

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 POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 11-6-13
 Personnel Committee 11-8-13
 Finance Committee _____
 County Board 11-12-13

Permission to proceed: W
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner
 Supervisor: June Kruse
 Position Title: Child Protective Services Ongoing Social Worker
 Old Position Title: Specialized Supervision Social Worker
 Hours per Week/Year: 40
 Account Number(s): 205-54-54554-111
205-54-54119-111

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

Funding taken from: 205-54-54555-111 *Fund Balance PK* (i.e. salaries with or without fringes)
 Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: PRO
 Pay Rate/Salary: \$ 20.77 *22.45*
 Pay Level: Starting *Current Specialized Supervision*
 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: \$ For 2014 \$6707 (See Attached) Finance Initials: PK 10/28/2013

Approval*

Department Head: *Robin Elsner* 10/18/13
 County Administrator: *Robin Elsner* 10/28/13

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

Justification for Request: The Health and Human Services Department continues to have increases with child protective service cases and a decline in the juvenile justice cases. There are no additional tax levy funds to add new positions, therefore the department is requesting the elimination of the Specialized Supervision Social Worker position and creating an additional Child Protective Services Ongoing Social Worker position. The caseload and duties of the Specialized Supervision Social Worker will to be transferred to the current Juvenile Court Social Worker positions. Caseloads average between 12-17 cases currently. An audit of other county departments' juvenile workers indicated caseload sizes from 25-30, as the average caseload size. The current caseload size of the Health and Human Service Department's juvenile justice workers allows for a much higher capacity of cases for the current workers and justifies the elimination of the Specialized Supervision Social Worker position.

eliminate & create



Job Title: Specialized Supervision Worker

Department: Health and Human Services

Position Reports to: Child and Family Services Manager

Pay Grade Level: II

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

This position is a dispositional worker within the Child & Family Services unit. Responsibilities include providing supervision and/or electronic monitoring services for adjudicated youth residing in Marinette County.

ESSENTIAL JOB FUNCTIONS

- A. Prepare requests for temporary physical custody.
- B. Provide supervision/counseling services to juveniles on electronic monitoring or at the group home.
- C. Provide targeted case management services to juveniles on electronic monitoring or at the group home.
- D. Provide planning, placement and supervision services to alternate care cases.
- E. Interview, observe, develop and carry out a case plan for rehabilitation, treatment and care for children and families.
- F. Provide electronic monitoring services, case management and coordination for court ordered juveniles including those in the Marinette County Group Home.
- G. Provide crisis intervention and counseling to juveniles on electronic monitoring or at the group home.
- H. Answer questions from families about supervision and case management services.
- I. Explain policies and procedures and other public relations activities.
- J. Participate in unit meetings.
- K. Prepare and complete necessary forms/reports to maintain legal compliance.

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. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate orally and in writing effectively.
- E. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- F. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- G. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- H. Respond to inquiries or complaints.
- I. Add, subtract, divide and multiply.
- J. Apply attention to detail.
- K. Apply procedures and interpret instructions accurately.
- L. Perform effectively under tight time frames and demanding schedules.
- M. Plan and monitor assigned activities.
- N. Define problems, collect data, establish facts and draw valid conclusions.
- O. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- P. Work as team player in the absence of or with minimal supervision.
- Q. Work independently and exercise sound professional judgment.

QUALIFICATIONS

- A. Requires a Bachelor's Degree in Social Work, Psychology or related mental health field.
- B. Requires Wisconsin Social Work Certification within six months of hire.
- C. Requires one year of experience in juvenile social services field.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Possess and maintain an insurance acceptable driver's license.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Deal with challenges and criticism on a regular basis.
- D. Work in client homes and the community as needed.
- E. Travel to all county workstations on an as needed basis.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. Work in fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Able to sit for long periods of time.
- C. Able to stand for long periods of time.
- D. Able to lift up to ten pounds.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Additional duties as assigned.
- C. Provide juvenile court services as needed.
- D. Participate in Agency's rotating system of after hours intake coverage.

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: 10/04
Approved: 10/04
Revised: 03/05
Approved: 03/05



Job Title: Child Protective Services Ongoing Social Worker

Department: Health & Human Services

Position Reports to: Child & Family Services Manager

Pay Grade Level: II

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to provide supervision and case management of child protective services cases within Marinette County. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Interview and observe children and adults to collect information.
- B. Provide counseling and supervision services for children and families in need.
- C. Provide case management and supervision for alternative care cases.
- D. Provide crisis intervention and counseling.
- E. Place children in alternative care when needed.
- F. Complete necessary forms/reports to maintain legal compliance.
- G. Provide juvenile court services as needed.
- H. Participate in unit meetings when required.
- I. Explain policies and procedures to families.
- J. Provide feedback to supervisors/case workers regarding cases.
- K. Participate in Agency's rotating system of "after hours" intake coverage.
- L. Adhere to mandated timelines as required by the state EWISACWIS system.

