



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

**October 20, 2014** - Special Meeting Agenda  
Freeport City Hall - 5:30 pm

### Call to Order

- I. Approve Agenda – *Motion to approve agenda*
- II. Job Points Evaluation
- III. Adjourn – *Motion to adjourn*

Next Meeting: October 28<sup>th</sup>

# Memo

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From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: October 14, 2014

Re: Job Points Evaluation

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During the previous meeting of the city council, the city chose to reevaluate the determination of job point totals according to the Minnesota State Job Match.

Along with this memo is:

1. 4-pages from Kathleen on what the process is for and how to go about it
2. 4-pages of instructions on what the Job Match is and how to use it
3. 11-pages from Kathleen of potential job matches
4. Current Job descriptions for each city position/job
5. Proposed updated job descriptions for Administrative Assistant & Clerk-Treasurer
6. Freeport's current Job Evaluation Record

Job Descriptions

The Minnesota Rural Water Association (MRWA) provides sample job descriptions. PWD Jon Stueve compared the city's current job descriptions for the public works director and the public works assistant to the MRWA's samples, and recommends no changes (current job descriptions for those positions is satisfactory). To view the samples, go to <http://www.mrwa.com/jobdesc.html>.

I compared the city's current job descriptions for the administrative assistant and clerk-treasurer to the MRWA's samples, and identified areas of improvement. Along with the city's current job descriptions proposed updated job descriptions.

# LOCAL GOVERNMENT PAY EQUITY ACT OF 1984

## LOCAL GOVERNMENTS:

Political subdivisions which fall under the Public Employees Labor Relations Act (PELRA) and which have final budgetary approval authority over wages for a group of employees

- Cities
- Counties
- School Districts
- Public Hospitals & Nursing Homes
- Water/Soil Conservation Districts
- Public Libraries
- Port Authorities

### MUST:

- Gather job class information
- Determine comparable work value through job evaluation
- Determine pay equity compliance
- Develop plan to achieve pay equity
- Update and maintain the pay equity system
- Report to the State when requested
- Address any non-compliance determination

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## JOB EVALUATION:

- A systematic approach that identifies those job factors which the employer values and wishes to pay accordingly
- Measures job **DUTIES** against objective criteria of **SKILL** (education, experience, specialized skills, training, problem solving and so on), **EFFORT** (both physical demand and mental demand), **RESPONSIBILITY** (for supervision of others, for decisions made, for budgets, for safety, for confidential information and so on) and **WORKING CONDITIONS** (work environment, environmental conditions, exposure to hazards, and so on)
- Based on **content** of the job, not the performance or qualifications of the person doing the job
- Allows each employer to determine its own ‘internal equity’ or ‘value’

### YOU CAN:

- Design your own system
- Use a consultant’s system
- Use another jurisdiction’s system
- Use the State Match

## STATE JOB MATCH

- Match your positions to positions at the State that have already been evaluated utilizing the Hay System

### Hay System

- **KNOW HOW** (a 'skill' factor)
  - Substantive Know How
  - Managerial Know How
  - Human Relations Know How
- **PROBLEM SOLVING** ( a 'skill' factor)
  - Degree of Structure
  - Degree of Challenge or Difficulty of Problems
- **ACCOUNTABILITY** (a 'responsibility' factor)
  - Degree of Discretion
  - Magnitude Measured by Dollars Affected
  - Directness of Impact
- **WORKING CONDITIONS** (an 'effort' and 'working conditions' s factor)
  - Physical Effort
  - Disagreeableness of Environment and Hazards

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### Kind of Matches

- Match
- Close Match
- Matches to more than one job
- No match
  - School districts utilizing the State Match system match the position of 'teacher' to the follow position within the State Match:

**TEACHER**                      **Special Teacher:** under general supervision, instructs State institution residents in standard elementary and secondary school subjects including home economics, industrial arts, music, physical and health education

**STATE POINT RATING:**    282    **POSSIBLE POINT RANGE:** 275-298

- Evaluators can select any point value within the range of 275-298 points, including the 'points given' of 282
- Notice that the State Match uses different wording in describing the position than a school district would describe a classroom teacher position
- Do the best you can to find a match that 'works'

## **JOB EVALUATION INCLUDES:**

- **Evaluation of job duties as assigned**
- **Comparison to jobs as relates to job duties**
- **Internal comparison only**
- **Evaluation of requirements as outlined**

## **JOB EVALUATION DOES NOT INCLUDE:**

- **The amount of education a particular person brings to the job**  
Susan may have a Master's degree in psychology, but her job as Production Coordinator of the print shop does not require this level of education
- **The longevity or seniority of a person doing a job**  
Bob may have been a Senior Engineer for 10 years, but the Senior Engineer position could be filled by someone who has never worked for the employer before. Seniority is a characteristic of Bob, not of the engineer job. (Bob may have a contract which provides him with longevity pay, but this is not a part of the job evaluation determination for this position)
- **The performance level of a person doing a job**  
Lisa may do an outstanding job as a Licensed Practical Nurse, but that should not be a factor in deciding the value of the licensed practical nurse job. (Lisa's employer may have a performance plan in place that will pay higher for higher performance, but that is not a part of the job evaluation determination for this position)
- **Current actual salaries being paid within the jurisdiction**
- **Current salary ranges in place within the jurisdiction**
- **Competitive (market) salary information**
- **Supply and demand for people for the position**
- **How another public employer has evaluated the same job within their jurisdiction**
- **How 'busy' or 'hard-working' a person in the job is**
- **Whether a job is female-dominated, male-dominated, or gender balanced**
- **Whether a position is under a collective bargaining agreement**

## **THE LAW DOES NOT REQUIRE:**

- **Job descriptions**
- **That all jurisdictions use the same job evaluation system**
- **Salary ranges**
- **Steps**
- **Positions with the same points or comparable points to have the same salary range**
- **A pay for points system**
- **Any resemblance to any other jurisdiction, even one that is similar (another school district, another city, another county) or one geographically close**
- **A 'committee' approach to job evaluation**
- **Employee involvement in job description development or job evaluation**
- **An appeals process**

## **AS AN 'EVALUATOR'**

- **Job evaluation is an art, not a science**
- **Job evaluation is not always 'black' or 'white'; there is some subjectivity**
- **Step back and look at the job being evaluated in the context of the job itself, the job family of positions it belongs to, the combination of positions at the job's building site, comparable positions at other sites, and finally the ENTIRE JURISDICTION**
- **Apply what the factor 'says', then-**
- **Compare the application of the factor to how other positions are evaluated**
- **Look at the overall placement of the position within the jurisdiction**
- **Remove 'yourself' from the process**
- **Do not 'lobby' for your position, for a position at your building site or in your department**
- **Look at the position as if the position is vacant and then evaluate the position with the concept of an incumbent who possesses the desired education and experience, has completed the necessary training/probation period, is turned loose to perform the job, and is a 'satisfactory' employee**

### **PAY EQUITY TESTS:**

- **MEET THE FILING DEADLINE**
  - **SUBMIT COMPLETE THE AND ACCURATE PAY ROLL DATA**
  - **STATISTICAL ANALYSIS TEST**
    - **Maximum Column**
      - **Maximum Salary**
      - **Additional Cash Compensation**
      - **Benefits (Health Insurance)**
  - **SALARY RANGE TEST**
    - **Number of Years to Reach Maximum Salary**
  - **EXCEPTIONAL SERVICE PAY TEST**
    - **Payments That Place Salary Above the Salary Range Maximum**
      - **Longevity**
      - **Performance**
- 

**The Pay Equity Law requires that from 1984 forward, the primary consideration in setting wages is to be the results of the points determined from the job evaluation process utilized.**

# Introduction and Instructions

## Overview of Pay Equity as it Relates to Job Evaluation:

The purpose of the Local Government Pay Equity Act passed in 1984 is to correct historic gender-based wage discrimination in public employment in Minnesota. This is an ongoing process and requires ongoing compliance. The law requires that female classes not be paid consistently below male classes of “comparable value.” Comparable value is the job evaluation rating or points assigned to a job class and the focus of this booklet.

