



AGENDA

PERSONNEL AND VETERANS SERVICE

Friday, August 14, 2009

9:00 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 July 10, 2009
5. Discuss/consider recommendation of Law Enforcement Committee to create an additional Child Support Specialist position as part of stimulus funding; and recommendation of the same to the County Board, action if any See Attachment
6. Human Resources Director's Report:
 - Distribute signed LOU's
 - Worker's Compensation Report
 - Commerce Program
 - Retirements/Resignations/Dismissals/Layoffs
 - New Hires
 - Postings
7. Review Schedule of Vouchers, action if any
8. Closed session per Wisconsin Statute 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit: Bargaining and tentative contract agreements with AFSCME Union Bargaining, Courthouse, Library, and Professionals
9. Open session per Wisconsin Statute 19.85 (2), action if any
10. Set next meeting date
11. Adjournment

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)



MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

Departments must begin New Personnel Request process for New Budget Year Personnel Requests by May 15th in order to submit all approval forms to Administration by July 1st

Steps to Be Completed

1. Complete and submit *New Personnel Request Form* to Administration for approval of new position
2. If new position approved, complete Job Description Process with Human Resources. Please allow at least two weeks to complete Job Description Process.
3. Present completed request form along with Job Description to Governing Committee. **It is the responsibility of the Department to ensure new position is on Governing Committee Agenda.**
4. Upon approval from Governing Committee, present request form along with Job Description to Personnel Committee. **It is the responsibility of the Department to ensure new position is on Personnel Committee Agenda.**
5. Upon approval from the Personnel Committee, present request form along with Job Description to Finance Committee, *if funds are not available*. **It is the responsibility of the Department to ensure new position is on Finance Committee Agenda.**
6. Upon approval from the Finance Committee, present request form along with Job Description to County Board. **It is the responsibility of the Department to ensure new position is on County Board Agenda.**
7. Upon approval from County Board, submit request form, Job Description and approval minutes from Governing Committee, Personnel Committee, Finance Committee, if applicable, and County Board to Administration to request appropriate evaluation form.

Department Complete

Department: Child Support Agency
 Department Head: Corina Dionne
 Position Title: Child Support Specialist
 Old Position Title: _____

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

Justification for Position: **See Reverse Side**

Human Resources Complete

- | | |
|--|---|
| <input checked="" type="checkbox"/> AFSCME LOCAL 1752 (courthouse) | <input type="checkbox"/> AFSCME LOCAL 1752A (Professional) |
| <input type="checkbox"/> AFSCME LOCAL 1752 (Library) | <input type="checkbox"/> Local 139S (Hwy-Operating Engineers) |
| <input type="checkbox"/> WPPA (Deputies) | <input type="checkbox"/> Non-Union (Chapter 4, Code of Ordinance) |

Union Acknowledgement:

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

Position Status:

New Position Hours per Week: _____
 Modified Position Hours per Year: _____

Effective Start Date of Position: 9 / 1 / 09

Human Resources Initials: _____

Finance Complete

Account Number: 100-06-51330-111
 Funding taken from: American Recovery + Reinvestment Act -
reinstatement of federal matching funds on
incentive payments.
 Cost of Request:
 Wages: \$ 34,581
 FICA: \$ 2,645
 Retirement: \$ 3,596
 Other (explain): Health Ins @ family plan
 Total Cost: \$ 70,560

Projected cost are from 9/1/09 through 9/30/2010

Workers Comp: \$ 59
 Life Insurance: \$ -
 Longevity: \$ -

Finance Initials: PK

Department Head: Corina Dionne
 County Administrator: [Signature]
 Governing Committee Chair: _____
 Personnel Committee Chair: _____
 Finance Committee Chair: _____
 County Board Chair: _____

7 / 17 / 09
7 / 22 / 09
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if applicable

Justification for Position (be specific)

Under the American Recovery Reinvestment Act, the child support program is entitled to federal funds and Wisconsin has provided each county with amounts to be spent for 2009 - 2010. Federal regulations require that the states expend all incentive payments to carry out the IV-D program and meet minimum reinvestment levels. The funds are intended to supplement not supplant or replace other child support funding. These funds may be used to hire child support staff and pay CSA operational costs.