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. Operate modern office equipment.
- D. Communicate effectively orally and in writing.
- E. Present information to management, small groups and individual situations.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Add, subtract, divide and multiply.
- I. Apply common sense understanding to carry out simple instructions.
- J. Apply procedures and interpret instructions accurately.
- K. Perform effectively under tight time frames and demanding schedules.
- L. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- M. Explore and research problems effectively to ensure positive results.
- N. Work as team player in the absence of or with minimal supervision.
- O. Manage unexpected changes within job duties.
- P. Demonstrate working knowledge and application of eWISACWIS.
- Q. Possess working knowledge of general office procedures, computer hardware/software and office equipment.

QUALIFICATIONS

- A. Requires one of the following:
 - 1. Bachelor's degree in Social Work with the Child Welfare Tract.

2. Bachelor's degree in a closely related field with six months experience in Child Protective Services or Child Welfare.

- B. Possess and maintain an insurance acceptable driver's license.
- C. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- D. Requires an active Wisconsin Social Work Certification within six months of hire **OR** Wisconsin Social Worker – Training Certificate within six months of hire and then an active Wisconsin Social Work Certification within twelve months of hire.
- E. Requires successful completion of the State Intake Training within the first six months of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in a fast-paced high-pressure position.
- G. Exposed to body fluids and communicable disease.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to 25 pounds frequently, occasionally 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: 04/04
Approved: 05/04
Revised: 05/04
Approved: 06/04
Revised: 03/06
Approved: 05/15/2006
Revised: 06/08, 08/08 & 09/10
Approved: 09/03/2010
Revised: 04/11
Approved: 05/05/2011
Revised: 03/2013
Approved: 04/01/2013

**2014 - POSITION REQUEST
CHILD PROTECTIVE SERVICES ONGOING SOCIAL WORKER**

Increase weekly hours from 35 - 40

	PAY RATE	HRS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	H&D	0.17% WORKER'S COMP	TOTAL
CURRENT 2014 BUDGET - 35 hr wk									
Child Protective Services Ongoing Social Worker	\$ 22.45	1,827	\$ 41,016	\$ 225	\$ 3,155	\$ 2,743	\$ 16,877	\$ 70	\$ 64,085
			\$ 41,016		\$ 3,155	\$ 2,743	\$ 16,877	\$ 70	\$ 64,085

PROPOSED 2014 BUDGET - 40 hr wk

Child Protective Services Ongoing Social Worker	\$ 22.45	2,088	\$ 46,876	\$ 225	\$ 3,603	\$ 3,132	\$ 16,877	\$ 80	\$ 70,793
			\$ 46,876		\$ 3,603	\$ 3,132	\$ 16,877	\$ 80	\$ 70,793

DIFFERENCE: \$ (6,707)



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee 11-6-13
 Personnel Committee 11-8-13
 Finance Committee _____
 County Board 11-12-13

Permission to proceed: [Signature]
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner
 Supervisor: June Kruse
 Position Title: Juvenile Court Social Worker
 Old Position Title: Juvenile Court Intake Social Worker
 Hours per Week/Year: 40
 Account Number(s): 205-54-54555-111

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

Funding taken from: 205-54-54555-111 Food Bnl (PK) (i.e. salaries with or without fringes)
 Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Pro (2013)
 Pay Rate/Salary: \$ 20.77 29.50
 Pay Level: Starting current
 Human Resources Initials: KG

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____
 Total Cost: \$ For 2014 8,814 (See Attached)
 Finance Initials: PK 10/28/2013

Approval*

Department Head: [Signature] 10/18/13
 County Administrator: [Signature] 10/28/13

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

Justification for request: The Health and Human Services Department is requesting the elimination of the Juvenile Court Intake Social Worker position and creating an additional Juvenile Court Social Worker position. This request is being made to increase efficiencies within the Child and Family Unit managing juvenile justice caseload and intake of juvenile justice cases managed by the unit. Caseload sizes of other county departments' juvenile workers indicated caseload sizes from 25-30 cases. Caseloads average between 12-17 cases currently in our department. The current Juvenile Court Intake Social Worker position carries no ongoing caseload, which is not consistent with other county departments. An additional Juvenile Court Social Worker position will allow increased caseload capacity for all juvenile justice workers and allow the Child and Family Unit to spread intake responsibilities to all Juvenile Court Social Workers.

eliminate & create



Job Title: Juvenile Court Social Worker

Department: Health & Human Services

Position Reports to: Child & Family Services Manager

Pay Grade Level: II

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include supervision and case management of juveniles assigned or court ordered for services according to Wisconsin State Statutes 48.067 and 938.067.