Establishing job evaluation ratings is the first step in the pay equity process. It is important to remember that comparable value or a job evaluation rating does not include seniority or performance; rather it is an evaluation of job content. Job content is measured by the skill, effort responsibility and working conditions required of the job class. In addition, job evaluation should not be interpreted strictly as a rigid “pay for points” system where each point is worth “x” dollars. Pay equity can be achieved and requirements of the law met even though some jobs with the same points do not receive exactly the same pay. The second part of the pay equity process is pay analysis and more information is available on this and compliance requirements at [www.mn.gov/mmb](http://www.mn.gov/mmb).

The State Job Match System of job evaluation is intended as a straightforward, simple tool to help local governments effectively analyze the jobs in their jurisdictions by matching up job descriptions with descriptions for state jobs that have already been rated. Once the descriptions have been matched, a rating or “job points” can be assigned to the local government job. Job evaluation is not an exact science and if done well, will involve thorough discussion and unbiased decisions. Job analysis must be completed before pay analysis is done.

## I. Description of the Job Match System & Website

Job match is a simple, inexpensive way to assign points to jobs in your jurisdiction by matching them to descriptions of state jobs found in this booklet. To make it easier, this booklet is divided into 17 job categories. In each category there are groupings of jobs. Within each group the state titles are listed from lowest to highest ranking. There are five columns on each page as follows:

- Column 1: Titles of jobs typically found in local government. Note: PES Benchmark refers to a “Public Employment Survey” done by the state’s job evaluation consultant, Hay and Associates.
- Column 2: Titles of jobs found in state government.
- Column 3: Job evaluation points assigned to state jobs using the Hay and Associates method of rating jobs.
- Column 4: The range of points for the job that is listed.
- Column 5: Overview and brief job description.

**If you cannot find a match in this booklet, check our web site.** There are approximately 1800 job descriptions and point ratings for state jobs on the Minnesota Management & Budget's (MMB's) web site at [www.mn.gov/mmb](http://www.mn.gov/mmb). You can view job descriptions and classification at <http://mn.gov/mmb/employee-relations/classification-and-hay/job-class-specs/>. You can find corresponding Hay point ratings at [http://mn.gov/mmb/employee-relations/classification-and-hay/hay\\_evaluation/hay%20rating.jsp](http://mn.gov/mmb/employee-relations/classification-and-hay/hay_evaluation/hay%20rating.jsp).

## **II. The Basics of Job Evaluation**

Although the job match method is simpler than many other job evaluation systems, the same basic principles apply:

- You are evaluating job classes, not individuals who hold the job. As you review the list for a possible match, ask yourself how the job would be described if the current employee(s) in the class were all gone tomorrow and you needed to hire someone new.
- You must be as objective as possible. Don't "work backwards" by first determining how much you think classes should be paid and then finding job matches which will fit this category. Guard against sources of bias by having more than one person review job matches and/or by establishing an employee committee to discuss evaluations.
- The more employees are involved in the process of evaluating jobs, the more likely they are to understand and accept the system you use.

## **III. How To Use The Job Match List**

Step 1. Decide who will review jobs for possible matches. This can be done by an individual or by a committee including employees, elected officials and other interested persons. You can guard against bias by having more than one person involved in the job match process.

Step 2. Gather information about job classes in your jurisdiction. This information can come from reading position descriptions, interviewing employees, interviewing supervisors, or from sending a questionnaire to employees and/or supervisors. You may want to have employees and supervisors review and revise job descriptions before beginning the job match process.

Step 3. List all classes in your jurisdiction. Next to each job class begin to identify matches between jobs in your jurisdiction and jobs described in the booklet. Your jobs will probably fall into three categories:

### **A. Jobs that Match or Nearly Match:**

This category will probably account for about 90 percent of the jobs in your jurisdiction. If the job in your jurisdiction matches closely with the state job write the state title and the standard point rating next to the local title.



## B. Slotted Jobs:

Although there is no direct match for some jobs, it is often possible to determine where the job fits in the overall hierarchy. Review the jobs which may have already been matched on your worksheet. You may be able to identify jobs which are at the same level as the one you're trying to find a match for and give it the same number of points. If you can't find a job at the same level, you may be able to determine that it fits between two jobs you have already matched. For example, you may have a job which you feel fits between a job with 200 points and another job with 250 points. You could assign a point value then somewhere between 200 and 250.

## C. Multi-Function Jobs:

Your job matches with more than one of the jobs on the job match list. If duties outside of the description comprise only about 5% or less of the job, do not consider the job a multi-function job. Instead, match it with the primary function of the job. There are two methods to assign jobs that are multi-functional. The following is an example of a multifunction job and two methods to evaluate that job.

### Example: Equipment Operator:

### Possible matches on the list

Highway Maint. Supervisor	–	213 pts.
Transportation Associate	–	156 pts.

### Method 1: Match with the Highest Rated Job

In this case the highest rated job is the Highway Maintenance Supervisor with 213 points. The rationale for this is that your job requires the employee to have the skill, effort, responsibility and working conditions of the higher rated job, even though this job is only part of the employee's duties. This option is most appropriate when the employee performs the higher-rated job more than half of the time.

### Method 2: Pro-rate the Points According to Time Spent

In this case you would evaluate the amount of time spent on each of the job functions and then multiply that percentage of time spent by the number of points assigned to each function.

Highway Maintenance Supervisor	-	50% of time.	$213 \times 50\% = 106.5$ pts.
Transportation Associate	-	50% of time.	$156 \times 50\% = 78$ pts.
			Total = 185 pts.

This method should not be used for only occasional work in one of the jobs and it becomes less valid if it is used to match a single job with more than two or three state jobs. Also, it would not be valid to add together total original points. For example, you would not add 213 pts. + 156 pts. and assign 369 points for the equipment operator position.

When all the jobs have been matched, review the overall ranking of jobs and the points assigned to each job to make sure it makes sense in the context of your organization.

## **IV. Definitions: Types of Supervision**

Supervision: Use of the word “supervision” indicates a greater amount of control is exercised over positions in that class than for positions in a class using the word “direction” in the definition. Supervision levels are differentiated by the specificity and application to the technical and administrative details of work assignments. Three standard levels of supervision are used:

Immediate supervision means an employee in the class works under close supervision where the work assignments are well-detailed and well-prescribed by the superior. It does not necessarily mean that the individuals are in close physical proximity to one another. Little opportunity exists to exercise personal initiative, discretion or judgment. The employee is held responsible only for the accurate and proper application of the steps of the well-established work process.

General supervision means an employee in this class is under fairly close supervision administratively, but the worker is given some latitude technically. The assignments and objectives are prescribed, but the methods are not typically reviewed or controlled while the work is in progress. The employee is expected to take the initiative in solving most problems of detail, except those which are new or unusually complex in nature.

Limited supervision provides considerable freedom from both technical and administrative oversight while the work is in progress. In addition to the previously mentioned conditions of general supervision, the employee has: freedom from control over the sequence of assignments, a substantial degree of responsibility for determining what shall be done next, and a substantial degree of independence in planning and organizing the employee’s own work.

## **V. Background Information**

In the back of this book, there is additional information about job evaluation factors and other job evaluation materials that may be helpful.



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### **Job Description for Public Works Director**

Department: Public Works  
Reports To: City Clerk & City Council  
Class: Full-Time 40-Hours per week

#### **Position Objective**

Position is responsible for general maintenance and operation of all public works activities.

#### **Duties & Areas of Accountability**

Duties include supervision of department personnel and maintenance of water lines, sewer lines, lift stations, buildings, streets, and city parks.

#### Water & Wastewater

Check pumps and lift station daily. Test fluoride and chlorine levels weekly. Obtain water and wastewater bacteria, fluoride and 04C samples quarterly and take for testing. Obtain required lead, copper and nitrite samples. Check ponds weekly and discharge in the spring and fall. Rod wastewater lines in the spring. Pull lift station pumps annually and service. Perform well drawdowns and calculate specific capacity. Flush water main dead ends monthly. Flush entire system annually, turn all valves and service hydrants. Fix water main breaks. Turn water on at city park and ball field in the spring and shut off and blow out in the fall. Prepare end of month and annual water and wastewater reports. Attend water and wastewater schools. Respond in a positive manner to citizen complaints, determine cause and correct problem.

