

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

PERSONNEL COMMITTEE

February 14, 2022 - 6:35 PM

(or immediately following previously scheduled meeting)

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 856 7607 0538 | Passcode: 506759

By Computer:

<https://us02web.zoom.us/j/85676070538?pwd=QkpCZkY1dW13c3ptNWJhNTBiN29Mdz09>

****By Phone: +1-312-626-6799 (US Chicago)**

(A quorum of the City Council may attend this meeting)

AGENDA

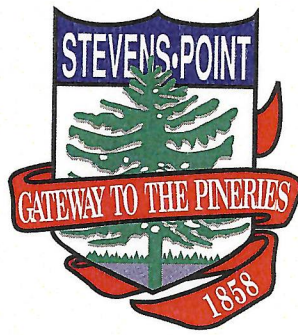
Discussion and Possible Action on:

1. Roll Call.
2. Amendments to Administrative Policy 2.06 and 2.07.
3. Reorganization of Records Area in the Police Department.
4. Reorganization of the Community Development Department.
5. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.



February 4, 2022

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, HR Manager

RE: Amendments to Administrative Policy 2.06 and 2.07

The amendment to Administrative Policy **2.06** was requested by Mayor Wiza.

We have a policy (included in 2.07 – also attached due to a language clean up amendment) that allows the hiring of external candidates up to Step 3 if specific criteria are met. Historically, this policy has only been applied to management level positions.

The request has been made to modify the policy language to allow this process with internal promotions as well. Our current policy relating to promotions provides a minimum of a 5% increase for employees who are promoted. Depending on how many grades the promotion affords the employee, the actual increase may be greater than the 5% noted above. For example, we had two promotions during that later part of 2021 that afforded 9+ percent increases. Both of these were promotions to a management level position. Similarly, we had an hourly employee that was promoted to a lead position that yielded an 8% percent increase in pay following the “minimum of 5% increase” rule. This employee was promoted into an hourly position that was three grades higher than his current position.

With regard to current policy allowing hiring up to step 3 of the pay matrix when hiring external candidates, this has been done on rare occasion when we’ve had difficulty with recruitment (i.e., we’ve received one application or no response to job postings or an issue with an hourly position and wage compression with the entry level step of the supervisor), or the incoming candidate has exceptional qualifications including prior actual work experience with job duties equivalent to those of the position they are promoted into. This should not be construed as a “rubber stamp” process. Historically, these meetings have been held in person or telephonically so

that the "subcommittee" can ask questions of department head regarding the candidate and have a full discussion. I would suggest that if the committee is unable to meet "in person" a zoom meeting would be a great option to allow the committee to convene and fully discuss the elements of the request.

There should be a sense of "fairness" to practices overall and of course most important is being a good steward of taxpayer dollars.

I also contacted the Cities of Wausau, Wisconsin Rapids and Marshfield to see what their policy for wage increase for promotion is. Two communities have a policy that has a 5% increase over current pay identified regardless of if it's an exempt or non-exempt position. One allows up to 10% with the approval of the HR Director – it was stressed that this is a very RARE occurrence. The other community with a policy indicated the increase may be more than 5% depending on qualifications and experience. The HR Director indicated this is a rare occurrence.

The community without a specific written policy indicated they provide a 5-6% increase for hourly promoted positions and 9-10% for salaried positions.

Based on our area comparables, it appears our current policy is similar to our peers.

Administrative Policy 2.07

The amendment to Administrative Policy **2.07** is merely housekeeping in nature. We now hire at Step 2 of our pay matrix.

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Promotions and Transfers Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996, Nov. 16, 2015

Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City. This explains the City's policy on promotions and transfers for employees whose position is on the City's Pay Plan.

1. When a vacancy exists for management level positions, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion for management level positions (except Police and Fire) must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval. The request for promotion should include information relative to the employee's qualifications to fill the vacancy. Promotions for hourly employees will be approved by the Department Head. Requests for promotion of Police and Fire Personnel to management level positions shall go to the Police and Fire Commission
3. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position.

A promoted employee who does not successfully complete the required evaluation period may be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may see employment elsewhere.

4. The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employee an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.

In situations where recruitment difficulties exist or in the instance an internal candidate is identified that possesses exceptional qualifications directly related to the requirements of the position the department head can request for review by the internal subcommittee. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee

Chairperson and Human Resource Manager.

