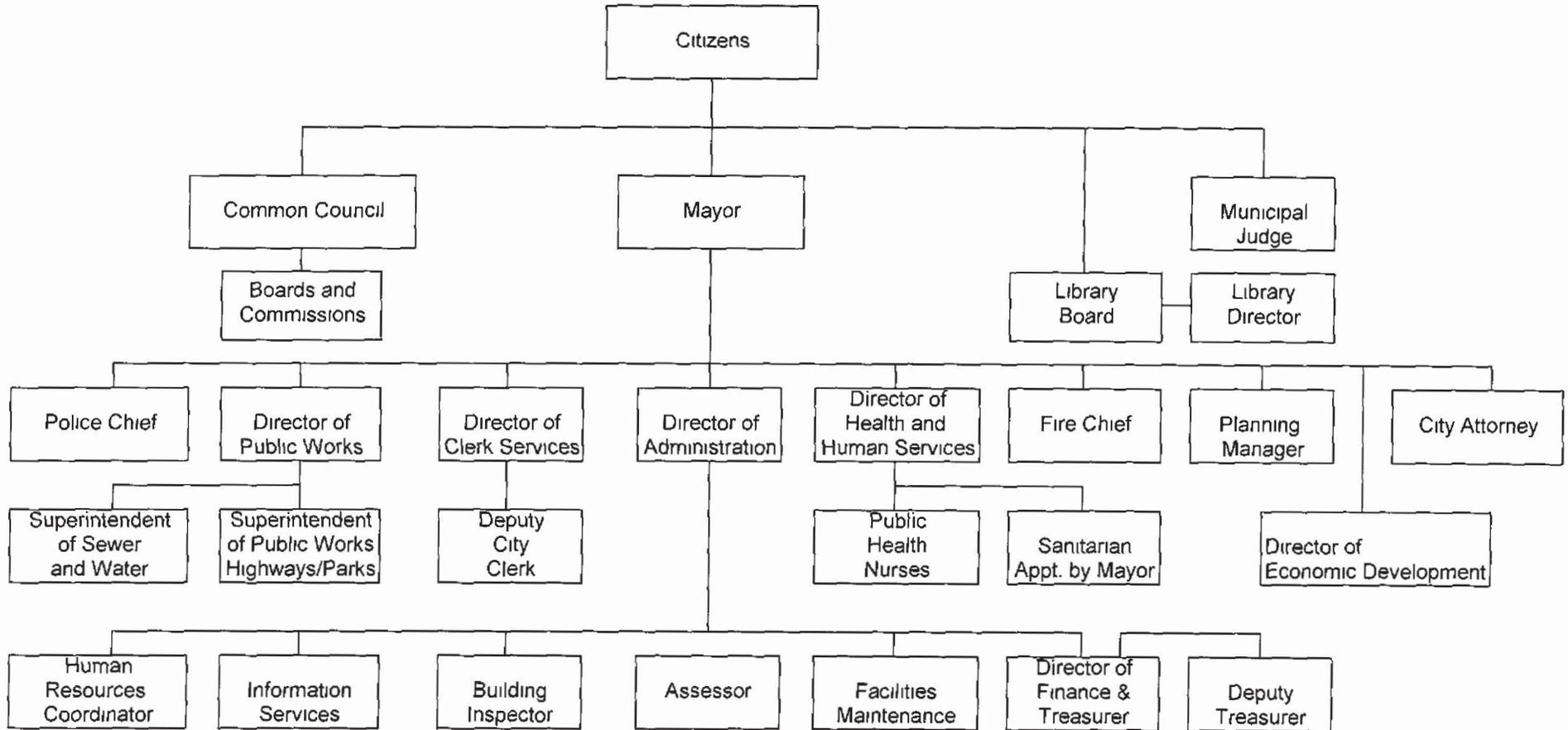
55 Attachment 4

**City of Franklin
Statutory Boards and Commissions
Chart 4
[Amended 11-15-2005 by Ord. No. 2005-1864]**



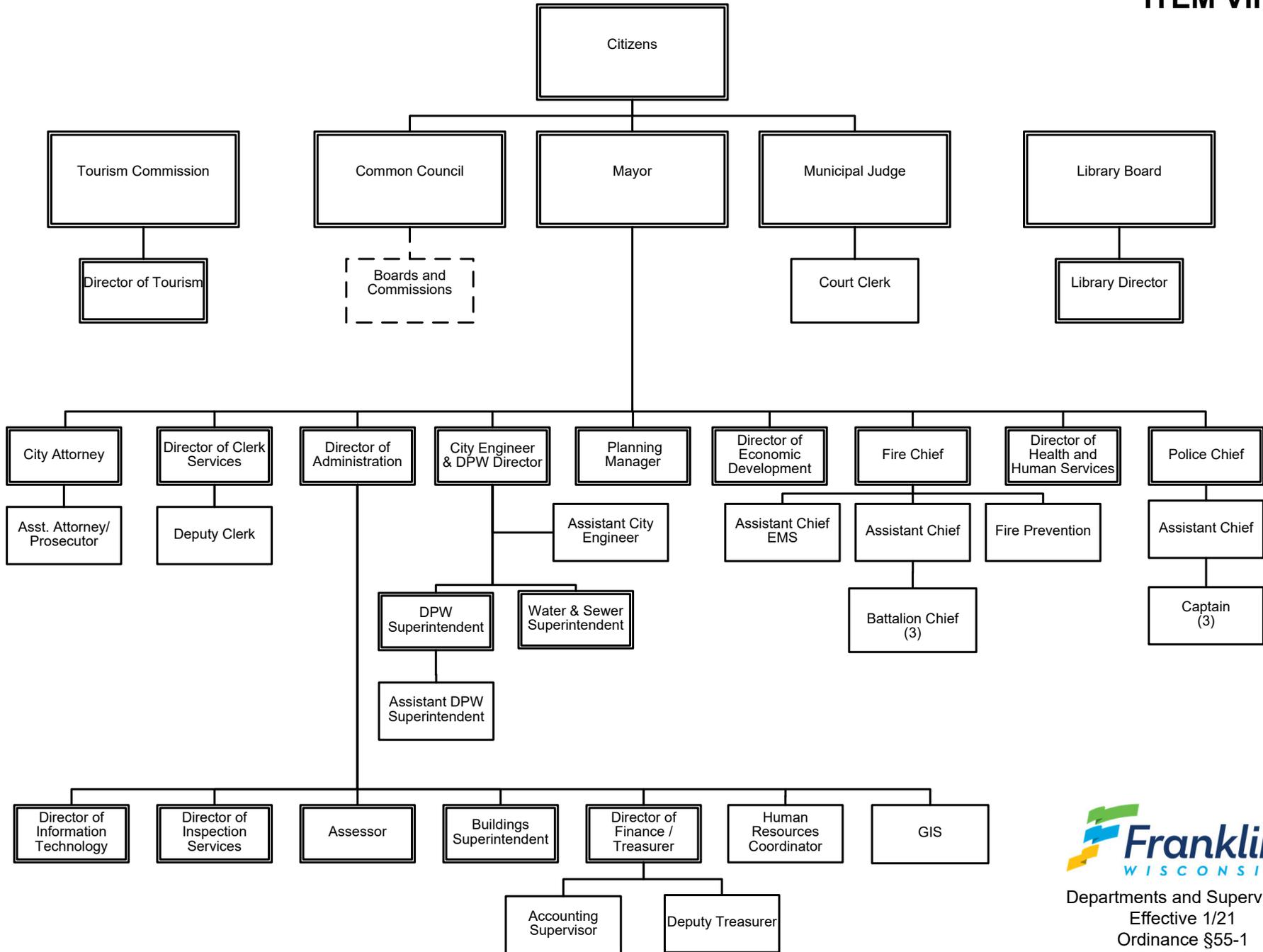
Statutory boards are formed and operated under state statutes for the particular function they perform. The Boards have no formal reporting relationship to the Common Council but generally are funded through an action of the Council.

CITY OF FRANKLIN, WISCONSIN
Organization Chart



Page 6

ITEM VII.



Departments and Supervisors
Effective 1/21
Ordinance §55-1

Stephen R. Olson
Mayor

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 94- 4084

A RESOLUTION APPROVING A CITY OF FRANKLIN
POSITION CLASSIFICATION PLAN

WHEREAS, the Common Council recognizes the need for uniform personnel administration; and,

WHEREAS, the development and use of well organized position classification plan with positions classified by job content supports such administration; and,

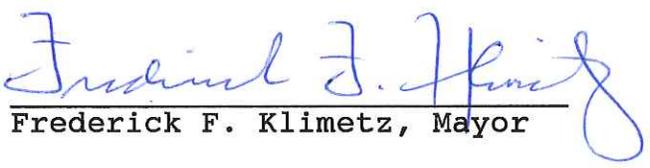
WHEREAS, the Franklin Civil Service Commission has caused such a plan to be developed and recommends its adoption by the City.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Franklin that the City of Franklin Position Classification Plan be and hereby is adopted.