ESSENTIAL JOB FUNCTIONS

- A. Interview and observe youth to collect information and subsequently organize, assess, analyze and interpret that data.
- B. Provide supervision and case management of juveniles until the disposition ends.
- C. Act as Juvenile Court System Facilitator by coordinating court orders to insure compliance with Wisconsin State Statutes, Chapters 48 and 938.
- D. Prepare Juvenile Court petitions, both original and revisions, as well as assist other workers to do the same.
- E. Organize and/or assist other workers to secure temporary physical custody hearings as required by Wisconsin State Statutes 48.21 and 938.21.
- F. Provide case management of both Deferred Prosecution Agreements and formal disposition cases.
- G. Monitor juveniles working in the Work Restitution Program.
- H. Coordinate Agency's Work/Restitution Program.
- I. Act as Human Service Department liaison with schools, judge, law enforcement agencies and District Attorney's Office.
- J. Compile statistics regarding the Juvenile Court System as needed.
- K. Participate in agency's rotating system of "after hours" intake coverage.
- L. Complete necessary forms/reports to maintain legal compliance.
- M. Provide counseling and supervision services to juveniles and families in need.
- N. Adhere to mandated timelines as required by the state eWISACWIS system.

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. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate effectively orally and in writing.
- 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, general public and other agency staff.
- I. Respond effectively and professionally to the most sensitive inquiries or complaints.
- J. Add, subtract, divide and multiply.
- K. Apply common sense understanding to carry out simple instructions.
- L. Apply procedures and interpret instructions accurately.
- M. Perform effectively under tight time frames and demanding schedules.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Explore and research problems effectively to ensure positive results.
- P. Work as team player in the absence of or with minimal supervision.
- Q. Comprehend State Reporting System, eWISACWIS.

QUALIFICATIONS

- A. Requires a Bachelor's degree from a four-year college or university in a juvenile court related field.
- B. Requires two years of related experience and/or training in the Juvenile Court field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires an active Wisconsin Social Work Certificate.
- F. Demonstrate working knowledge and application of eWISACWIS.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in a fast-paced high-pressure position.
- G. Exposed to body fluids and communicable disease.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally 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: 03/2013
Approved: 04/24/2013



Job Title: Juvenile Court Intake Social Worker

Department: Health & Human Services

Position Reports to: Child & Family Services Manager

Pay Grade Level: II

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include interviewing and observing youth and adults to collect information and subsequently organize, assess, analyze and interpret that data according to Wisconsin State Statutes 48.067 and 938.067.

ESSENTIAL JOB FUNCTIONS

- A. Interview and observe youth and adults to collect information and subsequently organize, assess, analyze and interpret that data.
- B. Act as a "fixed point of referral" for all Juvenile Court referrals by deciding appropriate dispositions and recommending Juvenile Court intervention, as indicated.
- C. Act as Juvenile Court System Facilitator by coordinating all cases pending before the court to insure compliance with Wisconsin State Statutes, Chapters 48 and 938.
- D. Prepare Juvenile Court petitions, both original and revisions, as well as assist other workers to do the same.
- E. Organize and/or assist other workers to secure temporary physical custody hearings as required by Wisconsin State Statutes 48.21 and 938.21.
- F. Direct caseloads of both Deferred Prosecution Agreements and formal disposition cases.
- G. Act as Restitution Coordinator by assessing circumstances of delinquent acts and recommending restitution to the Juvenile Court Judge, effect restitution agreements with informally disposed of referrals.
- H. Coordinate Agency's Work/Restitution Program.
- I. Act as Human Service Department liaison with schools, judge, law enforcement agencies and District Attorney's Office.
- J. Compile statistics regarding the Juvenile Court System as needed.
- K. Participate in agency's rotating system of after-hours intake coverage.
- L. Adhere to mandated timelines as required by the state eWISACWIS system.

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. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate effectively orally and in writing.
- 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, general public and other agency staff.
- I. Respond effectively and professionally to the most sensitive inquiries or complaints.
- J. Add, subtract, divide and multiply.
- K. Apply common sense understanding to carry out simple instructions.
- L. Apply procedures and interpret instructions accurately.
- M. Perform effectively under tight time frames and demanding schedules.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Explore and research problems effectively to ensure positive results.
- P. Work as team player in the absence of or with minimal supervision.

QUALIFICATIONS

- A. Requires a Bachelor's degree from a four-year college or university in a juvenile court related field.
- B. Requires two years of related experience and/or training in the Juvenile Court field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires an active Wisconsin Social Work Certificate.
- F. Demonstrate working knowledge and application of eWISACWIS.
- G. Requires successful completion of the State Intake Training within six months of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in a fast-paced high-pressure position.
- G. Exposed to body fluids and communicable disease.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally 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: 05/04
Approved: 06/04
Revised: 03/06
Revised: 06/08
Approved: 07/28/2008
Revised: 08/08 & 03/2013
Approved: 04/24/2013

