

PLEASE NOTE: AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON
IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



Job Title: Assistant Communications Director

Department: Communications

Position Reports to: Communications Director

Pay Grade Level: 9, 12-Month Step

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position will be a working dispatcher and perform supervisory duties in the absence of the Communications Director. Additional duties include assisting in preparing the department schedule and department budget.

ESSENTIAL JOB FUNCTIONS

- A. Assist Communications Director with various supervisory tasks within the department, including, but not limited to:
 - 1. Preparing the department budget.
 - 2. Preparing the department work schedule.
 - 3. Hiring and training employees.
 - 4. Enforcing policies and procedures.
 - 5. Conducting disciplinary meetings.
 - 6. Providing work direction.
- B. Share on-call support to dispatchers with Director.
- C. Perform dispatcher duties.
- D. Assure care and custody of all county property/facilities associated with the job.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Communicate orally and in writing effectively.
- E. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- F. Respond effectively to the most sensitive inquires or complaints.
- G. Add, subtract, divide and multiply.
- H. Apply attention to detail.
- I. Plan and monitor assigned activities.
- J. Work as team player in the absence of or with minimal supervision.
- K. Utilize authority effectively.

QUALIFICATIONS

- A. Requires an Associate's degree from an accredited school in the Public Safety/Law Enforcement field.
- B. Requires five years of experience in the Public Safety/Dispatch field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires TIME System Certification within six months of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Interact with abusive and/or difficult individuals occasionally.

PHYSICAL DEMANDS

- A. Sit for long periods of time.
- B. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 12/2012
Approved: 01/04/2013 Human Resources Director & County Administrator
01/04/2013 Position Pending Committees/County Board approval.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 1/10/13
 Personnel Committee 1/11/13
 Finance Committee 1/21/13
 County Board 1/29/13

Permission to proceed: no
 (County Administrator initials and dates) 1/3/13

Department Completes and submits to Human Resources

Department: Forestry
 Department Head: Pete Villas
 Supervisor: Marcus Isaacson
 Position Title: Forestry Equipment Operator (12-month)
 Old Position Title: Forestry Equipment Operator (seasonal)
 Hours per Week/Year: 2080/Year
 Account Number(s): 100-25-56110-111

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to Existing:	<input checked="" type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: Salaries with retirement (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Courthouse
 Pay Rate/Salary: \$ 17.75 - 2013 starting
 Pay Level: J

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____ \$ _____

Total Cost: \$ SEE Attached Finance Initials: PK 1/4/2013

Approval*

Department Head: Pete J. Villas 1/3/2013
 County Administrator: [Signature] 1/4/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

FORESTRY EQUIPMENT OPERATOR

The Forestry Department would like to make the seasonal Forestry Equipment Operator a full-time position. By making the position full-time, it would not only better serve the needs of the Forestry Department, but also the needs of the Parks and Highway Departments. The position would be able to provide someone to help out in the Parks department with projects needing to get done during the time when the seasonal Parks Caretakers are off. The position would also provide the Highway Department with someone who has a CDL and is able to help plow snow and relieve the Highway snowplow drivers in the event of a large snowfall.

Finance

Budget 2012 w/o insurance \$31,074

Budget 2013 1% incr. w/o insurance 48,298

↑ 17,224

Current seasonal position has health, ^{and dental} insurance offered on a prorated basis. Current seasonal person has elected not to take health and dental insurance.

Full-time position will have option to take County H&D insurance with a possible cost to the County ranging from \$10,458 to \$31,410 depending on plan selected.

The H&D cost are not in the 2013 budget.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee _____
 Personnel Committee 1/11/13
 Finance Committee 1/21/13
 County Board 1/29/13

Permission to proceed: ea

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner, MSW
 Supervisor: Rob Valentine
 Position Title: Mental Health Therapist
 Old Position Title: Mental Health Therapist
 Hours per Week/Year: 20 x 13 = 260
54310
 Account Number(s): 205-62-54311-112

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input checked="" type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: 205-62-54311-111 100% 20562-54310-885 Generated. REVENUE
 (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: HSW VI Pro 75% = 2219
 Pay Rate/Salary: \$ 29.59
 Pay Level: HHS-A (VI)

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____

Total Cost: \$ \$ 6,327 SEE ATTACHED

Finance Initials: PK 12/20/2012

Approval*

Department Head: [Signature]
 County Administrator: [Signature]

12/18/12
1/3/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for Position: The Health & Human Services Department is requesting a Limited Term Employee/Mental Health Therapist for the Niagara Adapt Clinic. The department is making this request based upon the increased volume of clients seen and referrals being made for outpatient mental health services in the Niagara area. The current full time Mental Health Therapist cannot keep up with the amount of referrals or current caseload, and is working at 40 hours currently. The increase with referrals have created a 6 to 8 week wait for new consumers to be seen for outpatient services and could potentially compromise the department's ability to stabilize consumers in crisis. This position will be reviewed 90 days after inception to determine if a full time mental health therapist position is needed to meet the mental health needs of consumers in the northern part of Marinette County.

2012 PROPOSAL FOR HEALTH & HUMAN SERVICES
Mental Health Therapist - LTE

2012 Rate	Hours	SALARY	7.65% SOCIAL SECURITY	11.80% RETIREMENT	2.00% WORKER'S COMP	TOTAL
\$ 22.19	260	\$ 5,770	\$ 441	\$ -	\$ 115	\$ 6,327
		\$ 5,770	\$ 441	\$ -	\$ 115	\$ 6,327

Grade A-VI
 29.59 Start
 13 weeks @ 20 hrs/week