



ADDENDUM

AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, February 12, 2010
9:00 a.m.
Jury Assembly Room
Lower Level, Courthouse Annex

12. Discuss/consider recommendation to the County Board approval of Land Information Department Limited Term Employee (LTE) for summer of 2010 contingent upon approval of funding from the conservation on the Land Intern Program (\$2,000) and a Lake Protection Grant (\$5,000), action if any (attachment)

cc: Ken Casper Human Resources Director
Steve Dill Veterans Service
Ken Keller Posting
Jerry Martens
Connie Seefeldt

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



MARINETTE COUNTY
**LIMITED TERM EMPLOYEE/PROJECT POSITION EMPLOYEE
 REQUEST FORM**

Complete and Submit to the Finance Director for Funding Approval

Employment Requested:

- Limited Term Employee (599 or less total hours in 12 month period)
- Project Position Employee

Department: Land Information Department
 Position Reports to: Greg Cleeman
 Total Hours: Approximately 478 hours
 Pay Rate: \$ 13.50
 Number of Positions: 1

Justification:

Land Information Department is in need of an LTE to assist with various Department projects. This LTE would be assigned to specific projects many of which are tied to grant funds. This LTE would be funded by two funding sources (Lake Protection Grant and Conservation on the Land Intern Program) Please refer to attached sheet for anticipated duties, hours and grant funding sources.

Qualifications

- Specialized
Attach copy of updated job description
- Office/Clerical
Complete the following if applicable:
 Microsoft Excel 2000 – Standard (0-100) _____
 Microsoft Word 2000 – Standard (0-100) _____
 Typing (0-100) _____

If you feel additional testing is required, please list tests along with justification.

Department Head Signature: *[Signature]* 2/8/2010
 Funding Approval (Finance Director)

NOTE: It is the responsibility of the Department to ensure funding is approved

- Funding is available through Salaries WITHOUT Fringes (Object 112)
- Funding is available through Salaries WITH Fringes (Object 111), Department must obtain signed approval from County Administrator to transfer funds.
- Funding is NOT available through Salaries WITHOUT or WITH Fringes, Department must obtain the following:
 1. Signed approval from County Administrator to transfer funds
 2. Signed approval from Governing Committee Chairperson and Governing Committee minutes recommending Personnel Committee creates position and Finance Committee considers budget transfer
 3. Signed approval from Personnel Committee Chairperson or Personnel Committee minutes approving position
 4. Signed approval from Finance Committee Chairperson or Finance Committee minutes approving the transfer of funds

Account Number: 100-33-56300-112
 Finance Director: *[Signature]* 2/8/2010
 County Administrator: Approval by email 2/9/2010
 Governing Committee Chair: Minutes attached 2/10/2010
 Personnel Committee Chair: _____ 1/1
 Finance Committee Chair: _____ 1/1

Department must submit completed form to Human Resources once funding is approved.

2010 LTE Duties and Hours

Anticipated Projects for Limited Term Employee		Hours
Environmental Education including Conservation Camp, County Fair, and Northwoods Journal		108
Field work and data entry related to Thunder Lake, Beecher Lake and Peshtigo		
Flowage Aquatic Invasive Species (AIS) grants		80
Sandstone Flowage Grant Activities (if grant application is successful)		20
Phragmites Activities (if GLRI grant application is successful)		80
Other AIS Activities		40
Miscellaneous Office Activities		40
Shoreland Zoning Activities		110
	Total*	478
*Note: Anticipated hours spent by the LTE on various projects may vary from those listed above.		
<u>Grant Funding Sources</u>	<u>Grant \$\$\$</u>	
Lake Protection Grant	\$ 5,000.00	
Conservation on the Land Intern Program	\$ 2,000.00	
Pay Rate: Based on 75% of AIS Coordinator (\$18 x .75 = \$13.50)		

Karen Camps

From: Karen Camps
Sent: Tuesday, February 09, 2010 11:16 AM
To: John Lefebvre
Subject: FW: Land Info LTE Position

John:

Below is Steve's approval for the LTE Request.

*Karen Camps
Executive Coordinator
Marinette County Administration
1926 Hall Avenue
Marinette, WI 54143*

*Phone: 715-732-7415
Fax: 715-732-7412
E-Mail: kcamps@marinettecounty.com*

From: Steve Corbeille
Sent: Tuesday, February 09, 2010 11:06 AM
To: Karen Camps
Subject: Re: Land Info LTE Position

I approve the request.

Sent from my BlackBerry® wireless device powered by Cellcom.

From: "Karen Camps" <KCamps@MARINETTECOUNTY.com>
Date: Tue, 9 Feb 2010 10:51:50 -0600
To: Steve Corbeille<SCorbeille@MARINETTECOUNTY.com>
Subject: RE: Land Info LTE Position

After receiving your response email, Pat and I called John. We reminded John that the rate had to be 75% of the starting rate of the applicable union position. John talked to Greg and the rate listed was incorrect. According to the Pro Union contract, the correct rate is \$13.50, 75% of \$18.00 which is the starting rate of a AIS Coordinator.

Please review the attached updated form from John and again reply your approval.

Thanks.

*Karen Camps
Executive Coordinator
Marinette County Administration
1926 Hall Avenue
Marinette, WI 54143*

*Phone: 715-732-7415
Fax: 715-732-7412
E-Mail: kcamps@marinettecounty.com*

From: Steve Corbeille
Sent: Monday, February 08, 2010 5:36 PM
To: Karen Camps
Subject: Re: Land Info LTE Position

I am fine with John's explanation. My only question is how the hourly rate was established? Do not have materials here to determine if it is in accordance with county protocol. If that is OK consider this my approval to move forward.

Steve

Sent from my BlackBerry® wireless device powered by Cellcom.

From: "Karen Camps" <KCamps@MARINETTECOUNTY.com>
Date: Mon, 8 Feb 2010 16:54:38 -0600
To: Steve Corbeille<SCorbeille@MARINETTECOUNTY.com>
Subject: Land Info LTE Position

Steve:

The Land Info Committee meets on Wednesday and John didn't realize you were going to be out of the office until Thursday so I need you to review the attached form and reply by email whether or not you approve this request.

Please review and return tomorrow (Tuesday) morning.

Thanks.

<<Land Info LTE Position.pdf>>

Karen Camps

Executive Coordinator

Marinette County Administration

1926 Hall Avenue

Marinette, WI 54143

Phone: 715-732-7415

Fax: 715-732-7412

E-Mail: kcamps@marinettecounty.com

Tracking: