

**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

ATTACHMENT



OFFICE OF
MARINETTE COUNTY SHERIFF



Jerry Sauve, Sheriff
James Hansen, Chief Deputy

March 1, 2012

Ms. Ellen Sorenson
Marinette County Administrator
1926 Hall Ave.
Marinette, WI 54143

Dear County Administrator:

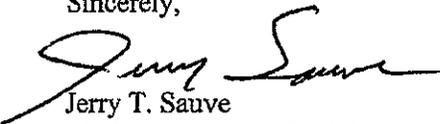
The Sheriff Department was awarded a federal corrections enhancement grant September 19, 2009 that called for the addition of 3-50% *grant* funded Corrections Officers (Cos) to bring 3-50% County tax levy funded positions to full-time. Prior to the receipt of the federal corrections enhancement grant, three (3)-50%, half-time, tax levy funded Corrections Officer positions existed. The federal grant ends on August 31, 2012, and the 50% grant funded CO positions will revert back to half-time positions if no action is taken. One of the grant conditions was that a good faith effort be made to maintain the positions after grant funding ends. After conclusion of the grant the need for adequate staffing will continue and be critical to the safety and security of the jail staff, inmate population, and also the staff, volunteers, pastors, and instructors from NWTC, NEWCAP, BAWD, and numerous other agencies programs that are coming in and out of the various areas of the Jail.

As we have discussed verbally, the Sheriff Department is respectfully requesting that after the grant ends the following changes be made to the remaining 3 existing 50% tax levy funded positions. First that *two* of the 50% tax levy funded half-time positions be made into one full-time Correction Officer. Next that *one* of the three (3) -50%, half-time, Correction Officers (COs) be permanently increased to full-time hours. The net position increase would be .5 FTE. This will allow the Sheriff Department to maintain adequate staffing and is fiscally prudent. The past few months we have been staffed in this manner, in anticipation of the end of the grant, and are confident from this first hand experience that this staffing arrangement will work.

Converting the three (3) 50% tax levy funded Correction Officers (CO) to two full-time Cos after the grant ends will aid in retention of Officers in these positions and better/more qualified candidates applying for these positions. Past experience has shown that the 50% FTE CO positions have a high turnover rate, moving on to other permanent jobs with full benefits. Less time and money will be spent recruiting; hiring, and training. The costs to hire and train are substantial and run into thousands of dollars per CO.

Please let us know if you have any questions and if our Department has your approval to take this for Committee approval.

Sincerely,


Jerry T. Sauve
Marinette County Sheriff



OFFICE OF
COUNTY ADMINISTRATOR

ELLEN C. SORENSEN
COUNTY ADMINISTRATOR

GINA K. TEEPLE
ADMINISTRATIVE SECRETARY

March 8, 2012

Jerry T. Sauve
Marinette County Sheriff
2161 University Drive
Marinette, WI 54143

Dear Sheriff Sauve,

I have received your letter regarding the three-50% Corrections Officers and approve of your request to increase two of the three positions to 100%, 40 hour positions and eliminate the 3rd position. My understanding is that this change will be effective September 1, 2012, after the federal grant ends.

I will support you as you go forward with the process of this change in staffing and budget.

Please contact me if you have any further questions or concerns.

Sincerely,

Ellen C. Sorensen
County Administrator

ECS/gkt

PROPOSAL FOR:

Permanent Increase of 3-50% Correction Officers to 2-100% Cos

1st Scenario= 3 - 50% Tax Levy w/ Single Ins & Single w/child Coverage
and 2-100% with Single Coverage & Single w/Child (using Actual Employees)