#### General Maintenance & Repair

Perform meter maintenance or rebuild meters as necessary. Repair water line breaks. Pull and service lift station pumps annually. Perform main/service repairs as needed. Inspect and repair storm sewer and repair manholes as necessary. Service equipment and tools as necessary and annually. Change engine oil and filters on all equipment and vehicles as needed. Perform repairs in Council Room and Pump House as necessary. Plow snow and sand streets during winter months. Grade roads, fill cracks, gravel and repair streets and roads as necessary. When snow is predicted check if it snowed at 4:00 am. Remove snow from streets and sand streets. Run all small engines and generators if not used during the month. Flush all dead end hydrants monthly. Perform Gopher locates. Grease siren annually. Perform weed and grass inspection. Clean and service water system including flushing, oiling, cleaning, exercising and painting hydrants as needed. Perform necessary repairs and general maintenance to city facilities including shelters, posts, parking lot chains, etc. Respond in a positive manner to citizen complaints, determine cause and correct problem.

#### General Custodial

Sweep city streets monthly during spring, summer and fall months and as necessary before events. Sweep Main Street every week. Paint cross walks and curbs in the spring. Paint Council room walls and ceiling and pump house when needed. Pick up garbage around town and empty barrels on Main Street daily/weekly. Sort recyclables. Clean and organize maintenance shop as necessary. Trim trees along streets annually. Pump water out of all fire hydrant barrels. Cut and trim grass on all city property weekly, road ditches as needed and pond dikes three-four times during summer months. Fertilize lawns annually. Open frozen storm sewers as necessary Trim all shrubbery and clean rock beds in

the spring. Re-install portable curb stops in parking lot in the spring. Put up and take down banners as necessary. Re-seed grass areas as needed and clean up in spring. Clean washroom including sinks, stools, walls and floor. Clean Council room floor, walls, windows and water dispenser. Clean water tower annually. Clean exterior of City Hall/Fire Hall annually. Put up and take down City Christmas decorations. Clean all equipment after each use. Clean and service all city facilities including shelters, posts and parking lot chains as necessary. Pick up dogs and care for as needed. Set up, take down, clean and fix voting booths annually. Respond in a positive manner to citizen complaints, determine cause and correct problem.

#### Administration

Pick up mail daily. Maintain daily log of tasks completed. Read water meters monthly. Prepare water bills for mailing. Order new inventory and re-stock as needed. Take inventory annually. Keep abreast of new procedures, practices and methods. Attend City Council meetings as requested. Respond in a positive manner to citizen complaints, determine cause and correct problem. Maintain positive image for the city.

#### **Knowledge, Skills And Abilities**

1. Limited self-supervision is required on a daily basis. Self-prioritizing, scheduling and work accomplishment are required.
2. Considerable knowledge of the safe use of department equipment.
3. Considerable knowledge of tools, methods, operations and materials used in the department
4. Considerable knowledge of the occupational hazards and safety precautions necessary to perform all position duties.
5. Knowledge of MN Department of Health, MCPA, and Stearns County requirements and considerable knowledge of safe water laws as pertain to utility operations.
6. Knowledge of city ordinances and state laws as they pertain to position duties.
7. Considerable skill in operating equipment for general maintenance work on water and waste water systems and street and road projects.
8. Ability to communicate orally and in writing.
9. Ability to perform mathematical calculations, to analyze data and prepare reports.
10. Ability to read and interpret technical manuals and to determine solutions to a variety of utility maintenance and repair problems.
11. Considerable ability to perform water system maintenance and repair.
12. Considerable ability to perform wastewater system maintenance and repair.
13. Ability to read, write and understand English and follow oral and written instructions.
14. Considerable ability to climb ladders, and manipulate tools and objects requiring manual dexterity.
15. Attend conferences and seminars as directed.

#### **Physical Abilities/Attributes**

1. Must have ability to climb a ladder to access wastewater manholes.
2. Must be able to work in areas with exposure to chemicals and various environmental conditions such as dust, dirt, disagreeable odors, and humidity.
3. Considerable ability to perform heavy manual labor for long periods, (in excess of 8 hours a day) sometimes under adverse conditions. Examples would be snow plowing water main break repairs etc.

#### **Minimum Requirements**

1. High School graduate or equivalent. One-year vocational-technical coursework preferred.
2. Possession of a valid Minnesota Class B Commercial Driver's License.
3. Minnesota Class D water and wastewater operators and Type IV Bio Solids licenses.
4. One-year previous experience in water/waste water systems, general maintenance, and repair work desirable.
5. Previous experience with equipment operation required.
6. General mechanical aptitude.
7. Ability to perform physical requirements of position.

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

#### Mandatory Tasks Requiring Physical Exertion

1. Remove and install chlorine tanks at pump houses. These tanks weigh around 235 pounds.
2. Read water meters monthly. Almost all of the outside reader's heads are less than four feet above the ground level and require bending, or stooping.
3. Flush dead end water mains monthly and complete system once per year. Requires opening and closing all fire hydrants with 18 to 20 turns with an 18" spanner wrench and remove hydrant caps.
4. Repair fire hydrants due to frost or other damage. Requires lifting from 27 to 150 pounds.
5. Repair or replace sections of water mains that break. Requires descending from excavated area that is 12 feet deep, and working in water and mud making the necessary repairs.
6. Clear snow from fire hydrants with front-end loaders and scoop shovel.
7. Remove covers in the wastewater collection system. Descend and ascend 5 foot to 20-foot manholes for repairs and inspection as needed.
8. Clean wastewater collection system annually. Requires 8 to 10 days per year lowering and raising cleaning equipment from manholes.
9. Handle 55 gallon garbage/refuse barrels.
10. Operate trucks and tractors to haul and plow snow, sand streets.
11. Rig trucks for snow plowing and regular use. Requires installation and removal of the snowplow, wing and sander from dump truck. This operation occurs several times per winter season.
12. Mix sand and salt for street sanding. Requires handling of 80 lb. Salt bags and some hand shoveling.
13. Install and remove street decorations.
14. Street repair requiring hand shoveling of hot bituminous mix, and operating a jackhammer.
15. All OSHA standards must be complied with.



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### **Job Description for Public Works Assistant**

Department: Public Works  
Reports To: Public Works Director  
Class: Full-Time 40-Hours Per Week

#### **Position Objective**

Responsible for maintaining water and waste water services, streets, parks, and buildings.

#### **Duties & Areas of Accountability**

##### Water and Waste Water

Check water pumps and lift stations daily. Test fluoride and chlorine levels weekly. Obtain required lead, copper and nitrite samples. Check waste water holding ponds weekly and discharge in the spring and fall. Jet waste water lines in the spring and fall. Service lift station pumps. Perform well drawdowns and calculate specific capacity. Flush water mains and repair. Exercise valves and hydrants. Repair water main breaks. Turn water on at City Park and ball field in the spring and shut off and blow out lines in the fall. Perform water meter maintenance and repair as needed. Inspect and repair storm sewer and repair manholes. Clean and service water system including flushing, oiling, cleaning, exercising, and painting hydrants as needed. Open frozen storm sewers as necessary. Respond in a positive manner to citizen complaints, determine and correct problem

##### Streets

Service equipment, vehicles, and tools. Remove snow from roads and sidewalks and sand streets during winter. Grade gravel roads, fill cracks, and repair roads as necessary. Paint cross walks and curbs in the spring.

##### Parks and Buildings

Perform weed and grass inspection. Perform necessary repairs and general maintenance to city facilities and buildings including shelters, posts, parking lot chains, etc. Pick up garbage around town and empty containers on Main Street daily/weekly. Clean and organize maintenance shop. Trim trees along streets. Cut and trim grass at parks, road ditches, and pond dikes as necessary. Fertilize lawns. Trim shrubbery and clean rock beds. Re-install portable curb stops in parking lot in the spring. Re-seed grass areas and clean-up in the spring. Clean restroom in maintenance shop. Install and remove decorations and banners. Pick up stray dogs and care for them as needed.