The total Marinette County is expected to receive for 2009 is \$62,019 and additional funds in 2010 of approximately \$58,000. 2010 funds depend upon performance incentives earned by Wisconsin. In addition to upgrading equipment, purchasing equipment, I would like another Child Support Specialist to alleviate the increased workload placed upon my department. This position would be authorized with no commitment to fund it beyond September 30, 2010.



Job Title: Child Support Specialist

Department: Child Support

Position Reports to: Child Support Director

Pay Grade Level: J

FLSA Status: Non - Exempt

JOB ANALYSIS

Responsibilities include establishing, enforcing and modifying child support orders as well as establishing paternity for children. Additional duties include case management tasks. Tasks are performed according to guidelines, exercising some discretion.

ESSENTIAL JOB FUNCTIONS

- A. Determine appropriate action to establish and enforce child support orders.
- B. Ensure compliance with applicable state statutes, federal regulations, rights and legal obligations regarding child support and paternity cases.
- C. Prepare required documentation/paperwork through the Kids Information Data System program.
- D. Interview participants, employers and others to obtain necessary information in child support cases.
- E. Request assistance from law enforcement personnel when necessary.
- F. Utilize computerized child support location tools to locate non-custodial parents.
- G. Examine documents and records relating to financial and legal status of involved parties to conduct case management.
- H. Determine and monitor the non-custodial parent's ability to pay child support.
- I. Review and analyze applicable information to make case management decisions.
- J. Mediate negotiations to establish child support, health care coverage and payment on arrearage.
- K. Compose, prepare and file a variety of legal documents, i.e. affidavits, orders to show cause, stipulations and warrants, etc.
- L. Draft correspondence and legal documents as required for establishing, enforcing and modifying child support.
- M. Recommend legal action and assist in the preparation of child support cases.
- N. Appear on behalf of agency at court hearings and trials.
- O. Schedule hearings for court appearances.
- P. Identify potential fraud cases and refer if necessary.
- Q. Review/modify child support orders.
- R. Maintain knowledge of current child support agency policies and procedures.
- S. Prepare and send Income Withholdings & Suspensions to employers.
- T. Utilize administrative procedures to increase withholding orders, seize bank accounts, revoke driver's licenses and hunting and fishing licenses.
- U. Assist attorneys at court hearings.
- V. Complete required trainings.
- W. Notarize appropriate legal documents.
- X. Perform office tasks according to office policies and state and federal regulations.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Utilize a variety of advisory data, legal forms, information and documents to perform case management.
- C. Maintain knowledge of current local, state and federal laws, statutes, rules and regulations that apply.
- D. Work as team player in the absence of or with minimal supervision.
- E. Communicate effectively orally and in writing.
- F. Memorize and retain information over long and short periods of time.
- G. Work efficiently and accurately under time constraints, pressure or emotional strain.
- H. Plan and monitor assigned activities.
- I. Apply procedures and interpret instructions.
- J. Remain calm and levelheaded in difficult, unexpected or emergency situations.

- K. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- L. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- M. Explore and research problems effectively to ensure positive results.
- N. Prioritize multiple tasks and meet scheduled deadlines.
- O. Possess working knowledge of general office procedures and equipment.

QUALIFICATIONS

- A. Requires high school diploma with special coursework or college credits in the business field.
- B. Requires two years of legal experience performing duties similar to essential job functions.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires basic tested proficiency in Microsoft Word 2000 – Standard, Filing – Standard, Grammar – General, Proofreading – Error Detection and Spelling - General.
- E. Requires tested proficiency of 50% in Math – General.
- F. Requires intermediate tested proficiency in Typing.
- G. Requires intermediate advanced tested proficiency in Data Entry – Alphanumeric.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Interaction with abusive, difficult, stressed and mentally ill individuals.
- C. Deal with challenges and criticism on a regular 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 work space.
- D. Bend, squat, stretch and twist frequently.
- E. Lift and/or carry up to ten pound frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Assist with the planning, development and implementation of new procedures and services.
- B. Attend related conferences, seminars and meetings as required.
- C. Contact witnesses and prepare files for court hearings when necessary.
- D. Work outside of normal hours when necessary.
- E. Perform additional duties as assigned.
- F. Travel as needed.
- G. Perform receptionist tasks, i.e. answering and routing phone calls and assisting customers at the counter.

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: 01/02
 Approved: 01/02
 Revised: 11/04
 Approved: 12/04
 Revised: 04/09
 Approved: 04/29/2009
 Revised: 04/09
 Approved: 04/30/2009