AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, March 8, 2013
9:30 a.m.
Jury Assembly Room
Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of January 11, 2013
5. Discuss/consider recommendation to County Board approve creation of IS System Analyst position, action if any (attachment)
6. Discuss/consider recommendation to County Board to eliminate the Programmer/Analyst position and create an Assistant Manager/Programmer position, action if any (attachment)
7. Discuss/consider recommendation to Finance Committee and County Board to approve Conservation LTE position, action if any (attachment)
8. Discuss/consider of the Suggestion Box Program, action if any
9. Human Resources Director's Report:
   - Distribute signed LOU's
   - Worker's Compensation Report
   - Commerce Program
   - Retirements/Resignations/Dismissals/Layoffs
   - New Hires
   - Postings
10. Administrator's Report
11. Discuss/consider Schedule of Invoices, action if any
12. Future agenda items
13. Set next meeting date
14. Adjournment

cc:	Ken Casper	Human Resources Director
	Ken Keller	Veterans Service Officer
	Nick Lakari	Posting
	Joe Policello	County Administration
	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)

Job Title: Systems Analyst

Department: Information Services
Position Reports to: Information Services Director
Pay Grade Level: Systems Analyst
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to design, support and trouble-shoot Marinette County's computer systems. Additional duties include, but are not limited to managing backups, licensing, archiving, working with vendors and providing back up to other positions within the department.

ESSENTIAL JOB FUNCTIONS

A. Develop and maintain computer systems and networks.
B. Design, support and trouble shoot for County-wide support of systems.
C. Manage county backups, licensing, daily backup, archiving and vaulting.
D. Develop, maintain and audit back-up and recovery methods for all systems.
E. Provide guidance and assistance in selection of network systems.
F. Work with vendors in maximizing support services for computer systems and networks.
G. Manage virus protection including maintenance, updates, policies, and licensing.
H. Manage installation of network system upgrades and preventive maintenance programs.
I. Prepare and maintain documentation as it relates to the systems of Marinette County.
J. Provide back-up support for other information systems services personnel.
K. Perform related work as assigned.
L. Follow proper procedure to perform appropriate system upgrades.
M. Configure hardware devices, test new software and design the structure of the network.
N. Test operating system software, networking software and hardware.
O. Install servers and configure through the use of physical and virtual environments.
P. Maintain an operational and stable network system both hardware and software.
Q. Coordinate efficiencies with present systems to a more LEAN methodology.
R. Trouble-shoot and propose solutions and track progress of solution.

REQUIRED ABILITIES

A. Maintain security of confidential matters and materials.
B. Operate modern office equipment.
C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
D. Communicate effectively verbally and in writing.
E. Write documents and/or articles using original or innovative techniques or styles.
F. Present information to management, small groups and individuals.
G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
I. Apply excellent trouble shooting skills.
J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
K. Interpret complex documents.
L. Process information derived from numbers.
M. Compute rate, ratio and percent as well as draw and interpret bar graphs.
N. Apply attention to detail.
O. Apply procedures and interpret instructions accurately.
P. Perform effectively under tight time frames and demanding schedules.
Q. Prioritize multiple tasks and meet scheduled deadlines.

MARINETTE COUNTY

POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 2/18/13
Personnel Committee 3/18/13
Finance Committee 2/18/13
County Board 3/20/13

Permission to proceed: [illegible]

(County Administrator initials and dates) 1/25/13

Department Completes and submits to Human Resources

Department: Information Services

Department Head: Larry Schultz

Supervisor: Director of Information Services

Position Title: Systems Analyst

Old Position Title:

Hours per Week/Year: 40

New Positions:	☒ Permanent
	☐ Seasonal
	☐ Project
	☐ LTE
	☐ Addition of Current Position
Changes to Existing:	☐ Hours of Work
	☐ Title Change
	☐ Location Change

Account Number(s):

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale Professional

Pay Rate/Salary: $ 25.87

Pay Level: Systems Analyst

Human Resources Initials: [illegible]

Finance Completes and returns to Administration

Cost of Request:

Wages: $
FICA: $
Retirement: $
Other (explain):

Workers Comp: $
Life Insurance: $
Longevity: $
$

Total Cost: $ SEE Attached

Finance Initials: PK 1/30/2013

Approval*

Department Head: [signature] 1/25/13

County Administrator: [signature] 1/30/13

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

Rev 7/16/2012

Position Justification:

The Systems Analyst position was created in the 2013 budget to help ensure continuity of operations in Information Services. This position will analyze and help determine efficiencies to improve operations at Marinette County. In addition this position will serve as a backup to the network coordinator for support operations.