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

Assistant Chief's in the Police and Fire Departments shall start at a minimum of Step 3. The Police and Fire Commission may also request a higher starting step. Such request shall go to the Personnel Committee.

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progression in the pay plan (time until next step) shall also remain the same.

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Pay and Classification Plan Policy No.
2.07

Date of Issuance: December 18, 1989

Revision Date: March 18, 1986, September 15, 2008, January 21, 2013, August 17, 2015,
September 21, 2015, January 18, 2021

Description: A Pay Plan encompassing management and hourly positions was adopted by the Common Council in November, 2013. The Pay Plan consists of grades and steps which periodically will be adjusted to reflect market changes.

1. Pay Plan

The pay plan consists of seventeen grades with assigned values. Each position was assigned a grade based on the following criteria: Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. Adjustments to the pay plan matrix are approved by the City Council as part of the budget process.

New employees will be placed in Step 1 of the grade to which their position is assigned. A salary above the minimum may be granted in situations where recruitment difficulties exist or if a potential employee possesses exceptional qualifications directly related to the requirements of the position. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chair Person and Human Resource Manager. Requests for placement above Step 3 would require the approval of the Personnel Committee and City Council.

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

2. Pay Increases

Progression is based on attaining a performance rating of "Fully Competent" during the annual evaluation process. Employees are eligible for movement to Steps 2 – 6 on an annual (calendar year) basis. Movement to Steps 7 – 9 occur at two year intervals; movement to Steps 10 – 11 occur at three year intervals.

Employees whose pay rate is above the top step of their grade may be eligible to receive

the same increase that the matrix is adjusted by as established by the City Council during the budget process if they have achieved a performance rating of “Fully Competent”.

3. Temporary Assignment – Hourly Employees (Street / Parks, Utility)

Employees who are assigned by their supervisor to work in a position that is in a higher grade than their position may be eligible for an additional wage lift.

In order to be eligible for an additional wage lift, the employee must be assigned to the higher grade/classification by a supervisor for at least two (2) consecutive hours.

The wage lift will be the first step in the grade of the position they have been assigned that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides an increase of at least 5%, then the wage lift will be 2% above the employee’s current pay rate.

The absence of a specific employee or supervisor does not, on its own, trigger eligibility for an additional wage lift.

Timesheets that include such wage lifts must be initialed by the supervisor in order for the employee to receive the wage lift.

4. Temporary Assignment – FLSA Exempt

Employees who are called on to assume the additional work duties and responsibilities as a result of a resignation, extended medical leave of absence, or other approved leave of absence of a direct supervisor anticipated to be at least six (6) weeks in duration will be temporarily reclassified to the salary grade of the supervisor.

The employee on temporary assignment will be compensated at the rate of pay corresponding to the first step in the grade of the position they have been assigned that provides the employee an increase of a minimum of 5%.

At the time the temporary assignment ceases, the employee will revert to their prior salary grade and step. Upon return to their grade / step, the employee would be eligible for a step progression, if that occurred during their temporary assignment.



Stevens Point Police Department

933 Michigan Avenue
Stevens Point, WI 54481
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through
Partnerships with the Community"*



Thomas J. Zenner, Chief of Police

DATE: February 3, 2022

TO: City Personnel Committee
Human Resource Manager Jakusz

FROM: Thomas Zenner
Chief of Police

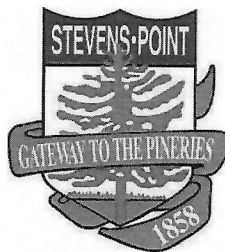
REF: Reorganization of Records Bureau of the Police Department

I am requesting permission to reorganize the Records Bureau in the PD. This reorganization addresses a succession of leadership deficiency within the work group as well as additional work assignments requiring specialized training. Expectations within the current assignment have exceeded the pay grade placement and job description of Administrative Assistant. The request will convert one Administrative Assistant position (Grade G) to an Administrative Assistant II position (Grade I).

Baker Tilly has completed a review of the updated job description and has placed the position in Grade I of the pay plan matrix. The anticipated annualized cost of the reclassification is \$3,084.75 (wages and fringe benefits). This increased cost will be absorbed within the current police department budget. Thank you for your consideration.