| Grade L | Wage Rate | Hours | Benefits | | | | TOTAL |
|--|-----------|-------|--------------|----------------------------------|-----------------------|---------------------|--------------|
| | | | 2012 SALARY | 7.65% SOCIAL SECURITY RETIREMENT | 5.90% HEALTH & DENTAL | 2.50% WORKER'S COMP | |
| 3-Corrections Officer @ 50% | \$ 19.09 | 340 | \$ 6,491 | \$ 497 | \$ 383 | \$ 162 | \$ 7,533 |
| 9/1/12 to 12/31/2012 | | 340 | \$ 6,490.60 | \$ 496.53 | \$ 382.95 | \$ 162.27 | \$ 7,532 |
| *Note: Due to look back Mar. City pays 100% H & D for 2012 | | | | | | | |
| # Officers | | 3 | \$ 19,471.30 | \$ 1,488.59 | \$ 1,148.84 | \$ 486.81 | \$ 22,597.04 |
| 2-Corrections Officer @ 100% | \$ 19.09 | 680 | \$ 12,981 | \$ 993 | \$ 766 | \$ 325 | \$ 15,066 |
| 9/1/12 to 12/31/2012 | | 680 | \$ 12,981.20 | \$ 993.06 | \$ 765.89 | \$ 324.53 | \$ 15,065 |
| *Note: Due to look back Mar. City pays 100% H & D for 2012 | | | | | | | |
| # Officers | | 2 | \$ 25,962.40 | \$ 1,986.12 | \$ 1,531.78 | \$ 649.06 | \$ 30,129.36 |
| 2012 Addtl Cost for Net Addition of 5 CO | | | | | | | |
| | | | \$ 6,490.60 | \$ 496.53 | \$ 382.95 | \$ 162.25 | \$ 7,532.33 |

2012 Addtl Cost for Net Addition of 5 CO

| Cost for 2013 | Wage Rate | Hours | Benefits | | | | TOTAL |
|---|-----------|-------|--------------|----------------------------------|-----------------------|---------------------|--------------|
| | | | 2013 SALARY | 7.65% SOCIAL SECURITY RETIREMENT | 5.90% HEALTH & DENTAL | 2.50% WORKER'S COMP | |
| 3-Corrections Officer @ 50% | \$ 19.09 | 180 | \$ 3,436 | \$ 263 | \$ 199 | \$ 86 | \$ 5,193 |
| Start 1/1 to 2/28 | | 180 | \$ 3,436 | \$ 263 | \$ 199 | \$ 86 | \$ 5,193 |
| 6 Mo Step | \$ 19.75 | 520 | \$ 10,270 | \$ 786 | \$ 596 | \$ 257 | \$ 15,531 |
| 12 Mo Step | \$ 20.39 | 340 | \$ 6,933 | \$ 530 | \$ 402 | \$ 173 | \$ 10,453 |
| *Assumes employee takes 50% ins. H-Health & Dental Ins (10,320.26+367.20) (17348.47+945.00) | | 1,040 | \$ 20,638.80 | \$ 1,048.53 | \$ 794.96 | \$ 342.66 | \$ 30,070 |
| Start 1/1 to 2/28 | | 1,040 | \$ 20,638.80 | \$ 1,048.53 | \$ 794.96 | \$ 342.66 | \$ 30,070 |
| # Officers | | 3 | \$ 61,916.40 | \$ 3,145.59 | \$ 2,384.88 | \$ 1,027.98 | \$ 90,210.56 |
| 2-Corrections Officer @ 100% | \$ 19.09 | 360 | \$ 6,872 | \$ 526 | \$ 399 | \$ 172 | \$ 10,385 |
| Start 1/1 to 2/28 | | 360 | \$ 6,872 | \$ 526 | \$ 399 | \$ 172 | \$ 10,385 |
| 6 Mo Step | \$ 19.75 | 1,040 | \$ 20,540 | \$ 1,571 | \$ 1,191 | \$ 514 | \$ 31,061 |
| 12 Mo Step | \$ 20.39 | 680 | \$ 13,865 | \$ 1,061 | \$ 804 | \$ 347 | \$ 20,907 |
| H-Health & Dental Ins (10,320.26+367.20) (17348.47+945.00) | | 2,080 | \$ 41,277.60 | \$ 2,097.05 | \$ 1,589.92 | \$ 685.31 | \$ 60,140 |
| Start 1/1 to 2/28 | | 2,080 | \$ 41,277.60 | \$ 2,097.05 | \$ 1,589.92 | \$ 685.31 | \$ 60,140 |
| # Officers | | 2 | \$ 82,555.20 | \$ 4,194.10 | \$ 3,179.84 | \$ 1,370.62 | \$ 20,280.70 |
| 2013 Addtl Cost for Net Addition of 5 CO | | | \$ 20,638.80 | \$ 1,048.53 | \$ 794.96 | \$ 342.64 | \$ 30,070.35 |

Justification for Part-Time Correction Officers to Remain Full-Time

The Sheriff Department is respectfully requesting that (2) of the (3) -50%, half-time, Correction Officers (COs) be permanently increased to full-time after conclusion of the federal grant on August 31, 2012 and eliminate the 3rd 50% CO position for a net .5 increase in CO FTE.