Introduced at a regular meeting of the Common Council of the City of Franklin this 4th day of January, 1994 by Alderman Thomas.

Passed and adopted by the Common Council of the City of Franklin on the 4th day of January, 1994.

APPROVED:


Frederick F. Klimetz, Mayor

ATTEST:


James C. Payne, Business Administrator

AYES 5 NOES 0 ABSENT 1 (Ald. Hintz)

STATE OF WISCONSIN

CITY OF FRANKLIN

MILWAUKEE COUNTY

RESOLUTION NO. 2005- 5993

A RESOLUTION AMENDING THE POSITION CLASSIFICATION
PLAN AS IT PERTAINS TO THE REPORTING DUTIES OF THE
DIRECTOR OF FINANCE AND TREASURER

WHEREAS, §55-2.C. of the Municipal Code provides in part that the reporting duties of all City officers shall be as is set forth in the Position Classification Plan adopted by the Common Council; and

WHEREAS, the Common Council adopted Resolution No. 2004-5706 on May 18, 2004, in part adopting the job description for the position of Director of Finance and Treasurer, to be contained in the Position Classification Plan, including its specification that such position "Reports to:" the Director of Administration; and the Common Council having reviewed such requirement and having determined that such position should more appropriately report directly to the Mayor.

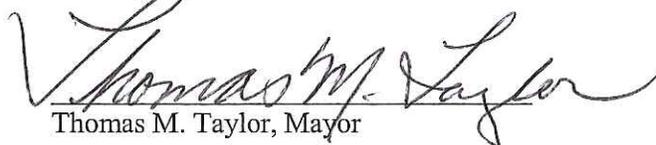
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, Wisconsin, that Resolution No. 2004-5706, only as it pertains to, and the job description of the position of Director of Finance and Treasurer, only as it pertains to its reporting duty, be and the same are hereby amended as follows: delete: "Reports to: Director of Administration" and in place thereof, insert: "Reports to: Mayor".

BE IT FURTHER RESOLVED, that the City of Franklin Position Classification Plan is amended to provide that the position of Director of Finance and Treasurer shall report directly to the Mayor, as aforesaid, and that any resolution, description, rule, order, plan, or the like, in conflict with the terms of this Resolution are repealed or amended so as to be consistent with this Resolution.

Introduced at a regular meeting of the Common Council of the City of Franklin this 15th day of November, 2005.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 15th day of November, 2005.

APPROVED:


Thomas M. Taylor, Mayor

ATTEST:


Sandra L. Wesolowski, City Clerk

AYES 6 NOES 0 ABSENT 0

Staffing Report: Current Open Positions

ITEM VIII.

# of Positions	Position Title	Vacancy Date	Vacancy Reason	Employee Group	Status
	Firefighter/ Paramedic	4/10/2026	Retirements	Fire Union	Ed Schmidt and Lance Braun
1	Assistant Fire Chief	4/10/2026	Retirement	Fire Union	Assistant Chief Robert Manke
1	Police Patrol Officer (Experienced)		Resignation	Police	
1	Police Utility Person	2/27/2026	Retirement	Police	Sue Mayer
	Emergency Services Dispatcher/Clerk (Experienced)			Non-Rep	Left Open; ongoing
1	Light Equipment Operator	12/8/2023	Resignation	Non-Rep	
1	Clerk Administrative Assistant	1/30/2026	Retirement	Non-Rep	Linda Kleyheeg retired on 1/30/2026. This position has been filled. Her replacement, Molly Martini, started on 2/9/2026.
1	Sewer & Water Tech	8/1/2023	Promotion	Non-Rep	We continue to look for one additional employee.
1	Human Resources Administrator	12/3/2025	Retirement	Non-Rep	Dana Zahn retired on 12/3/2025 after 20 years with the City. Her position has been filled. Her replacement, Blake Wieting, started on February 23, 2026.
1	Chief Plumbing Inspector	10/2/2023	Promotion	Non-Rep	The position is vacant due to Justin Ligocki's promotion to Director. We have not been able to fill the position and have since determined existing staff will help fill in the gaps.

Staffing Report: Current Open Positions

# of Positions	Position Title	Vacancy Date	Vacancy Reason	Employee Group	Status
1	City Attorney	N/A	New Staff Position	Non-Rep	Creating a new staff position, moving from a consultant.