Sincerely,

Thomas Zenner
Chief of Police



MEMORANDUM

To: Personnel Committee

From: Ryan Kernosky, Director of Community Development 

Date: February 14, 2022

RE: Request for Reorganization of Community Development Department

Background: As members of the Committee and Council may be aware, Assistant City Assessor Sharon Patoka retired in September 2021. As a result, Property Appraiser Sandy Kratzke was promoted to Assistant City Assessor, and the Property Appraiser position has been left vacant as the department decided how to move forward. Collectively, there was an identified need for an additional staff member in the Planning/Economic Development Division of the Department, while ensuring that more administrative functions of the Assessing Division were still being met. From those internal discussions, job descriptions for the Neighborhood Planner/Economic Development Specialist position and the Community Development Technician position were created and sent to Baker Tilly for salary review.

The Community Development Technician is a realigned position designed to assist both the Building Inspection Division and the Assessing Division of the Department. The position is intended to promote the department's full-time Administrative Assistant to Community Development Technician to 1) backfill the administrative functions of the Assessing Division and 2) better align the current position with existing duties. This position requires the individual to obtain the WI-DOR Assessment Technician certification within six months of employment. Minimum education requirements include an Associate Degree in Urban/Regional Planning, Economic Development, Public Administration, or related field; two years of progressively responsible experience in municipal planning, building inspection, assessing, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A full job description is included as part of this packet.

The Neighborhood Planner/Economic Development Specialist position is a new position designed to assist the Director with the City's update to the Comprehensive Plan (slated to begin this coming summer), creation of the planned Business Improvement District, creating neighborhood improvement districts, marketing neighborhood programs (NHN, Rental Conversion, etc.), creation of an economic development focused website, applying for and maintaining grants, and assistance with WEDC and other development inquiries. This position has the following qualifications: Bachelor's degree in Urban/Regional Planning, Economic Development, Public Administration, or related field; two years of progressively responsible experience in municipal planning, economic development/redevelopment, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Masters degree is desirable. A full job description is included as part of this packet.

One of the main decisions to consider this reorganization is the amount of planning and economic development work that the City has consistently had over the last several years and the several upcoming planning and development projects. Currently, the Planning & Economic Development Division is made up of the Director and the Associate Planner/Zoning Administrator. While the City has a smaller staff than other peer communities, we have outpaced the average net new construction numbers for 5 of the last seven years:

Community	Population	Planning & Economic Dev Staff			Net New Construction (%)							
		Planning	Economic Development	Total	Average/ Municipality	2021	2020	2019	2018	2017	2016	2015
Stevens Point	25,667	1	1	2	2.24	2.81	1.2	3.99	2.67	1.48	2.28	1.26
Wausau	39,994	2	2	4	2.37	2.8	3.28	4	2.02	2.41	1.21	0.89
Marshfield	18,929	2	1	3	1.83	3.54	1.15	2.63	2.34	1.1	0.86	1.17
Wis. Rapids	18,877	1	1	2	1.19	2.82	1.34	0.75	1.39	0.98	0.65	0.42
Menasha	18,268	2	1	3	1.19	0.64	0.61	0.92	0.96	2.62	1.6	0.95
De Pere	25,410	1	1	2	1.13	1.68	1.05	0.99	0.99	1.13	0.61	1.49
West Bend	31,752	2	1	3	1.64	0.82	3.1	1.81	1.2	2.89	0.68	0.96
Weston	15,723	2	1	3	1.35	0.82	1.47	1.25	0.9	1.85	0.99	2.2
Plover	13,519	1	1	2	1.88	2.54	1.6	1.92	2.34	2.42	1.41	0.92
Manitowoc	34,626	1	1	2	0.88	0.82	1.65	0.84	0.92	0.52	0.84	0.58
					Average/ Year	1.93	1.65	1.91	1.57	1.74	1.11	1.08