The reasons justifying and supporting the need for the increase of 2 of 3 part time Correction Officers to full-time are stated below:

- Having two of the three (3) 50% Correction Officers (COs) remain full-time after the grant will aid in retention of Officers in these positions and better/more qualified candidates applying for these positions. Since January 2006, **nine (9) COs** have left Marinette County for retirements, terminations and new jobs. All of the New Hires for the departing COs are hired in the 50% CO positions. Past experience is that the 50% FTE CO positions have a high turnover rate, moving on to other permanent jobs with full benefits. The most qualified candidates often do not accept the position because of being unsure of the hours and having to pay ½ the cost of health insurance to have coverage. By making the positions full-time less time and money will be spent recruiting; hiring, and training. The costs to hire and train are about **\$13,000 per/CO** and additional amounts are spent on overtime to provide backfill during training. This does not include administrative or HR time spent on hiring.
- During the past year (2011) with these positions being full-time, Jail overtime was reduced by **\$40,415** from the prior year. Part of the reason for this reduction is that scheduling Jail staff is less difficult and staff is able to “trade” shifts with other full-time staff avoiding overtime being paid.
- Lack of sufficient jail staffing levels and increase in inmate population. As part of the “transition” to the current jail facility in 2003/2004, a proposed staffing level of **28 Full-Time Equivalents (FTEs)**, including Administrator, Supervisors and Correctional Officers, was recommended by Allied Correctional Services and agreed upon by County Board. The actual staffing allowed, prior to the grant, was 24 full-time and 3 part-time (20 hrs. or 1.5 FTE) for a total of **25.5 FTE** or **2.5 FTE** below the recommended level. With the grant adding 1.5 FTEs for a 3 year period, the Jail remained 1.0 FTE (Total 27 FTEs) under the mutually agreed upon staffing recommendation. When the grant ends staffing will drop back to 2.5 FTE (Total 25.5 FTEs) below the recommendation if this request is not granted. This .5 FTE increase will increase total staffing to 26 FTEs, this is 2.0 FTE below the 2003 recommended staffing level. (*Bowker Staffing Needs Update*)

- Security issues surrounding use of the Huber area for inmate educational programming coupled with statutory language changes requiring utilization to house non-Huber inmates due to inmate classification has increased inmate population in the Huber section. With the ongoing increase in programming that occurs in that area it leads to the need for a permanent post rather than a rover to *ensure the safety and security of inmates, staff, volunteers, and partnering agencies' staff.* In 2011, inmate program participation located in this area was **4,420**. These numbers do not include the staff, volunteers, pastors, and instructors from NWTC, Marinette High, NEWCAP, BAWD, and numerous other agencies programs and inmates coming in and out of the Huber area. The volume indicates there is need for permanent posts in this area. (*DOC Annual State Jail Inspection Reports*)
- The safety and security of both Jail staff and inmates are compromised by the shortage of staff and Marinette County is responsible for liability issues that originate from understaffing. The Jail has had several incidents of violence related to recent stays of violent and mentally ill inmates. Both the *wellbeing* of staff and the inmates has been pushed to the limit at times and made more difficult by understaffing. Department of Corrections (DOC) annual inspections in each of the past three years have identified risk management issues due to understaffing. The current and past Sheriff have sent the staffing agreement required by DOC to our Committee specifically noting that we need more staff to operate *safely and securely*. When an event that triggers liability to the County occurs, the staffing shortage and jail inspection reports and recommendations will become an issue.