2013 - COST OF REQUEST
Information Systems - Systems Analyst

New Position Start $25.89 per hour
Full Year Analysis

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	Family H&D	LIFE INS	0.17% WORKER'S COMP	TOTAL
Original Budget (2088 Hours)								
Estimated salary	$ 64,000	$ -	$ 4,896	$ 4,384	$ 30,371	$ 177	$ 109	$ 103,937
Revised Budget (2088 Hours)								
Revised with $25.89 per hour	$ 54,058	$ -	$ 4,135	$ 3,595	$ 31,410	$ 149	$ 92	$ 93,440
SAVINGS (COST) WITH CHANGE	**$ 9,942**	**$ -**	**$ 761**	**$ 789**	**$ (1,039)**	**$ 28**	**$ 17**	**$ 10,497**

1/29/2013, 4:25 PM
M:\PKass\Excel\Position Request\IS System Analyst

Job Title: Assistant Manager/Programmer Analyst

Department: Information Services
Position Reports to: Information Services Director
Pay Grade Level: 12
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

This position is responsible to assist with managerial duties within the department, to program various applications for departments and to assist departments with computer related issues.

ESSENTIAL JOB FUNCTIONS

A. Assist with directing, assigning and coordinating/supervising all work activities of the department including hiring staff, conducting performance evaluations, scheduling work hours for staff, assigning workloads and conducting disciplinary procedures.
B. Assist with the development of the departmental budget.
C. Enforce current policies and procedures within the department.
D. Provide support to Marinette County departments, assisting users in resolving problems and crisis situations on a 24-hour basis.
E. Coordinate the daily, weekend and monthly system backup procedures.
F. Analyze, design and implement new software application requests.
G. Design computer-training programs for County AS/400 applications.
H. Develop, document and implement modifications to all existing software applications.
I. Determine reasonable time estimates of projects and their components after analysis of the complexity of the project.
J. Coordinate with the Information Services Director regarding evaluation and recommendations with the AS/400 and Personal Computer (PC) hardware as well as software programs.
K. Manage AS/400 operator functions including system printer functions, data file backups, system messages and system jobs.
L. Process customized information requests from the public in report form and magnetic media.
M. Mainstream problems to effectively resolve file errors.
N. Retrieve information from network for requests made by general public within guidelines of the County.
O. Plan workloads and establish priorities with contractors when necessary.
P. Schedule and create procedures to ensure County and system configuration information is securely backed up and retrievable.
Q. Design forms for new or modified systems.
R. Assist Department Heads and Principle Representatives in the evaluation of current manual and computerized operations.
S. Order, install and apply all PTF's and/or system upgrades when necessary.

REQUIRED ABILITIES

A. Maintain security of confidential matters and materials.
B. Operate modern office equipment.
C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
D. Communicate effectively verbally and in writing.
E. Present information to management, small groups and individuals.
F. Respond to inquiries, complaints or questions from a group or individual setting.
G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
I. Apply excellent trouble shooting skills.
J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
K. Interpret complex documents.
L. Respond effectively to the most sensitive inquires or complaints.
M. Define problems, collect data, establish facts and draw valid conclusions.

N. Process information derived from numbers.
O. Apply charts, diagrams, or contemplate logical steps in a process.
P. Apply attention to detail.
Q. Perform effectively under tight time frames and demanding schedules.
R. Plan and monitor assigned activities.
S. Prioritize multiple tasks and meet scheduled deadlines.
T. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
U. Work as team player in the absence of or with minimal supervision.
V. Work independently and exercise sound professional judgment.
W. Utilize authority effectively.

QUALIFICATIONS

A. Requires a Bachelor's degree from an accredited school in a computer programming field.
B. Requires five years of computer related experience with two years of programming experience.
C. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

A. Work indoors in a controlled environment.
B. Work in frequently quiet environment without significant interaction with others.
C. Work in an environment with few distractions.
D. Work with long periods of solitary work.
E. Deal with challenges and criticism on a regular basis.
F. Travel to all county workstations on an as needed basis.
G. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

A. Requires hand-eye coordination.
B. Sit for long periods of time.
C. Stand for long periods of time.
D. Work in a confined workspace.
E. Stoop, kneel, crouch or crawl frequently.
F. Bend, squat, stretch, and twist frequently.
G. Lift and/or carry up to 25 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: 01/2013
Approved: 02/08/2013

02/13/2013 Position pending Finance Committee, Personnel Committee and County Board Approval.