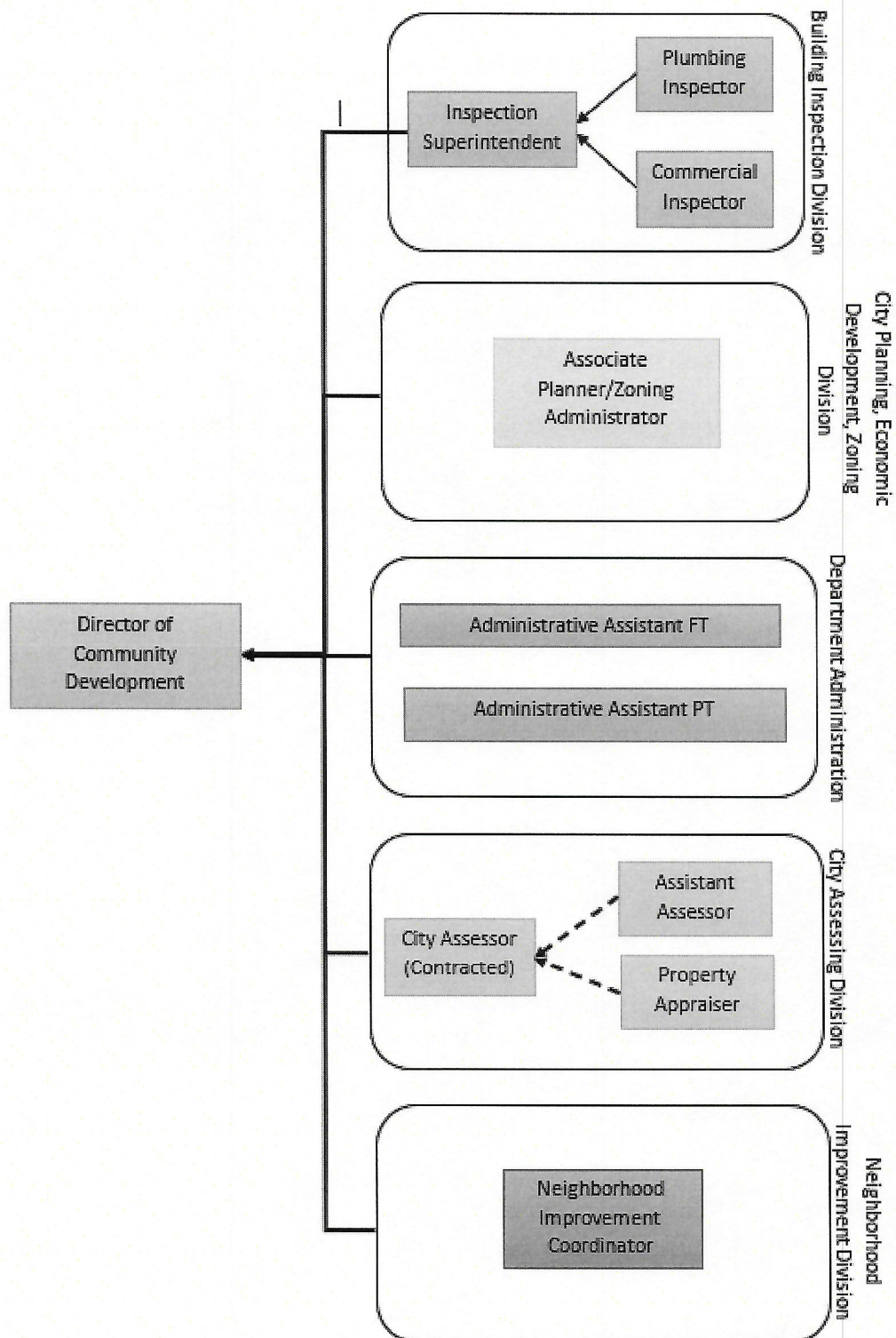
Although there's an argument that staff is doing more with less, it does not negate that there are development opportunities that the City is missing because of staffing needs within the department. A good example is a recent WEDC request for development information, in which City staff had four days to respond to intense questions about site selection, economic incentives, utilities, permitting, environmental, etc.. The current staffing levels prohibited us from even competing for the specific WEDC inquiry. The additional staff member will help the Director in preparing responses to these types of inquiries as we move forward.

Finally, we have several large-scale planning efforts that need to be addressed and updated over the next several years. By hiring someone in-house, we are saving on consulting costs for projects like the City-wide Comprehensive Plan Update, Neighborhood Comprehensive Planning, updating the City's Housing Needs Analysis, updating the City's Strategic Plan, Zoning Code Update, and Housing Affordability Reporting, among several others.