Sources (available upon request):

- *Gary M. Bowker's, Allied Correctional Services, Staffing Needs Update*
- *Marinette County Jail Annual Inspection reports prepared by Nancy Thelen, Detention Facilities Specialist, Wisconsin Department of Corrections*
- *The Wisconsin Good Government Award that Marinette County received on September 13, 2009*
- *FY 09 Recovery Act Rural Law Enforcement Assistance: Enhancing Rural Corrections, Detention, & Jail Operations from the Department of Justice awarded to Marinette County on September 16, 2009 in the amount of \$530,543.*



Job Title: Civilian Corrections Officer

Department: Sheriff

Position Reports to: Civilian Jail Administrator or Designee

Pay Grade Level: L

FLSA Status: Non-Exempt

Position Status: Full and Part Time

JOB ANALYSIS

This position is responsible for the coordination of daily operations/activities within the Marinette County Jail. Additional duties include maintaining custody, cleanliness and care of prisoners incarcerated in the Marinette County Jail. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Secure and ensure the well being of inmates.
- B. Follow and enforce jail policies and procedures, guidelines and requirements.
- C. Book and discipline inmates according to applicable jail policies and procedures and State regulations.
- D. Search inmates and cells when necessary according to applicable jail policies and procedures and State regulations.
- E. Complete and maintain all paperwork, documentation and records according to applicable jail policies and procedures and State requirements.
- F. Complete and submit required reports.
- G. Record court depositions for jail records.
- H. Coordinate and perform inmate transports to various locations, including EM-1's, and maintain transport log.
- I. Operate various jail equipment and systems.
- J. Maintain security in hospitals and courtrooms when necessary.
- K. Monitor inmates, inmate visitors and incoming and outgoing mail.
- L. Dispense medication according to Jail Nurse's directives and follow various directives given by Jail Nurse and physicians.
- M. Notify medical professionals of possible medical issues.
- N. Coordinate educational requirements for inmates when necessary.
- O. Distribute clean bedding, clothing and meals to inmates according to applicable jail policies and procedures and State regulations.
- P. Perform intoximeter and preliminary breath tests (PBT) when necessary.
- Q. Perform decontamination procedures when necessary.
- R. Perform DNA mouth swabs when necessary.
- S. Account for all monies for canteen, booking and bank deposits.
- T. Collect bond money when necessary.
- U. Calculate release dates.
- V. Detain persons wanted on warrants and persons sentenced to prison by the court.
- W. Report jail complaints to Corporal on shift and/or Jail Administrator.
- X. Assist with training new employees.
- Y. Maintain and order jail supplies.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Work as team player in the absence of or with minimal supervision.
- D. Communicate effectively orally and in writing.
- E. Memorize and retain information over long and short periods of time.
- F. Read, analyze and interpret general complex legal documents.
- G. Present information to management, small groups and one-on-one situations.
- H. Possess the ability to interpret teletypes.

- I. Respond to sensitive inquiries, complaints or questions from a group or one-on-one setting.
- J. Work efficiently and accurately under time constraints, pressure or emotional strain.
- K. Accurately add, subtract, divide and multiply.
- L. Remain calm and levelheaded in difficult, unexpected, or emergency situations.
- M. Plan and monitor assigned activities effectively.
- N. Establish and maintain an effective working relationship with management, coworkers, other County employees, other agencies and the general public.
- O. Must have knowledge of legal compliance regarding prisoner rights.
- P. Must be familiar with standard correctional procedures.
- Q. Maintain a level of awareness and good judgement at all times.
- R. Move quickly to any unusual disturbance.
- S. Intervene in the case of aggressive inmate behavior.

QUALIFICATIONS

- A. Requires a high school diploma or equivalent.
- B. Must not have been convicted of a felony.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Pass State of Wisconsin Jail Officer Exam.
- E. Requires Jail Officer Certification within one year of hire.
- F. Requires Time System Certification, CPR Certification and other State and County required certifications.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work in an outdoor environment when necessary.
- C. Must operate a municipal vehicle when doing various jail related responsibilities.
- D. Must occasionally work in wet or humid conditions.
- E. Must work with periods of solitary work.
- F. Work an 8-12 hour day with no scheduled breaks.
- G. Must deal with challenges and criticism on a regular basis.
- H. Interact with abusive, difficult, stressed intoxicated, drug influenced and mentally ill individuals.
- I. Exposed to body fluids and communicable disease.
- J. Work in a fast-paced high-pressure position.