#### **Skills and Abilities**

1. Work with minimal supervision
2. Use tools and equipment safely
3. Follow safety protocol as per OSHA
4. Communicate effectively, in English, with city staff
5. Read technical manuals and problem solve
6. Climb ladders and lift 100 lbs.
7. Attend training as directed
8. Work in areas with dust, dirt, strong odors, and humidity
9. Work under adverse conditions for extended periods of time

**Minimum Requirements**

1. High School diploma or GED
2. Possess valid Minnesota Driver's License
3. Previous experience with equipment operation preferred

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. Hours will be flexible at discretion of Public Works Director. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*



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### **Job Description for Administrative Assistant**

Department: Office of the City Clerk-Treasurer  
Reports to: City Clerk-Treasurer  
Class: Part-time 32-Hours per Week

#### **Position Objective**

This position assists the Clerk in the overall administration of city services to assure compliance with the city's policies, goals, and programs; manages and coordinates special projects; assists with the economic development projects; and performs general office tasks as assigned.

#### **Accountability**

1. Assist Clerk in a) Payment of invoices/bills; b) Recording of receipts and disbursements; c) Preparing payroll; and d) Reconciliation of bank statements
2. Type letters and reports as assigned
3. Perform receptionist duties such as greeting customers and other visitors, receiving utility bill payments, answering the telephone and relaying messages
4. Performs responsible and confidential secretarial duties for City Clerk-Treasurer
5. Provides repetitive/standardized skilled typing and clerical support to office, program and/or administrative staff, and performs works well as required
6. Performs utility billing services which include data entry of receipts, preparation of invoices, and payment collection
7. Performs Fire/Rescue Department billing services which include data entry of receipts, preparation of invoices, and payment collection
8. Performs permit billing services which include data entry of receipts, preparation of invoices, and payment collection
9. Manages and coordinates special projects as assigned
10. Assists with economic development projects
11. Managing content on the city website and social media sites (e.g. Facebook)
12. Pick-up and sort mail

#### **Performance Criteria**

1. Performs duties efficiently and professional
2. Ability to communicate in an effective, tactful, and courteous manner
3. Perform other duties as assigned by the Clerk-Treasurer

#### **Training and Experience**

1. High school graduate desirable
2. Prior work history as an administrative assistant/secretary highly desired





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### **Job Description for Administrative Assistant**

Department: Administration  
Reports to: Clerk-Treasurer  
Class: Part-time 32-Hours per Week

#### **Position Objective**

This position assists the Clerk-Treasurer in the overall administration of city services to assure compliance with the city's policies, goals, and programs.

#### **Duties and Areas of Accountability**

1. Greet customers and other visitors
2. Answer telephone calls and relay messages
3. Receive, sort and distribute mail
4. Manage city website and Facebook page
5. Prepare documents, letters and reports using Microsoft Office programs
6. Record receipt of money and conduct bank deposits
7. Maintain a file of bills to be paid, enter bills into payment software, and prepare list of claims to be approved
8. Prepares and mails invoices to customers for permits, utility charges, fire department services, etc.
9. Performs utility billing services which includes preparation and mailing of bill cards and processing payments
10. Do filing, labeling, coping and mailing as needed
11. Assist with payroll and reconciliation of bank statements
12. Assists with economic development projects
13. Maintains the public trust by keeping information confidential as appropriate
14. Other duties as assigned

#### **Knowledge & Skills Required**

1. Communicate in an effective, tactful, and courteous manner
2. Performs duties efficiently and professionally
3. Skilled in operating office equipment
4. Conduct repetitive/standardized skilled typing

#### **Minimum Requirements**

1. High school graduate
2. Prior administrative experience desired



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

### **Job Description for Clerk-Treasurer**

Department: Administration  
Reports to: City Council  
Class: Full-Time 40-hours per week

#### **Position Objective (duties & areas of accountability)**

1. Performs responsible administrative and supervisory work coordinating and directing City government operations, and performs related duties as required.
2. Plans, organizes, and administers the City to ensure a coordinated and efficient effort to meet the goals and objectives of the City.
3. Oversees and coordinates the administration of all departments in City government including personnel, equipment, utilities and facilities to ensure adequate service is provided to the citizens.
4. Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of all departments.
5. Prepares and submits an annual budget to the City Council, keeps the Council informed of the financial condition of the City, implements City policies and recommends action as appropriate.
6. Manages and invests City funds in accordance with Council guidelines and sound financial practices; responsible for the accounting of all receipts and disbursements of City funds.
7. Attends and participates in all Council and Economic Development Authority (EDA) meetings and other meetings with official bodies as directed by the Council; maintains minutes of the meetings.
8. Ensures that laws and ordinances are updated.
9. Maintains the corporate seal and all record and documents of the City.
10. Oversees the keeping of all financial transactions of the City upon forms prescribed and approves by the City Council.
11. Administers oaths and affirmations and takes and certifies acknowledgments as required or sanctioned by law.
12. Oversees handling of complaints and requests for services to ensure prompt and courteous response to citizens.
13. Conducts all City elections.

14. Acts as a liaison with state legislators and state departments in promotion of effective operation of the City of Freeport.
15. Maintains City zoning maps and records and addresses.
16. Oversees and manages financial and accounting matters, including payroll.
17. Determines possible solution to problems and presents alternatives for review by the City Council.
18. Monitors operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
19. Evaluates potential projects, programs, and services to determine feasibility and community impact and makes recommendations to the Council.

**Position Analysis (knowledge & skills required)**

1. Knowledge of laws, rules and regulations applicable to City government.
2. Knowledge of budgeting, accounting and government financing.
3. Knowledge of government process, service, and planning.
4. Knowledge of management principles and practices as they apply to public sector management.
5. Working knowledge of office automation, including accounting software programs, utility billing programs and Microsoft programs.
6. Ability to prepare and administer budgets.
7. Thorough ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials and the public.
8. Ability to plan and analyze city operations, develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
9. Ability to prepare accurate and thorough reports.
10. Ability to perform mathematical calculations to analyze data and to prepare reports.
11. Ability to prioritize City needs and to coordinate City departmental operations and services.

**Minimum Requirements**

College degree in public administration, community development or related field preferred or similar years of experience in public administration, accounting, finance or related field. Course work or experience in computer systems and software applications.



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### **Job Description for Clerk-Treasurer**

Department: Administration  
Reports to: Mayor and City Council  
Class: Full-Time 40-hours per week

#### **Position Objective**

The Clerk-Treasurer performs administrative work while conducting the daily business activities of the city including financial management and statutory clerk functions.

#### **Duties and Areas of Accountability**

##### Administration

1. Perform the duties of the municipal clerk and municipal treasurer as broadly stipulated by MN statutes 412.151 and 412.141
2. Maintain the public trust by keeping information confidential as appropriate
3. Attends council meetings and records council actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances and resolutions.
4. Compose correspondence, reports, memos, letters, meeting minutes, public notices, resolutions and ordinances on behalf of the city.
5. Conduct research to aid council in making informed decisions. Carry out directives of the council
6. Attest the Mayor's signature on official documents and maintains responsibility for the City Seal
7. Do filing, labeling, copying and mailing as needed.
8. Process applications for cigarette and liquor licenses and various permits.
9. Act as liaison with state and county agencies, city attorney, engineering firm and auditor.
10. Purchase supplies as needed.
11. Receive requests, complaints and information from the public and transmits to staff and/or council to process as needed. Handles when required.
12. Answer city phones and provides information and assistance to the public on request.
13. Maintain duplicate files for permits issued.
14. Supervise city personnel
15. Coordinate the information flow between the council and staff and assist staff and council members as needed.
16. Coordinate the Economic Development Authority
17. Assist Fire Department Chief with coordination of Fire Department

##### Zoning

1. Review applications for variances, conditional use permits, subdivision and zoning changes; prepares recommendations to city council consistent with city code.
2. Review building permits, including review of site plan, and forward requests to the Building Inspector
3. Initiate enforcement proceedings when code violations occur; prepare letters and contacts property owners.
4. Provide planning and technical support to the Economic Development Authority
5. Make recommendations to amend city code
6. Assist with reviewing and updating city's comprehensive plan

### Accounting & Finance

1. Manage the investments of the city funds and provides current status, activity and performance reports to the council. Invests funds in accordance with sound financial practice.
2. Develop annual city budget, presents budget to the city council for review and adoption; monitors expenditures and receipts; complies with Truth in Taxation and all reporting requirements. Moves funds as directed by council.
3. Maintain and process payroll for city employees and election judges. Processes payroll deductions.
4. Reconcile city checking accounts and ensure all accounts are balanced. Make deposits to banks.
5. Responsible for certifying assessments, special charges, and tax levies to the County Auditor
6. Oversee billing and receipt of utility revenue
7. Generate financial statements and cash balance fund reports for the city council
8. Work with auditor at year-end. Generate reports and present financial data as required for the audit.