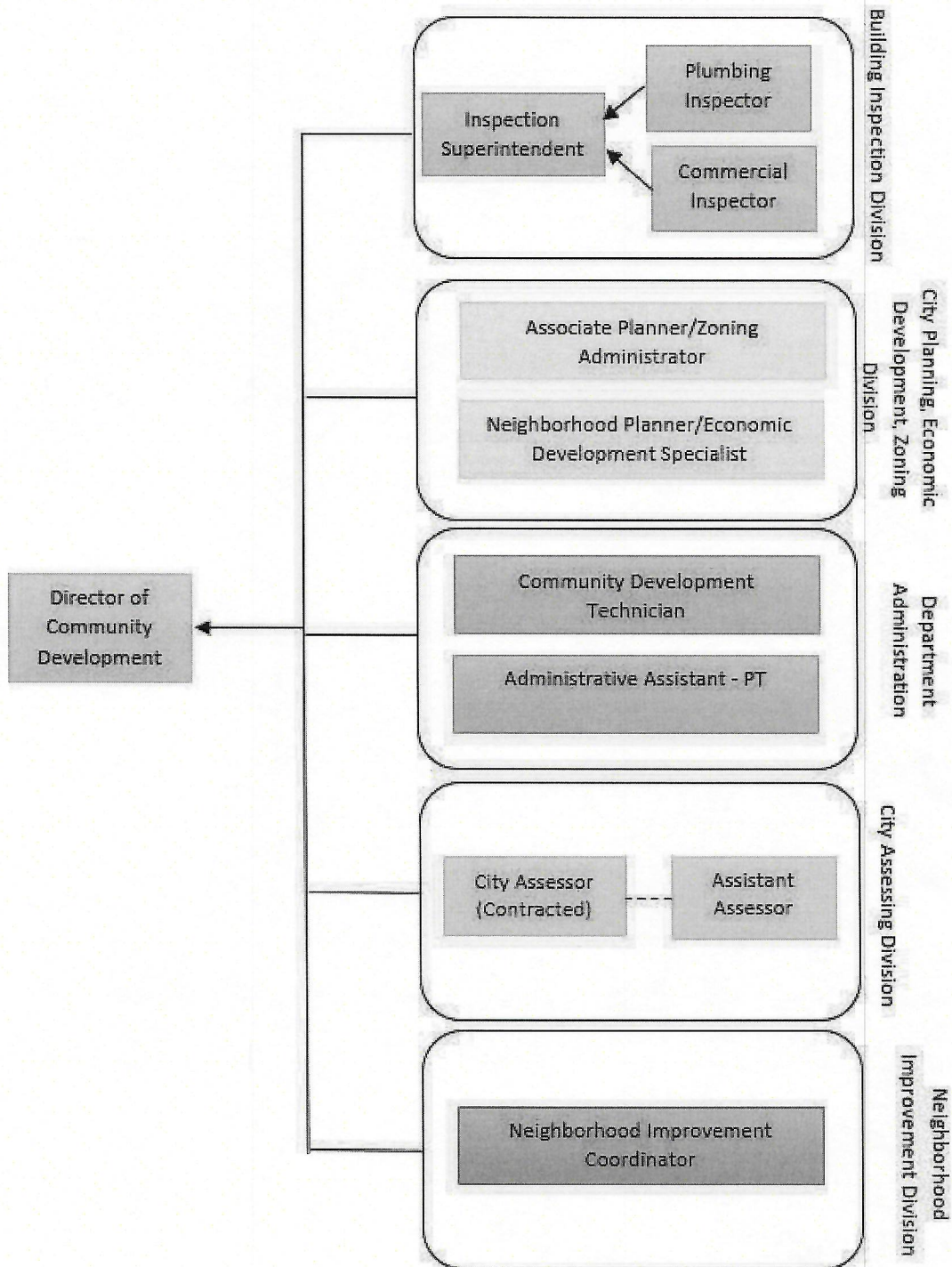
Financial Impact: The change in salary/benefits for the Community Development Technician position is \$8,459.07. The change in salary/benefits for the Neighborhood Planner/Economic Development Specialist is \$11,098.25. A combined impact to the Community Development budget is \$19,557.32. The Redevelopment Authority has authorized up to \$20,000 toward the Director's salary in order to allow the department budget to absorb the increased salary/benefit costs of the other two positions. The Redevelopment Authority has authorized this transfer for five years, after which the City's general fund would have to pick up the additional cost. There may be additional opportunities to fund a portion of these positions utilizing tools like the Business Improvement District or grants into the future.