PHYSICAL DEMANDS

- A. Must have good hand-eye coordination.
- B. Must be able to sit for long periods of time.
- C. Must be able to stand for long periods of time.
- D. Must be able to stoop, kneel, crouch or crawl frequently.
- E. Must be able to bend, squat, stretch, and twist frequently.
- F. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Participate in departmental meetings when requested.
- B. Attend training when required.
- C. Work outside of normal hours when necessary.
- D. Additional duties as assigned.
- E. Work a flexible work schedule including nights, weekends and holidays.
- F. Testify in court of law when required.
- G. Maintain all certification and training requirements.
- H. Maintain state statutory responsibilities.
- I. Perform Huber duties when necessary.

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: 04/02
Approved: 05/02
Revised: 05/03
Approved: 07/04
Revised: 08/05
Approved: 09/02/2005 (Form Update Only, KH)
Revised: 08/06 & 09/06
Approved: 10/13/2006 (Human Resources & Administration)
10/17/2006 (Governing Committee Chair)

03/16/2007 Rated "L" by Position Evaluation Committee



MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

Steps to Be Completed

1. Begin job description process with Human Resources by March 15th to complete draft job description by March 31st. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
2. Complete Department Section of New Personnel Request Form and submit to Human Resources by March 15th.
3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1st. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 Classification and Compensation Plans, (a) Classification Plan, (4) Establishing Positions, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

Department Completes and submits to Human Resources by March 15th

Department: Health & Human Services
 Department Head: Robin Elsner, MSW
 Position Title: Executive Assistant-HHSD
 Old Position Title: None
 Justification for Position: See Reverse Side

Position Type: Permanent
 Seasonal (14 wks max)
 Project (6 mos-2yrs)
 LTE (599 hours max)

Human Resources Completes and submits to Finance

- AFSCME LOCAL 1752 (Courthouse) AFSCME LOCAL 1752A (Professional)
 AFSCME LOCAL 1752 (Library) IUOE, Local 139 (Highway Union)
 WPPA (Deputies) Non-Union (Chapter 4, Code of Ordinance)

Union Acknowledgement:

Name (Print): _____
 Signature: _____
 Date: / /

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 40
 Hours per Year: 2080

Effective Start Date of Position: As Soon As Approved / Evaluated Human Resources Initials: KE
per official conversation w/Robin, Ellen & Tina

Finance Completes and returns to Administration

Account Number: 205-54-54504-111
 Funding taken from: HHSD Budget

Cost of Request:

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

Total Cost: \$ SEE ATTACHED

Finance Initials: PK 4/23/2012

Approval

Department Head: Robin Elsner
 County Administrator: Ulrich
 Committee of Jurisdiction Chair: _____
 Personnel Committee Chair: _____
 Finance Committee Chair: _____
 County Board Chair: _____

3/27/12
4/26/12

if applicable

Justification for Position: The Health & Human Services Department is requesting an Executive Assistant-HHSD position to provide high-level administrative support to the Director and Management Team. The position would be responsible for conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. This position would be responsible for preparing all meeting minutes and agendas for the various human service committees. The position will also train and coordinate functions of lower-level clerical staff and schedule coverage for the reception areas throughout the department.

**Marinette County Health & Human Services
Fiscal Impact - Executive Assistant
Using 2012 Budget Figures**

Salary and Benefits (Single Health Plan)

| 111 | | 151 | | 152 | | 154 | | Total | |
|----------------|-----------------------|-------------|-------------|--------------|--------------|--------------|-----|-------|----------|
| Per Hour | 2012 WAGES | S.S. | RET | H&D | Benefits | Total | S&B | Total | Benefits |
| Grade I(Start) | \$ 16.80 \$ 34,944.00 | \$ 2,673.22 | \$ 2,061.70 | \$ 10,878.62 | \$ 15,613.53 | \$ 50,557.53 | | | |
| Grade I(12 mo) | \$ 17.92 \$ 37,273.60 | \$ 2,851.43 | \$ 2,199.14 | \$ 10,878.62 | \$ 15,929.19 | \$ 53,202.79 | | | |
| Grade I(36 mo) | \$ 19.06 \$ 39,644.80 | \$ 3,032.83 | \$ 2,339.04 | \$ 10,878.62 | \$ 16,250.49 | \$ 55,895.29 | | | |