MARINETTE COUNTY

POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 2/18/13
Personnel Committee 3/8/13
Finance Committee 2/18/13
County Board 3/26/13

Permission to proceed: 1/25/13
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Information Services
Department Head: Larry Schultz
Supervisor: Director of Information Services
Position Title: Assistant Manager/Programmer Analyst
Old Position Title: Programmer Analyst
Hours per Week/Year: 40

New Positions:
- [x] Permanent
- [ ] Seasonal
- [ ] Project
- [ ] LTE
- [ ] Addition of Current Position

Changes to Existing:
- [ ] Hours of Work
- [ ] Title Change
- [ ] Location Change

Account Number(s):

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale Management
Pay Rate/Salary: $ 102,741
Pay Level: 12

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

Wages: $
FICA: $
Retirement: $
Other (explain):

Workers Comp: $
Life Insurance: $
Longevity: $
$

Total Cost: $ $1,074 See Attached

Finance Initials: BK 2/14/2013

Approval*

Department Head: Larry Schultz 1/25/13
County Administrator: 2/14/13

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

Rev 7/16/2012

Position Justification:

The Assistant Manager position was eliminated in the 2013 budget. In order to ensure continuity of operations in an efficient manner, Information Services is requested the elimination of the Programmer Analyst position and the creation of an Assistant Manager/Programmer Analyst position. This position provides redundancy and continuity of department management.

2013 - COST OF REQUEST
Assistant Manager / Programmer Analyst Replacing Programmer Analyst

New Position Start $31.72 per hour
3% rule applies
Moving from Pro to Non-Rep position
9 month Analysis

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	Family H&D	LIFE INS	0.17% WORKER'S COMP	TOTAL
CURRENT BUDGET (2088 Hours) Programmer / Analyst	$ 48,119	$ 165	$ 3,694	$ 3,211	$ 23,558	$ 69	$ 82	$ 78,897
BUDGET CHANGE (2088 Hours) Assistant Manager / Programmer Analyst	$ 49,673	$ 165	$ 3,813	$ 3,314	$ 22,778	$ 143	$ 85	$ 79,971
SAVINGS (COST) WITH CHANGE	**$ (1,554)**	**$ -**	**$ (119)**	**$ (103)**	**$ 779**	**$ (74)**	**$ (3)**	**$ (1,074)**

MARINETTE COUNTY

POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee March 11, 2013
Personnel Committee March 8, 2013
Finance Committee March 18, 2013
County Board March 26, 2013

Permission to proceed: _____

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Land Information
Department Head: John Lefebvre
Supervisor: Greg Cleereman
Position Title: Conservation LTE
Old Position Title: Conservation LTE
Hours per Week/Year: 560

Account Number(s): 100-33-56300-112

New Positions:	☐ Permanent
	☐ Seasonal
	☐ Project
	☒ LTE
	☐ Addition of Current Position
Changes to Existing:	☐ Hours of Work
	☐ Title Change
	☐ Location Change

Funding taken from: Salaries Without Fringes (i.e. salaries with or without fringes) PK 2/27/2013

Justification for request: See attached 2 additional SWRM Automation Funds (DATCP Grant)

Human Resources Completes and submits to Finance

Wage Scale Pro - Forestry
Pay Rate/Salary: $ 13.91
Pay Level: 75% of B 1 29-13A-B-I WC = 9413

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

Wages:	$ 7,790 –	Workers Comp:	$ 156 –
FICA:	$ 596 –	Life Insurance:	$
Retirement:	$ –	Longevity:	$
Other (explain):			$

Total Cost: $ $8,542

Finance Initials: PK 2/27/2013

Approval*

Department Head: _____ 2/25/13
County Administrator: _____ 2/28/13

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

Rev 7/16/2012

Justification for Hiring a Conservation LTE

The Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) annually provides funding for staff in the Land and Water Conservation Division (LWCD). Last year as the Marinette County budget was finalized there was uncertainty about how much funding the state would provide for local staff in 2013. DATCP recently sent their Joint Final Allocation Plan in which we learned the DATCP Staff/Support allocation for 2013 was $18,331 larger than expected.

In light of this additional revenue, we are requesting a Limited Term Employee (LTE) for this summer to work a maximum of 560 hours. The LWCD is working on several projects where the LTE will be valuable.

1. Hydraulic Aquatic Plant Harvester – The LTE will help complete construction and testing. Safe operation of the harvester requires two people.
2. US Fish and Wildlife Service Grant to inventory fish passage issues in the Pemebonwon River Watershed.
3. US Fish and Wildlife Service Grant (applied for) for Channel restoration and barrier removal on the South Branch of the Pemebonwon River.
4. Delivery of four editions of the Northwoods Journals
5. Counselor at Sand Lake Conservation Camp.
6. Maintenance at Harmony Arboretum and LWCD equipment.
7. Assists permanent staff as needed.

LTE hours will be used as in-kind match for the grants listed 1, 2, and 3.

Hiring the LTE is on the Land Information Committee agenda for March 11, 2013.