### Elections

1. Administer local elections in accordance with state and county requirements
2. Oversee elections, notices, scheduling and training of election judges and maintains election records

### **Knowledge and Skills Required**

1. Knowledge of Municipal financial management including investment of funds, accounting, payroll and billing practices and financial record keeping.
2. Knowledge of city code, ordinances, resolutions and policies
3. Knowledge of state and county election procedure and operations
4. Considerable knowledge of laws, rules and regulations affecting city government
5. Ability to maintain accurate and complete records and files
6. Considerable ability to communicate effectively both orally and in writing with staff, state and county officials, elected officials and the public.
7. Considerable ability at self-supervision to prioritize work, research and solve problems
8. Ability to represent the city in a professional, courteous, and efficient manner.
9. Must be detailed oriented, adaptable, flexible and quick learner.
10. Knowledge of planning and zoning
11. Working knowledge of the government processes and services, funding sources, and economic research methods.
12. Ability to operate office equipment and computers.

### **Minimum Requirements**

College graduate with a bachelor's degree or technical college degree with similar years of experience in accounting, finance or a related field.

**State Job Match List- City (without Police and Liquor Store)**

**Accounting & Finance**

<b><u>Possible Local Class Title</u></b>	<b><u>Possible Match With State Classes</u></b>	<b><u>State Point Rating</u></b>	<b><u>Possible Point Range</u></b>	<b><u>Brief Description of Job Class</u></b>
<b>Accountant Account Clerk Admissions Clerk Bookkeeper Payroll Clerk Treasurer</b>	Office & Admin Spec	117	113-125	Under general supervision, processes and maintains varied records and written materials, through the selection and use of established clerical procedures requiring knowledge of program operations and procedures; may also account for receipts and disbursements of money for standard accounts.
	Office & Admin Spec. Int..	141	135-151	Under general supervision, reviews, processes, and maintains records and written materials selecting and using varied clerical procedures, performs specialized program support work and/or provides technical advice and work guidance to other office support staff as a leadworker. May process information required to secure reimbursements for the cost of care and treatment provided to patients/residents.
	Account Clerk	141	135-151	Under general supervision. Performs a combination of clerical and bookkeeping duties involving specialized knowledge of financial records and coding, inputting and accessing information in the accounting system to maintain complete bookkeeping records where scope, volume or complexity is limited; or to maintain a difficult part of an extensive bookkeeping operation. Responsible for bookkeeping in a central accounting system. Work involves the application of bookkeeping principles in maintaining financial records. May prepare payroll, invoices, purchase orders, etc.
	Account Clerk, Senior	169	162-181	Under general supervision, provides the bookkeeping and clerical services necessary to initiate and complete a functional phase of a major transactional accounting operation (such as centralized accounts payable or receivable operation) and/or provides lead work direction to co-workers.
	Accounting Technician	203	198-213	Under limited supervision, provides technical fiscal advice and service requiring interpretation of rules and regulations relating to the accounting system including responsibility for the planning and control of expenditures for a distinct fiscal operation such as a major set of accounts, pre-audit of transactions in a major activity or cash receipts in a major facility; may provide technical advice and work guidance to office support staff as a lead worker.
<b>Cashier</b>	Admission/Gift Shop Clerk	110	100-111	Performs a variety of assigned duties in the public service or gift shop operations. Work may include both indoor and outside activities, involving considerable public contact. Daily assignments are made by an immediate supervisor, with close supervision provided in the form of inspections or review of oral and written reports.
	Cashier	170	162-181	An employee in this class is responsible for the receipt, record keeping and disbursement of large sums of money where there is considerable complexity and variety of accounts or consequence of error. Duties are performed within the framework of established procedures and under general supervision by a higher level cashier or accounting employee.

<u>Possible Local Class Title</u>	<u>Possible Match With State Classes</u>	<u>State Point Rating</u>	<u>Possible Point Range</u>	<u>Brief Description of Job Class</u>
	Accounting Officer	238	228-252	Under general supervision, functions as a fiscal officer of a small department, institution, or major division, or as an assistant to higher-level accounting personnel in a large fiscal operation; develops, maintains, and interprets financial information systems; analyzes and interprets fiscal data to provide a wide range of clearly-defined accounting services; may provide leadwork direction to Account Clerk, Accounting Technician, or clerical employees engaged in fiscal operations.
<b>Business Manager Clinic Manager</b>	Business Manager 1	342	314-353	Under limited supervision, plans and supervises all business functions of a medium-sized state institution to support general policies and objectives determined by the administrator; supervises employees engaged in a variety of functions.
	Business Manager 2	479	451-496	Under limited supervision, plans and manages all fiscal, service, and business operations of a large state institution to support general policies and objectives determined by the administrator; supervises employees engaged in diverse functions.
<b>Accounting Manager Finance Director Treasurer</b>	Accounting Officer Sr.	342	314-342	Under limited supervision, maintains large state-federal or state-county accounts, oversees a major accounting function in a large department, or directs an accounting division of numerous employees to coordinate the various phases of accounting services; develops procedures and policies for the work involved; usually provides leadwork for accounting professional, para-professional, and bookkeeping employees.
	Accounting Supervisor, Sr.	353	323-353	Employees in this class supervise a complex accounting system and maintain a large and complex system of accounts as a section chief in the finance division of a large department, large state-federal or state-county accounts in the accounting division of a large institution. Supervisory responsibility includes either effectively recommending or hiring, directing, disciplining, performance evaluation, assigning the duties and training accounting professional, technical and clerical staff. This responsibility extends to the development of policies as well as procedures for the fiscal operation.
	Accounting Supervisor Prin.	393	372-417	Under limited supervision, supervises an accounting section or serves as top assistant to an accounting manager or other high-level fiscal management officer in a large state department to provide financial support for departmental policies and programs; performs related work as required.
	Accounting Director	479	464-511	Under limited supervision, directs all accounting functions of a large state department, agency, or institution to provide technical and supervisory financial support for policies and programs established by the department's head; supervises professional and technical accounting employees and serves as chief liaison to activity managers; performs related work as required.