| 111 | | 151 | | 152 | | 154 | | Total | |
|----------------|-----------------------|-------------|-------------|--------------|--------------|--------------|-----|-------|----------|
| Per Hour | 2012 WAGES | S.S. | RET | H&D | Benefits | Total | S&B | Total | Benefits |
| Grade J(Start) | \$ 17.57 \$ 36,545.60 | \$ 2,795.74 | \$ 2,156.19 | \$ 10,878.62 | \$ 15,830.55 | \$ 52,376.15 | | | |
| Grade J(12 mo) | \$ 18.74 \$ 38,979.20 | \$ 2,981.91 | \$ 2,299.77 | \$ 10,878.62 | \$ 16,160.30 | \$ 55,139.50 | | | |
| Grade J(36 mo) | \$ 19.95 \$ 41,496.00 | \$ 3,174.44 | \$ 2,448.26 | \$ 10,878.62 | \$ 16,501.33 | \$ 57,997.33 | | | |

Salary and Benefits (Family Health Plan)

| 111 | | 151 | | 152 | | 154 | | Total | |
|----------------|-----------------------|-------------|-------------|--------------|--------------|--------------|-----|-------|----------|
| Per Hour | 2012 WAGES | S.S. | RET | H&D | Benefits | Total | S&B | Total | Benefits |
| Grade I(Start) | \$ 16.80 \$ 34,944.00 | \$ 2,673.22 | \$ 2,061.70 | \$ 32,678.86 | \$ 37,413.77 | \$ 72,357.77 | | | |
| Grade I(12 mo) | \$ 17.92 \$ 37,273.60 | \$ 2,851.43 | \$ 2,199.14 | \$ 32,678.86 | \$ 37,729.43 | \$ 75,003.03 | | | |
| Grade I(36 mo) | \$ 19.06 \$ 39,644.80 | \$ 3,032.83 | \$ 2,339.04 | \$ 32,678.86 | \$ 38,050.73 | \$ 77,695.53 | | | |

| 111 | | 151 | | 152 | | 154 | | Total | |
|----------------|-----------------------|-------------|-------------|--------------|--------------|--------------|-----|-------|----------|
| Per Hour | 2012 WAGES | S.S. | RET | H&D | Benefits | Total | S&B | Total | Benefits |
| Grade J(Start) | \$ 17.57 \$ 36,545.60 | \$ 2,795.74 | \$ 2,156.19 | \$ 32,678.86 | \$ 37,630.79 | \$ 74,176.39 | | | |
| Grade J(12 mo) | \$ 18.74 \$ 38,979.20 | \$ 2,981.91 | \$ 2,299.77 | \$ 32,678.86 | \$ 37,960.54 | \$ 76,939.74 | | | |
| Grade J(36 mo) | \$ 19.95 \$ 41,496.00 | \$ 3,174.44 | \$ 2,448.26 | \$ 32,678.86 | \$ 38,301.57 | \$ 79,797.57 | | | |

**Marinette County Health & Human Services
Six Month Fiscal Impact - Executive Assistant
Using 2012 Budget Figures**

| Salary and Benefits(Single Health Plan) | | | | | | | | | | |
|---|----------|--------------|--------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 111 | | | | | | | | | | |
| | Per Hour | 2012 WAGES | 151 | 152 | 154 | Total | 151 | 152 | 154 | Total |
| | | | S.S. | RET | H&D | Benefits | S.S. | RET | H&D | Benefits |
| Grade I(Start) | \$ 16.80 | \$ 17,472.00 | \$ 1,336.61 | \$ 1,030.85 | \$ 5,439.31 | \$ 7,806.77 | \$ 1,336.61 | \$ 1,030.85 | \$ 5,439.31 | \$ 7,806.77 |
| Grade I(12 mo) | \$ 17.92 | \$ 18,636.80 | \$ 1,425.72 | \$ 1,099.57 | \$ 5,439.31 | \$ 7,964.60 | \$ 1,425.72 | \$ 1,099.57 | \$ 5,439.31 | \$ 7,964.60 |
| Grade I(36 mo) | \$ 19.06 | \$ 19,822.40 | \$ 1,516.41 | \$ 1,169.52 | \$ 5,439.31 | \$ 8,125.25 | \$ 1,516.41 | \$ 1,169.52 | \$ 5,439.31 | \$ 8,125.25 |
| Total Annual S&B | | | | | | | | | | |
| | | | \$ 25,278.77 | | | | \$ 25,278.77 | | | |
| | | | \$ 26,601.40 | | | | \$ 26,601.40 | | | |
| | | | \$ 27,947.65 | | | | \$ 27,947.65 | | | |

