



City of Waukesha
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Committee: Human Resources Committee	Date: 5/15/2024
Common Council Item Number: ID#24-9804	Date: Click here to enter a date.
Submitted By: Anthony Brown, City Administrator	City Administrator Approval: Click here to enter text.
Finance Department Review: Click here to enter text.	City Attorney's Office Review: Click here to enter text.
Subject: Report Regarding the Clerk/Treasurer Department Restructuring	

Details:

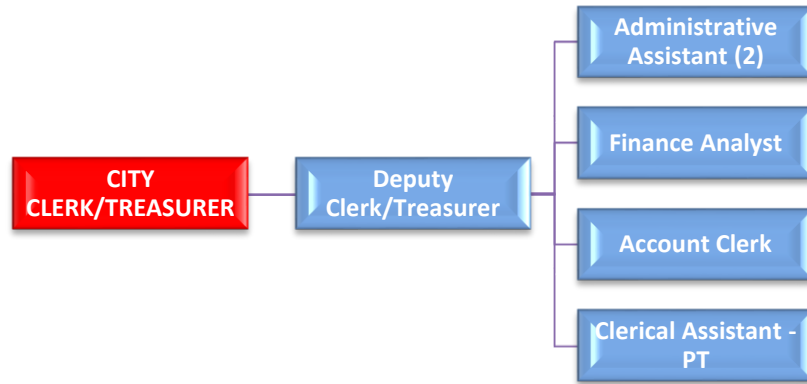
Since the resignation and last day of the previous City Clerk/Treasurer on Friday, March 8th, the City has been actively seeking a replacement while an interim Clerk/Treasurer has capably managed the department's operations. This transition period has provided an opportunity to evaluate the existing staffing and operational structures to ensure they align with the City's needs both in the short and long term.

A concern emerged regarding the limited pool of candidates for this vital position, as only five of the top 20 municipalities in the State combine the roles of Clerk and Treasurer. Moreover, such combined positions are more common in Villages and Towns. Given the tight labor market and the lack of highly qualified candidates, the search for a suitable replacement has been challenging.

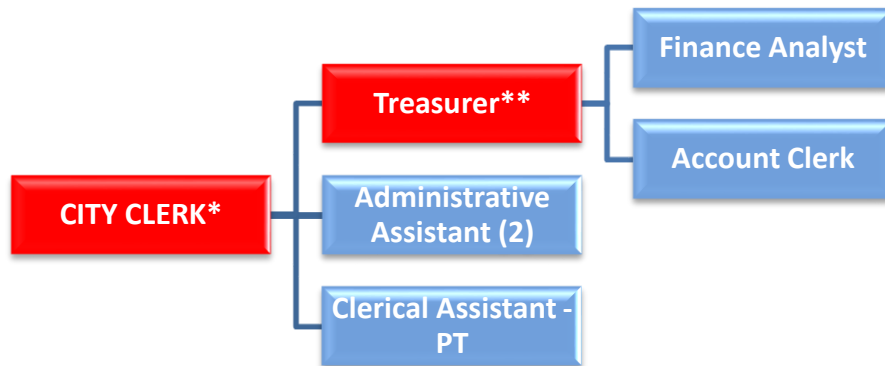
In response to this challenge, discussions began on restructuring the office to clarify the distinct functions of Clerk and Treasurer while ensuring the necessary collaboration between them remains, especially considering the seasonal variations in tasks. Ultimately, it was decided that splitting the Clerk/Treasurer position into two separate roles would be most beneficial for recruitment and operational purposes. This restructuring maintains the same number of full-time employees (FTEs) but replaces the Deputy Clerk/Treasurer position with a dedicated Treasurer role.

Under this plan, the Clerk position will remain at the department director level, overseeing the Treasurer, Administrative Assistant (2), and a part-time Clerical Assistant. Meanwhile, the Treasurer position will be a manager-level role, responsible for supervising a Finance Analyst and an Account Clerk. This modification of roles will allow the City to recruit leaders who are experts in their respective fields, which will enhance the level of service provided. Additionally, having a clear roadmap for the department provides stability for current departmental employees. This clarity enables them to continue important functions throughout the year and to start leveraging identified improvement opportunities.

EXISTING CLERK/TREASURER DEPARTMENT



RESTRUCTURED CLERK DEPARTMENT



Options & Alternatives:

N/A

Financial Remarks:

No financial impact.

Executive Recommendation:

For informational purposes only.