Alternative Option: If the Council chooses not to adopt the attached reorganization and new positions, it would be my intention to post for the Property Appraiser position and hire as soon as possible. That position can be handled within the department budget.

Existing Department Structure



Proposed Dept. Organization



**POSITION DESCRIPTION
CITY OF STEVENS POINT**

Position: Community Development Technician

Department: Community Development

Report to: Director of Community Development

Salary Range: J

SECTION A

DISTINGUISHING FEATURES OF THE CLASS:

Performs technical building and zoning permitting work serving within the Community Development Department. Assists the public in answering specific and general inquiries regarding codes, procedures and policies of the department, including assessment. This role will process building and zoning permit applications, issue and receipt permits, and assist in the scheduling of inspections. Responsibility for the performance of moderately complex administrative duties which require judgment based on knowledge gained through experience. This position will be the back-up to the front desk Administrative Assistant and will provide help as needed.

SECTION B

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of:

Municipal planning, land use, and assessing principles, practices, and techniques.

Ability to obtain and maintain Assessing Technician Certification through the WI - Department of Revenue

Building Inspection and Permitting principles, practices, and techniques.

State statutes, ordinances, regulations, and policies of governmental agencies as they impact municipal planning and inspection efforts of the City.

Principles and techniques of marketing and promotion.

Customer-service focused attitude.

Ability to:

Interpret graphic information such as blueprints, layouts, site plans, base maps, or other visual aids.

Comprehend and make inferences from written material in the English language such as census data, surveys, previously done studies, or government document reports.

Communicate orally and in writing at a level of high proficiency, presenting ideas and concepts clearly, concisely, and accurately using proper business grammar, punctuation, and sentence construction.

Work professionally and cooperatively with City employees, businesses, government representatives, and the public.

Draft

Maintain a service-oriented personality and have a combination of technical and personal skills necessary to maintain effective relationships with the general public, businesses, developers, and other City employees.

Responsible for maintenance of building permit/inspection software database, including state contractors, permit payment information, new parcel information for all new developments or lot splits and updating of parcel information.

Develop, create and implement department application forms and handouts.

Ability to understand basic zoning principals relating to fences, driveways, signage, among others.

Ability to understand basic assessment practices and techniques as needed.

Prioritize and independently perform work assignments, managing numerous projects with constant deadlines in a demanding office environment.

Work closely with the Assessing Division during peak months focused on Personal Property Taxation.

Operate a computer, copy machine, and printer requiring continuous or repetitive arm-hand movements.

SECTION C

SPECIAL QUALIFICATIONS AND EXPERIENCE

Associate Degree in Urban/Regional Planning, Economic Development, Public Administration, or related field; two years of progressively responsible experience in municipal planning, building inspection, assessing, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Bachelor's degree is desirable. Wisconsin Certification for Assessor Technician will be required within six months of employment and must be maintained. A valid Wisconsin motor vehicle operator's license is required.

SECTION D

TASKS ROUTINELY PERFORMED

Interacts with and assists the public in interpreting and meeting planning, building, and zoning requirements.

Acts as Assistant Zoning Administrator. Position is given authority to issue basic zoning permits for fencing, signage, driveways, and others to assist with the day to day permitting of such zoning permits. Consults with the City's Zoning Administrator as needed when performing basic zoning permits.

Assists Assessing Division for personal property, fields phone calls on behalf of the Assessing Division as needed.

Processes, issues, and schedules inspections for the building inspection division.

Serves as the back up to the Administrative Assistant. Answering phones, processing payments, coordinating payroll and department invoices.

SECTION E

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to move light objects (less than 20 pounds) long distances (more than 20 feet) when transporting recorders, projectors, or other materials to public meetings.

Position may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

Frequent repetitive movement of the hands, arm and neck while speaking on the telephone, keyboarding, using a calculator, etc.