| Salary and Benefits(Family Health Plan) | | | | | | | | | | |
|---|----------|--------------|--------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| 111 | | | | | | | | | | |
| | Per Hour | 2012 WAGES | 151 | 152 | 154 | Total | 151 | 152 | 154 | Total |
| | | | S.S. | RET | H&D | Benefits | S.S. | RET | H&D | Benefits |
| Grade J(Start) | \$ 17.57 | \$ 18,272.80 | \$ 1,397.87 | \$ 1,078.10 | \$ 5,439.31 | \$ 7,915.27 | \$ 1,397.87 | \$ 1,078.10 | \$ 5,439.31 | \$ 7,915.27 |
| Grade J(12 mo) | \$ 18.74 | \$ 19,489.60 | \$ 1,490.95 | \$ 1,149.89 | \$ 5,439.31 | \$ 8,080.15 | \$ 1,490.95 | \$ 1,149.89 | \$ 5,439.31 | \$ 8,080.15 |
| Grade J(36 mo) | \$ 19.95 | \$ 20,748.00 | \$ 1,587.22 | \$ 1,224.13 | \$ 5,439.31 | \$ 8,250.66 | \$ 1,587.22 | \$ 1,224.13 | \$ 5,439.31 | \$ 8,250.66 |
| Total Annual S&B | | | | | | | | | | |
| | | | \$ 26,188.07 | | | | \$ 26,188.07 | | | |
| | | | \$ 27,569.75 | | | | \$ 27,569.75 | | | |
| | | | \$ 28,998.66 | | | | \$ 28,998.66 | | | |

| Salary and Benefits(Single Health Plan) | | | | | | | | | | |
|---|----------|--------------|--------------|-------------|--------------|--------------|--------------|-------------|--------------|--------------|
| 111 | | | | | | | | | | |
| | Per Hour | 2012 WAGES | 151 | 152 | 154 | Total | 151 | 152 | 154 | Total |
| | | | S.S. | RET | H&D | Benefits | S.S. | RET | H&D | Benefits |
| Grade I(Start) | \$ 16.80 | \$ 17,472.00 | \$ 1,336.61 | \$ 1,030.85 | \$ 16,339.43 | \$ 18,706.89 | \$ 1,336.61 | \$ 1,030.85 | \$ 16,339.43 | \$ 18,706.89 |
| Grade I(12 mo) | \$ 17.92 | \$ 18,636.80 | \$ 1,425.72 | \$ 1,099.57 | \$ 16,339.43 | \$ 18,864.72 | \$ 1,425.72 | \$ 1,099.57 | \$ 16,339.43 | \$ 18,864.72 |
| Grade I(36 mo) | \$ 19.06 | \$ 19,822.40 | \$ 1,516.41 | \$ 1,169.52 | \$ 16,339.43 | \$ 19,025.37 | \$ 1,516.41 | \$ 1,169.52 | \$ 16,339.43 | \$ 19,025.37 |
| Total Annual S&B | | | | | | | | | | |
| | | | \$ 36,178.89 | | | | \$ 36,178.89 | | | |
| | | | \$ 37,501.52 | | | | \$ 37,501.52 | | | |
| | | | \$ 38,847.77 | | | | \$ 38,847.77 | | | |

