



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: Library Position Type: Permanent
 Seasonal (14 wks max)
 Department Head: Jennifer Thiele Project (6 mos-2yrs)
 Position Title: Library Assistant Under 600 hours 8 hours/week LTE (599 hours max)
 Old Position Title: _____
 Justification for Position: See Reverse Side

Coleman/Cruz

Human Resources Completes and submits to Finance

- X 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: 8
 Hours per Year: 2000

Effective Start Date of Position: ASAP

Human Resources Initials: KA

Finance Completes and returns to Administration

Account Number: 100-32-55110-112
 Funding taken from: Library Budget

Cost of Request:

Wages:	\$ <u>4,010</u>	<u>416 hrs</u>	Workers Comp:	\$ <u>7</u>
FICA:	\$ <u>307</u>		Life Insurance:	\$ <u>—</u>
Retirement:	\$ <u>—</u>		Longevity:	\$ <u>—</u>
Other (explain):	_____			

Total Cost: \$ *4,324 * 2010 Full Year Cost.

Finance Initials: PK 6/7/2010

Approval

Department Head: Jennifer Thiele 6/4/10
 County Administrator: [Signature] 6/8/10
 Committee of Jurisdiction Chair: _____ / /
 Personnel Committee Chair: _____ / /
 Finance Committee Chair: _____ / /
 County Board Chair: _____ / /

if applicable

Justification for Position (be specific)

This is an amended under 600 hour position to be split between the Coleman and Crivitz branches (4 hours a week at each branch). This additional shift will help with the increased circulation at our two busiest branches.

2010 PROPOSED STAFFING CHANGES FOR LIBRARY

Coleman Library - Add 8 Hour/Week Position to split hours between Coleman & Crivitz

	Hours	2010 3 Mo Rate	Salary	Social Security	Retirement	Health & Dental	Workers Comp	Total
Library Assistant 8 hr/wk (split between Coleman & Crivitz)	416	\$ 9.64	\$ 4,010	\$ 307	\$ -	\$ -	\$ 7	\$ 4,324
			<u>\$ 4,010</u>	<u>\$ 307</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7</u>	<u>\$ 4,324</u>

Calculated on annual salary. Unknown date for hiring employee.



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: Child Support Agency
 Position Reports to: Corina Dionne
 Total Hours: 175
 Pay Rate: \$ 14.94/hour starting
 Number of Positions: 1

Justification:

To enable proper training of Administrative Assistant position which will be vacated effective September 20, 2010. This department has gone from 5 case workers to 4, which gave each worker an additional 125 cases, limiting the time they could provide training assistance to the new person. This office would benefit with this training period to maintain proper workflow and continue services in a timely manner.

ARRA Funding Available to fund cost

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: Corina Dionne 05 / 17 / 10

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
 5. County Board minutes approving position and/or transfer of funds

Account Number: 100-06-51330-111-028

Finance Director: [Signature] 5/18/10

County Administrator: [Signature] 5/19/10

Governing Committee Chair: _____ / /

Personnel Committee Chair: _____ / /

Finance Committee Chair: _____ / /

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

**CHILD SUPPORT ADMINISTRATIVE ASSISTANT COVERAGE
AUG 16 - SEPT 17, 2010**

2010 Starting Rate	Hours	SALARY	7.65% SOCIAL SECURITY	11.00% RETIREMENT	2 MONTH FAMILY HLTH & DNTL	0.17% WORKER'S COMP	TOTAL
\$ 14.94	175	\$ 2,615	\$ 200	\$ 288	\$ 4,451	\$ 4	\$ 7,557

Cost to be paid for out of unused Child Support ARRA funding. Person previously using ARRA funding has posted into vacant Child Support Specialist Position.