Frequent sitting at desk while using personal computer, telephone, etc.

Infrequent bending, crouching, stooping or kneeling.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the position. The incumbent may be required to perform job related responsibilities other than those stated in this description.

Revised: 11/2021

POSITION DESCRIPTION
CITY OF STEVENS POINT

Position: Neighborhood Planner/Economic Development Specialist

Department: Community Development

Report to: Director of Community Development

Salary Range: N

SECTION A

DISTINGUISHING FEATURES OF THE CLASS:

Employee is primarily responsible for performing support functions in the areas of municipal planning, with focus on neighborhood and business district resiliency and development, and providing professional-level service in areas of economic and community development.

SECTION B

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of:

Municipal planning, land use, and economic development principles, practices and techniques.

State statutes, ordinances, regulations, and policies of governmental agencies as they impact municipal planning and economic development efforts.

Principles and techniques of marketing and promotion.

Financial and other support resources available for businesses and the City.

Grant writing procedures and techniques.

Research methods and techniques.

Current economic, development, and demographic trends in the City of Stevens Point.

Ability to:

Interpret graphic information such as blueprints, layouts, site plans, base maps, or other visual aids.

Comprehend and make inferences from written material in the English language such as census data, surveys, previously done studies, or government document reports.

Communicate orally and in writing at a level of high proficiency, presenting ideas and concepts clearly, concisely, and accurately using proper business grammar, punctuation, and sentence construction.

Work professionally and cooperatively with City employees, businesses, government representatives, and the public.

Maintain a service-oriented personality and have a combination of technical and personal skills necessary to maintain effective relationships with the general public, businesses, developers, and other City employees.

Draft

Prioritize and independently perform work assignments, managing numerous projects with constant deadlines in a demanding office environment.

Conduct field checks on project sites.

Serve as a liaison between various government agencies, business associations, and neighborhood associations.

Work with neighborhood and business groups seeking to formalize an association.

Work toward the creation of Business Improvement Districts, assist in the management and operations of various Business Improvement Districts.

Conduct presentations and meetings to outside groups.

Operate a computer, copy machine, and printer requiring continuous or repetitive arm-hand movements.

SECTION C

SPECIAL QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in Urban/Regional Planning, Economic Development, Public Administration, or related field; two years of progressively responsible experience in municipal planning, economic development/redevelopment, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Masters degree is desirable. A valid Wisconsin motor vehicle operator's license is required.

SECTION D

TASKS ROUTINELY PERFORMED

Interacts with and assists the public in interpreting and meeting planning and economic development objectives.

Interacts with and assists the City's business associations/organizations (e.g. Association of Downtown Businesses, Southside Business District, etc.) with economic and community development related matters.

Works toward creation of new neighborhood associations consistent with the City's Strategic Plan.

Assists with the updating of the City's Comprehensive and Neighborhood Plans.

Assesses short, mid, and long-term planning initiatives and studies, and makes preliminary recommendations based upon such studies.

Assists the Director in preparing materials and reports for presentations, as well as meetings of boards and commissions.

Works with the Neighborhood Improvement Coordinator on marketing and managing neighborhood grant programs to encourage and ensure full utilization on a yearly basis.

Drafts, reviews, updates and modifies codes, ordinances, guidelines, policies, and/or procedures, as appropriate.

Develops and implements strategic plans to attract business and industry to the City, including long-range planning, marketing strategies, and establishing goals for business retention, attraction, and assistance efforts.

Draft

Coordinates efforts with City departments and other community governments and agencies to identify, retain, attract, and assist business and industry.

Assists neighborhoods in finding and obtaining external assistance and resources for neighborhood development.

Promotes available properties and community resources by conducting presentations, meetings, and site tours.

Collects demographic and economic data in response to prospective client inquiries.

Assists in the preparation of grant applications and reviews for conformance and compliance.

SECTION E

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to move light objects (less than 20 pounds) long distances (more than 20 feet) when transporting recorders, projectors, or other materials to public meetings.

Position may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

Frequent repetitive movement of the hands, arm and neck while speaking on the telephone, keyboarding, using a calculator, etc.

Frequent sitting at desk while using personal computer, telephone, etc.

Infrequent bending, crouching, stooping or kneeling.

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Revised: 10/2021