| Salary and Benefits(Family Health Plan) | | | | | | | | | | |
|---|----------|--------------|--------------|-------------|--------------|--------------|--------------|-------------|--------------|--------------|
| 111 | | | | | | | | | | |
| | Per Hour | 2012 WAGES | 151 | 152 | 154 | Total | 151 | 152 | 154 | Total |
| | | | S.S. | RET | H&D | Benefits | S.S. | RET | H&D | Benefits |
| Grade J(Start) | \$ 17.57 | \$ 18,272.80 | \$ 1,397.87 | \$ 1,078.10 | \$ 16,339.43 | \$ 18,815.39 | \$ 1,397.87 | \$ 1,078.10 | \$ 16,339.43 | \$ 18,815.39 |
| Grade J(12 mo) | \$ 18.74 | \$ 19,489.60 | \$ 1,490.95 | \$ 1,149.89 | \$ 16,339.43 | \$ 18,980.27 | \$ 1,490.95 | \$ 1,149.89 | \$ 16,339.43 | \$ 18,980.27 |
| Grade J(36 mo) | \$ 19.95 | \$ 20,748.00 | \$ 1,587.22 | \$ 1,224.13 | \$ 16,339.43 | \$ 19,150.78 | \$ 1,587.22 | \$ 1,224.13 | \$ 16,339.43 | \$ 19,150.78 |
| Total Annual S&B | | | | | | | | | | |
| | | | \$ 37,088.19 | | | | \$ 37,088.19 | | | |
| | | | \$ 38,469.87 | | | | \$ 38,469.87 | | | |
| | | | \$ 39,898.78 | | | | \$ 39,898.78 | | | |



Job Title: Executive Assistant

Department: Health & Human Services
Position Reports to: Health & Human Services Director
Pay Grade Level: TBD
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

This position will provide high-level administrative support to the Director and Management Team and is responsible for preparing all meeting minutes and agendas for the Health & Human Services Committee, Public Planning Committee, COP Planning Committee, ADRC Committee and the Comprehensive Community Services Committee. The position will also train and coordinate functions of lower-level clerical staff and schedule coverage for all reception areas throughout the department.

ESSENTIAL JOB FUNCTIONS

- A. Responsible for calendar management of the Health & Human Services Director requiring interaction with both internal and external executives, consultants and coordination of executive meetings.
- B. Assist with the administration of programs and services.
- C. Prepare statistical and other necessary reports as required.
- D. Conduct research as necessary for Management Team requests.
- E. Handle information requests presented by the Director or Management Team.
- F. Perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.
- G. Serve as secretary for the Health & Human Services Committee and all sub committees of the Health & Human Services Department.
- H. Train and coordinate functions of clerical staff including coverage of essential responsibilities of the finance/support staff.
- I. Schedule coverage for all of the reception areas throughout the department.
- J. Prepare invoices, reports, memos, letters, financial statements and other documents using work processing, spreadsheet, database or presentation software.

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. 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. Possess excellent public relation skills.
- J. Apply excellent trouble shooting skills.
- K. Respond effectively to the most sensitive inquires or complaints.
- L. Define problems, collect data, establish facts and draw valid conclusions.
- M. Add, subtract, divide and multiply.
- N. Process information derived from numbers.
- O. Apply attention to detail.
- P. Apply procedures and interpret instructions accurately.
- 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. Manage unexpected changes within job duties.
- W. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a High School Diploma and special course work beyond High School or college credits in the administrative assistant or accounting field.
- B. Requires five years of experience in the administrative assistant/accounting field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires advanced tested proficiency in Microsoft Excel 2000 – HHS Financial, Microsoft Word 2000 – HHS Financial, Filing – Standard and Grammar – General.
- E. Requires intermediate advanced tested proficiency in Data Entry – Alphanumeric.
- F. Requires intermediate tested proficiency in Typing.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Travel to all county workstations on an as needed basis.
- D. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

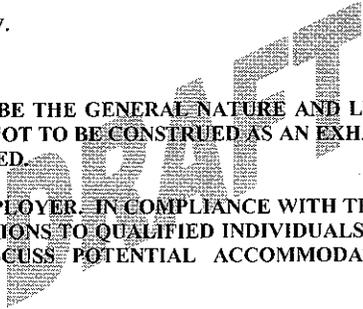
- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Work in a confined workspace.
- D. Bend, squat, stretch, and twist frequently.
- E. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

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: 03/2012
 Approved: 04/24/2012 Human Resources Director & County Administrator
 Revised: 04/2012
 Approved: 05/01/2012 Human Resources Director & County Administrator

05/01/2012 Job Description pending governing committee approval
 Position pending governing committee, Finance Committee, Personnel Committee and County Board approval