## Administration/Management

<u>Possible Local Class Title</u>	<u>Possible Match With State Classes</u>	<u>State Point Rating</u>	<u>Possible Point Range</u>	<u>Brief Description of Job Class</u>
<b>Administrator</b> <b>City Clerk</b> <b>City Clerk-Treasurer</b> <b>Executive Director</b> <b>Manager</b>	City Clerk PES Benchmark Rating	228	228-238	Acts as executive officer. Keeps records of all council proceedings, handles all correspondence on behalf of the council, draws up agendas and executes any assignments given by council. In statutory cities performs duties prescribed by statute. Acts as executive officer, keeps records. City Clerk in a small city.
	City Clerk/Treasurer PES Benchmark Rating	275	268-289	Combines job duties of city clerk and city treasurer. Generally in a smaller entity.
	Administrator/Manager	483	466-496	Serves as top administrator for governing body. Prepares budgets, broad authority to hire, discipline and dismiss personnel. Implements policy, hires personnel in an organization of at least several departments and several different job classes.
	Business Manager 2	479	451-496	Under limited supervision, plans and manages all fiscal, service, and business operations of a large institution to support general policies and objectives determined by the administrator; supervises employees engaged in diverse functions; performs related work as required. Usually responsible for the supervision of at least 25 employees.
	Administrator PES Benchmark Rating	1142	1096-1232	Carries out the policies established by the governing body for the efficient administration of the business of the jurisdiction. Duties include coordinating administration of all departments and developing the annual budget. Usually responsible for an organization of usually several hundred employees.
<b>Admin Assistant</b> <b>Program Coordinator</b> <b>Program Administrator</b>	Executive 2	238	233-252	Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards and/or program operations for more than one major parallel function.
	State Prog. Admin	238	233-252	First-level professional administration work. Under general supervision, reviews administrative processes for accuracy, technical competency, and for compliance with eligibility, reporting and other administrative requirements. Reviews program activities so that resources are properly expended by receiving and monitoring ongoing reports such as quarterly and annual status reports; contacting clients and proposing solutions to resolve problems discovered during monitoring (may include submitting new reports, amending current reports, etc.; retaining program records and files as specified by practice or regulation; collecting, analyzing, and organizing program activity data. Delivers program services directly to clients to maintain program procedures so that reasonable administrative guidelines are implemented.
	State Prog. Admin. Intermediate	275	268-291	Second-level professional program administration work. Under general supervision, an employee in this class is responsible for administering public program activities. Responsibility extends to executing contracts, reviewing program reports, to approving the distribution of program resources. Responsibility includes effectively making recommendations to higher-level program administrators or other administrative employees to assign special conditions and/or terminate program services. Reviews and analyzes proposed requests to expand public program service delivery so that they comply with program requirements by interpreting and analyzing governmental regulations, rules, policies/procedures, and communicating this information to clients; analyzing and interpreting required reports and advising clients on changes needed to comply with program criteria; determining if funding and services are within the limitations of the specified public programs; submitting timely documentation and reports; checking eligibility and completeness of information



<u>Possible Local Class Title</u>	<u>Possible Match With State Classes</u>	<u>State Point Rating</u>	<u>Possible Point Range</u>	<u>Brief Description of Job Class</u>
	State Prog. Admin. Sr.	332	314-353	Third-level professional program administration work. Under limited supervision, an employee in this class is responsible for analyzing, monitoring and administering programs requiring a comprehensive understanding of all procedural and administrative guidelines. Responsibility extends to recommending the withholding of services or other corrective actions in cases of noncompliance. General and technical guidance may be received from a higher-level program administrator or other administrative employee. Approves and denies requests to expand public program service delivery so that they comply with program requirements by interpreting and analyzing governmental regulations, rules, policies/procedures and communicating this information to clients; analyzing and interpreting required reports and advising clients on changes needed to comply with program criteria; determining if funding and services are within limitations of the specified public program; submitting timely documentation and reports; checking eligibility and completeness of information.
	State Program Administrator Principal	393	382-417	Fourth level professional program administration work. Under limited supervision, an employee in this class is responsible for analyzing and administering public programs which are both comprehensive and technical in nature. Responsibility extends to withholding services and/or corrective action in cases of noncompliance. Responsibility includes consolidating multiple program activities to ensure efficient and effective administration. Providing support to clients before committees, commission meetings, and other forums is a common function. Audits and evaluates program progress reports to determine if the programs are achieving their objectives by receiving and reviewing periodic monitoring reports; contacting clients and proposing solutions to resolve problems discovered during the evaluation (may include amending current reports, etc.) retaining program records and files as specified by regulations, collecting preparing data, analyzing and organizing program activity data. Consolidates multiple program activities to ensure their efficient and effective administration by integrating findings of several work groups; by preparing and coordinating an annual public administration plan; and by developing processing and conducting an assessment of program activities.

### Clerical/Office Support Services

<b>Clerk Data Entry Operator Duplicating Equip. Oper File Clerk Office Assistant Typist</b>	Office Specialist	102	94-105	Under immediate supervision, provides repetitive/standardized, skilled typing and clerical support to office, program and/or administrative staff.
	Office & Admin Spec	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.
	Office & Admin Spec. Int	141	141-151	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.
<b>Administrative Asst Customer Service Spec Data Entry Operator Sr Receptionist Secretary Word Processing Operator</b>	Office & Admin Spec	117	113-125	Under immediate supervision, operates electronic word processing equipment to produce routine letters, reports, and other repetitive materials from hard copy or machine dictation.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Customer Service Spec	124	113-125	Under immediate supervision, operates a console or cord-type switchboard to place and receive local and long distance phone calls.
	Office & Admin Spec. Int	141	141-151	Under general supervision, operates electronic word processing equipment utilizing special features to produce complex, non-routine materials involving specialized or technical formats and/or terminology.
	Office & Admin Spec. Sr	169	162-181	Under limited supervision, provides the administrative and clerical services necessary to initiate and complete a major clerical function for an operation such as a program with jurisdiction-wide impact, including related keyboard duties; and/or provides leadwork direction to clerical staff.
	Office & Admin Spec Prin	203	198-215	Under limited supervision, performs administrative and program support work requiring policy, law and contract interpretation which may include responsibility for a distinct, usually clerically oriented program and/or office management of a unit providing project/program or clerical support.
	Executive 2	238	233-252	Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one major parallel function.
<b>Clerical Supervisor Office Manager</b>	Office Services Supv 1	208	198-213	Under limited supervision, performs administrative and program support work requiring policy, law and contract interpretation which includes responsibility for a distinct, usually clerical oriented department-wide or jurisdiction-wide program and/or office management of a unit providing project/program or clerical support; supervises a small organizational unit with jurisdiction-wide impact or a large office staff within a department.
	Office Services Supv 2	238	233-252	Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one major parallel function; supervises a group(s) of clerical employees who are providing administration and support services for these functions.
	Office Services Supv 3	291	275-298	Under limited supervision, plan, organizes, directs and controls a number of major, diverse clerical and/or technical support functions through subordinate supervisors and staff who perform varied and diverse tasks to provide office program management work for a major unit of a department which has considerable external or internal impact; or serves as the assistant to the head of a major department and approves all fiscal documents and records, supervises the keeping of accounts and the preparation of budgets, etc.

### **Communications/Marketing**

<b>Economic Development Coordinator</b>	Community Development Representative	342	342-375	Under limited supervision, employees in this class resolve a full range of community and economic development problems by implementing the Minnesota Small Cities Development Program, the Minnesota Economic Recovery Program and the Urban Homestead Program. Employees in this class interpret state and federal housing and community development laws, policies and regulations; direct local communities' analysis of needs and strategies for housing and community development activities; review and evaluate grant applications determining funding priorities; monitor grantee progress and performance.
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## Computer and Technology

<u>Possible Local Class Title</u>	<u>Possible Match With State Classes</u>	<u>State Point Rating</u>	<u>Possible Point Range</u>	<u>Brief Description of Job Class</u>
<b>Computer Op-Entry Level</b>	EDP Operations Tech 1	138	135-151	Under immediate supervision, provides standard, routine technical services in electronic data processing to support office, program, and/or administrative goals and objectives by operating computer consoles, monitoring/directing the flow of work through the control area and logging out completed jobs.
<b>Computer Op-Experienced</b>	EDP Operations Tech 2	166	162-181	Under general supervision, provides skilled, non-routine technical services in electronic data processing to support office, program, and/or administrative goals and objectives by operating computer consoles, monitoring/directing machine operations for complex jobs and inspecting system output for quality and completeness.
<b>Computer Programmer Information Tech Spec</b>	Information Technology Spec 1	238	233-252	Under general supervision, employees in this classification provide programming, LAN administration, help desk support network, technical support or work station administration. Focus of job is primarily implementation and platform dependent applications. Employees in the class are expected to have experience in technical information technology positions or IT coursework. Requires familiarity with basic information technology theory and specific knowledge of one or more programming languages; network configuration of hardware and software; workstation administration; and/or agency computer systems and programs. Must be able to analyze information requirements and think in a logical manner. Must be able to write documents and proposals that are clear and coherent and use proper grammar, spelling and syntax. Necessary human relations skills include courtesy and ability to work well with colleagues, clients and team members.
	Information Technology Specialist 2	282	275-291	Under general supervision, employees in this classification are responsible for standard/routing programming, LAN administration, network operation and support or work station administration. With increased discretion over the Information Technology Specialist 1, the focus of these jobs is primarily implementation and platform dependent applications. Requires familiarity with information technology theory. At this level, employees typically know more than one programming language and have a broader knowledge of different kinds of software and equipment. Must be able to write documents and proposals that are clear and coherent and use proper grammar, spelling and syntax. Necessary human relations skills include courtesy and ability to work well with colleagues, clients and team members. Incumbents perform more independently, serve as a resource to a larger, more varied clientele and have responsibility for larger or more technical systems. Employees at this level may do some analysis and design work; those at the first level typically do not.

<b><u>Possible Local Class Title</u></b>	<b><u>Possible Match With State Classes</u></b>	<b><u>State Point Rating</u></b>	<b><u>Possible Point Range</u></b>	<b><u>Brief Description of Job Class</u></b>
	Information Technology Specialist 3	342	332-353	Under limited supervision, employees at this level focus on analysis and design of systems. The work requires a number of years experience in a specific information technology area with an increasing level of technical know how. The work requires a firm grasp of conceptual background in a specific area as with knowledge of the practical applications. Knowledge of specific area of business or technology sufficient to make recommendations about existing practices and procedures to take into account new technologies. Employees are responsible for independently completing projects or significant parts of large projects. They define what needs to be done rather than complete projects that are outlined for them by others. This is the first level where employees are expected to understand the broad business needs of the department or organizational unit. Unlike lower levels, little direction is given on technical aspects of the job. Less time is spent on coding and testing than at other levels and may involve relational database systems. Participates in analyzing and designing system networks and applications rather than implementation only. Incumbents may provide lead work to others, oversee systems or projects and participate in collaborative endeavors.
	Information Technology Specialist 4	404	393-417	Under limited supervision, employees at this level are either project managers for large, complex projects that involve a number of information technology professionals; or technical specialists performing system analysis, systems programming or network design on large complex systems. Emphasis of these jobs involves overall system problems, needs and new requirements, not maintenance of existing systems. Employees are either project managers for large complex projects or technical specialists. Analyze and design systems, networks and applications. Make decisions on systems configuration and types of technology. Employees are more involved in assessing and introducing new technology than those at the lower level. Employees at this level must understand ramifications and consequences of problems and motivate other specialists to collaborate on solutions and integrating system components.
	Information Technology Specialist 5	479	464-496	Under administrative direction, employees at this level are expert in a specific technology area and sought out by seasoned practitioners for advice and standards. The focus of work at this level is on investigating new technologies and making recommendations on the best technology fit for agency or statewide use. Employees are Project Managers or lead workers/coaches to other advanced technical specialists on systems and projects of the greatest scope and complexity. Employees are responsible for long range planning and design of system architecture and structure. Analyze, design and approve systems, networks and applications.

<u>Possible Local Class Title</u>	<u>Possible Match With State Classes</u>	<u>State Point Rating</u>	<u>Possible Point Range</u>	<u>Brief Description of Job Class</u>
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### **Engineering**

<b>Engineering Aide Engineer Highway Technician Engineering Aide II Engineering Aide III Engineering Technician</b>	Engineering Aide	178	174-181	An employee in this class performs routine technical work as an engineering assistant in making surveys, in preparing drawings and maps, and in making and checking engineering computations. Assignments are given verbally or in writing and are detailed in nature. Work in progress and final work is checked by higher level aides or engineers.
	Transportation Generalist	183	173-187	Under general supervision, performs skilled tasks to maintain and construct all types of highways and may provide lead work to co-workers. Transfer and operate the full range of heavy equipment used by the transportation department; modify and calibrate equipment to meet specialized needs.
	Transportation Generalist Senior	214	203-218	An employee in this class performs a wide range of field, laboratory and other technical assignments such as verifying, calculating and analyzing data for plans, appraisals and multiple projects with competing deadlines. Performs moderately complex drafting and mapping projects.
	Transportation Specialist	203	203-218	An employee in this class applies advanced-level technical skills to assist in the completion of large and complex transportation engineering projects. Performs safety inspections on bridges and structures. Drafts and interprets the most complex drawing, plans, layouts and maps.

### **Maintenance/Public Works/Construction/Transportation**

<b>Custodian Lead Custodian Housekeeper Janitor</b>	General Maintenance Worker	111	103-114	Under immediate supervision and using established procedures and routines, provides cleaning, maintenance, groundskeeping and/or housekeeping service to ensure buildings are cleaned and properly maintained
	Housekeeper/Custodial Worker PES Benchmark	116	113-125	Does routine light work in the cleaning of wards, rooms, baths, offices and halls.
	General Maint. Worker Lead/ Janitor Senior	134	126-137	Under general supervision, plans, assigns, and inspects work for a group of janitors, and participates in cleaning, general maintenance, groundskeeping, and/or housekeeping tasks.
<b>Head Custodian Building and Grounds Director</b>	Building Services Supv	187	177-187	Under limited supervision, develops and oversees effective cleaning plans for a state building or group of buildings; assigns, reviews, and evaluates work performed by cleaning personnel.
<b>Executive Housekeeper</b>	Executive Housekeeper PES Benchmark	284	268-289	Directs and administers the housekeeping program; supervises janitorial service and the issuing of linens. Maintains inventory and personnel records.
	Building Services Manager	271	252-271	Under limited supervision, plans, develops, budgets, and directs cleaning operations and associated services for a group of state office buildings; assigns and evaluates work performance of lower level supervisors and their employees.
<b>Auto Serviceworker Mechanic</b>	Auto Service Attendant	112	110-115	An employee in this class performs duties involving the light maintenance and servicing of automotive equipment. All equipment is checked by this employee and any needed major repairs are reported to a supervisor. The employee also keeps accurate records of repairs made and fuel, oil and supplies used.
	Automotive Mechanic	208	204-213	Under general supervision, maintains and repairs cars and other light-or medium-weight automotive equipment; performs related work as required.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Heavy Equipment Mechanic	237	237-247	Under general supervision, maintains and repairs heavy equipment, including trucks, road construction and maintenance machinery, medium-and light-weight equipment, and high performance engines to ensure consistent and high quality performance of equipment; performs related work as required.
<b>Stationary Engineer</b>	Engineer, Stationary PES Benchmark	206	202-212	Operates and maintains a variety of equipment, including boilers, diesel and steam engines, and refrigeration and air-conditioning systems. May supervise firemen or boiler tender.
	Steamfitter	213	213-221	Under general supervision, uses standard procedures and tools to install, alter, maintain, and repair high-pressure steam, water and air lines.
	Plant Maintenance Engineer	215	210-218	Under general supervision, performs skilled mechanical work to maintain, operate, and repair heating and power equipment and other mechanical systems such as plumbing, ventilating, and electrical systems.
	Stationary Engineer	215	210-218	Under general supervision, operates, maintains, and repairs a high pressure steam heating or electric generating plant on an assigned shift to ensure proper steam pressure and electric power production; may provide technical advice and work guidance to other employees as a leadworker.
	Engineer, Chief-PES Benchmark	366	353-366	Directs a program involving the operation, maintenance and repair of high pressure steam and electric generating equipment
<b>Laborer Groundskeeper Maintenance Worker Parks Worker Public Works Worker</b>	Laborer, General	121	119-124	Under immediate supervision, performs unskilled routine heavy manual labor to assist in the maintenance and repair of state highways.
	Groundskeeper	136	127-139	Under immediate supervision, performs lawn, garden and/or road maintenance services for a public facility. Operates hand-held and riding machinery/tools to mow, trim, edge, rake, fertilize, water, sod and seed lawns and athletic fields; prune/fell trees; till gardens; weed plantings, etc. Clear snow and refuse from facility sidewalks, ramps, parking lots and driveways so that users may move safely about the grounds.
	Groundskeeper, Intermediate	163	154-166	Under general supervision, performs lawn, garden and/or road maintenance services for a public facility. Train and direct work of less experienced groundskeepers, resident workers and/or student workers in order to insure that facility grounds and roads are safe and aesthetically pleasing at all times by assigning specific responsibilities and tasks to other workers and inspecting their finished work. Operate hand held and riding machinery/tools to mow, trim, edge, rake, fertilize, water, sod and seed lawns and athletic fields; prune/fell trees, till gardens, weed planting; etc. Clear snow and refuse from facility sidewalks, ramps, parking lots and driveways so that users may move safely about the grounds.
<b>Heavy Equipment Operator Highway Maintenance Public Works Worker</b>	Transportation Associate	156	150-163	Under immediate supervision, performs semi-skilled tasks to maintain and construct gravel, bituminous and concrete highways. Transfer, operate and transport equipment as certified. Perform routine testing and inspection of construction material.
	Transportation Generalist	183	173-187	Under general supervision, performs skilled tasks to maintain and construct all types of highways and may provide lead work to co-workers. Transfer and operate the full range of heavy equipment used by the transportation department; modify and calibrate equipment to meet specialized needs.
<b>Maintenance Supervisor Highway Maintenance Supervisor</b>	Highway Maintenance Supervisor PES Benchmark Rating	213	199-218	Responsible for supervising and directing general maintenance/public works activities. Participates in maintenance work.

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
	Street Maintenance Sup PES Benchmark	252	149-252	Responsible for supervising the work of one or more small work crews engaged in construction or maintenance operations of a routine nature. Employees of this class are responsible for on-site supervision and for obtaining effective and efficient performance from subordinates in carrying out assigned tasks. Size of crew supervised varies according to area of work assignment. Assignments are received from a superior who makes inspections to evaluate work progress and adequacy and to provide specific direction where required.
	Highway Maintenance Supervisor	301	291-308	Under limited supervision, coordinates road and maintenance activities within a subarea of a Department of Transportation maintenance area; supervises maintenance personnel; performs related work as required

## Utilities

<b>Sewer &amp; Water Maint Wkr Sr</b>	Sewer and Water Maintenance Wkr. BES Benchmark Rating	149	146-152	Performs semi-skilled work in the maintenance and repair of municipal water or sewer systems. Specific duties may include maintaining and repairing pumps, motors and related equipment in water-pumping and sewage-life stations, flushing storm and sanitary sewers, cleaning storm catch basins and raising and lowering manholes to street grade.
	Sewer and Water Maintenance Wkr BES Benchmark Rating	176	173-183	Performs skilled work in the maintenance and repair of municipal water or sewer systems. Repairs the more complex pumps motors and related equipment in water-pumping and sewage-lift stations. Several years experience in municipal water or sewer maintenance required.
<b>Water/Wastewater Plant Operator</b>	Water/Wastewater Plant Operator PES Benchmark Rating	171	167-180	Skilled work in operation of a water pumping and treatment plant and/or sewage treatment, sludge processing and disposal equipment at a sewage treatment plant. Responsibilities may include operation and maintenance of wells, pumps, filters, aerators, lagoons, chemical treatment operations, testing of water quality, and related operations
<b>Wastewater Plant Supv</b>	Wastewater Plant Supv. PES Benchmark Rating	291	282-291	This is technical supervisory and some administrative work in directing the operations of a sewage treatment plant. Responsible for supervising the work of wastewater plant personnel engaged in the operation, maintenance, repair and laboratory testing work conducted at the wastewater treatment plant.
<b>Water Plant Supervisor</b>	Water Plant Supervisor PES Benchmark Rating	291	282-291	This is technical supervisory and some administrative work in directing the construction, operation, maintenance and repair of the municipal water system.. Supervision is exercised over shift operators and maintenance personnel. Work is performed under the general supervision of an administrative superior and is reviewed through discussion and occasional inspections.
<b>Electric Plant Operator</b>	Electric Plant Operator PES Benchmark Rating	172	162-181	Performs work in the operation of a municipal power plant. Involves operation of boilers, turbines, engines, generators, and other related machinery. Work may also involve general plant maintenance.
<b>Power Plant Operator, Chief Engineer-Grade A or Grade B</b>	Power Plant Operator PES Benchmark Rating	172	172-215	Persons holding this class license as designated in M.S. 183.51, subd.4.
<b>Power Plant Supervisor</b>	Power Plant Supervisor PES Benchmark Rating	291	282-298	This is supervisory and skilled operating and maintenance work in the production of electricity for a municipal utility system. Work involves assigning, supervising and evaluating skilled operators in production of electricity, maintenance of accurate records and preparation of reports. Work includes overall management of the power plant and sub-stations, control of supplies and materials, training of operators and operating the plant and its components on a relief basis

Possible Local Class Title	Possible Match With State Classes	State Point Rating	Possible Point Range	Brief Description of Job Class
<b>Lineworker</b>	Lineworker PES Benchmark Rating	225	213-238	This is skilled work in the construction maintenance and repair of electrical transmission wires and cables Work involves the performance of skilled tasks in accordance with standard trade practices in the construction, maintenance and repair of electrical transmissions and distribution systems. Work is normally performed under supervision and is subject to inspection for qualifying of work by superiors.
<b>Line Supervisor</b>	Line Supervisor PES Benchmark Rating	266	268-289	This is supervisory work of a small crew of skilled and semi-skilled workers engaged in the construction, maintenance and repair of underground and overhead electrical systems.
<b>Electric Distrib Supv</b>	Electric Distribution Supv. PES Benchmark Rating	363	342-363	This is technical supervisory and administrative work in supervising the construction, operation, maintenance and repair of the municipal electric distribution system. Work involves planning and supervising the work of electrical distribution system construction and maintenance workers, electrician and meter service work. Work also includes maintenance of necessary records, preparation of periodic reports and preparing and administering the department budget.
<b>Utilities Superintendent</b>	Utilities Superintendent PES Benchmark Rating	353	332-353	This is technical supervisory and some administrative work in the conduction, operation, maintenance and repair of the municipal utilities system which includes electrical distribution, water treatment and distribution, and sewage treatment.. Work involves the responsibility for planning, organizing, directing and reviewing the construction, operation, maintenance and repair of the municipal utilities system. Although responsibility for many operations is assigned to subordinates, surveillance over all field activities is required through inspection, consultation and review of reports, and involves assisting in the solution of difficult work problems. Work is reviewed through reports, conferences and evaluation of the efficiency of operations. Supervision is exercised over large number of lead, skilled, limited skilled and unskilled employees.
<b>Electric Superintendent</b>	Electric Superintendent PES Benchmark Rating	353	342-363	Supervises and administers an electrical generating and distribution system. Employees in this category usually do not participate in the electrical work as laborers. This is technical supervisory and some administrative work in the construction, operation, maintenance and repair of the municipal electric utility system. Work involves the responsibility for planning, organizing, directing and reviewing the construction, operation, maintenance and repair of the municipal electric system. Although responsibility for some operations is assigned to subordinate supervisors, surveillance over all field activities is required through inspection, consultation and review of reports, and involves assisting in the solution of difficult work problems. Supervision is exercised over a number of skilled, limited skilled and unskilled employees.



**City of Freeport**

**Job Evaluation Record**

**November, 2006**

<b>CITY POSITION</b>		<b>STATE MATCH</b>		<b>POINTS</b>
City Clerk/Treasurer	75%	Administrator/Manager	495}	475
	25%	Accounting Supervisor Principal	415}	
Public Works Director	50%	Highway Maintenance Supervisor	308}	331
	50%	Utilities Superintendent	353}	
Administrative Assistant		Office & Admin Specialist Senior		169
Maintenance Worker	1/3	Sewer & Water Maintenance Worker	152}	154
	1/3	Transportation Generalist	187}	
	1/3	Laborer, General	124}	
Maintenance Worker	1/3	Laborer, General	121}	139
	1/3	Transportation Associate	150}	
	1/3	Sewer & Water Maintenance Worker	146}	