



MINUTES

Personnel and Veterans Service

February 17, 2012
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari,
Jerry Martens and Connie Seefeldt

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Corporation
Counsel Gale Mattison, County Administrator Ellen
Sorensen, Finance Director Pat Kass, Land Information
Director John Lefebvre, and Peshtigo Times

1. Call to order

Chair Seefeldt called the meeting to order at 9:30 a.m.

2. Agenda

Motion (Martens/Casper) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Casper/Lakari) to approve minutes of January 13, 2011. Motion carried.

5. Eliminating Computer Loan Program

Motion (Martens/Lakari) to recommend County Board eliminate Section 1.29 (i) (1) Computer Loan program from the Marinette County Personnel Policies and Procedures Manual. Motion carried. Exhibit A

6. Eliminate the Zoning Sanitarian Position and replace with a Zoning/Sanitary Technician I/II Position

Motion (Keller/Lakari) to recommend County Board approve elimination of the existing Zoning Technician and Zoning Sanitarian positions and recreate these two positions with the two Zoning/Sanitary Technician I/II positions. Exhibit B

7. Resolution Establishing compensation for Elected Officials

Motion (Casper/Keller) to recommend County Board approve a resolution establishing compensation for constitutionally elected officials for 2013 – 2016. Motion carried.
Exhibit C Voting No – Supervisors Martens and Seefeldt

8. Extended Leave of Absence for Library Employee

No action taken.

9. Interim Highway Commissioner Project Position

Motion (Martens/Casper) to approve interim Highway Commissioner project position at a rate of \$25.00 per hour for 20 hours a week. Motion carried. Exhibit D

10. Administrator's Report

New Facilities Director will be starting February 20, 2012

11. Schedule of Invoices

Committee reviewed January Schedule of Invoices.

12. Future Agenda Items

None

13. Adjournment

Motion (Martens/Seefeldt) to adjourn at 10:53 a.m. Motion carried.

Next meeting date: March 9, 2012 at 9:30 a.m.

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected:



AMENDMENT 27
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL

The following language shall be deleted:

1.29 Benefits

...

~~(i) Computer Loan Program:~~

~~(1) Marinette County offers a Computer Loan Program, which allows permanent full-time, part-time and seasonal employees the option of financing the cost of a home computer system, interest free, through payroll deduction. See Employee Computer Loan Program application for the complete policy and procedures.~~

DRAFT

Approved by Personnel Committee:

Approved by County Board:



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: Land Information - Zoning Division
 Department Head: John Lefebvre, Director
 Position Title: Zoning/Sanitary Technician I/II (2)
 Old Position Title: Zoning Sanitarian and Zoning Technician

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

Justification for Position: **See Reverse Side**

Human Resources Completes and submits to Finance

- | | |
|--|---|
| <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"/> IUOE, Local 139 (Highway Union) |
| <input type="checkbox"/> WPPA (Deputies) | <input type="checkbox"/> Non-Union (Chapter 4, Code of Ordinance) |

**Working on job description
 KA
 02/10/12*

Union Acknowledgement:

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

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 40
 Hours per Year: 2080

Effective Start Date of Position: ASAP

Human Resources Initials: KA

Finance Completes and returns to Administration

Account Number: 100-33-56300-111
 Funding taken from: 2012 Budget

Cost of Request:

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

Total Cost: \$ SEE attached worksheets
Starting rate @ 36 month rates

Finance Initials: PK 2/10/2012

Approval

Department Head: [Signature]
 County Administrator: [Signature]
 Committee of Jurisdiction Chair: T. J. Saanen
 Personnel Committee Chair: Conor Siefert
 Finance Committee Chair: _____
 County Board Chair: _____

2/7/12
2/10/12
2/13/12
2/17/2012
 / /
 / /

if applicable

Position Justification:

Recently the staff that held the positions of Zoning Sanitarian and Zoning Technician both retired. Both positions were posted internally and two employees posted for the position of Zoning Sanitarian and no one posted for the Zoning Technician position. Neither employee that posted for the Zoning Sanitarian position met the qualifications of the position. The positions were then advertised externally. Numerous external applications were received for both positions. Five applicants appeared to meet the qualifications for the Zoning Technician position and one person met the qualification for the Zoning Sanitarian position. All applicants that appeared to meet the qualifications were interviewed. The one applicant that met the qualifications for the Zoning Sanitarian position is self employed and this self employment based on discussion with the County Corporation Counsel would result in a conflict of interest if employed as the County Sanitarian and still affiliated with his current business.

As a result of this limited field of applicants for the Zoning Sanitarian position it is necessary to reconsider the qualifications for the Zoning Sanitarian position. One alternative is to modify the qualifications to allow for the hiring of an applicant for the Zoning Sanitarian position with less than the necessary qualifications and allow the new hire to acquire the required qualifications within 6-12 months of hire.

A second and preferable alternative would be to create two Zoning/Sanitary Technician I/II positions in place of the current Zoning Technician position and the Zoning Sanitarian position. The Zoning/Sanitary Technician positions would be structured in such a way as to allow the employee to advance within the position from a Zoning/Sanitary Technician I to a Zoning/Sanitary Technician II upon demonstrating that they qualify for the Zoning/Sanitary Technician II position by providing proof that they hold the required additional certifications and experience.

I recommend this second alternative for the following reasons:

1. All applicants will hold all required certifications on the date of hire and will not be required to gain additional certifications in order to keep their position.
2. There is the potential for more applicants for the Zoning/Sanitary Technician I/II position because of the reduced number of certifications required for entry into this position.
3. Employees hired as a Zoning/Sanitary Technician I will have an incentive to gain additional knowledge and certifications.
4. Regardless of the position titles it is and has been a fact that over the course of a few years the employees within these positions end up having the same skill set and knowledge. Therefore if you offer both employees the same opportunity to advance there should be no hard feelings between them concerning pay and/or work load.
5. From a financial standpoint the hiring of two Zoning/Sanitary Technician I/II's could result in a cost savings to the County and is not anticipated to cost the County anymore than the existing Zoning Technician and Zoning Sanitarian.
6. There is a slight risk that neither Zoning/Sanitary Technician I would ever advance to the Zoning/Sanitary Technician II position but this is not expected. There is a better chance that both would advance to the Zoning/Sanitary Technician II position and if that were to happen the additional knowledge would benefit the residents of the County.
7. The requirement for survey experience and knowledge is being removed from the position qualifications and it is therefore likely that Land Information Department will no longer have an employee with the expertise and required knowledge to assist the Forestry Department with boundary determinations for timber harvesting.



Job Title: Zoning/Sanitary Technician I/II

Department: Land Information

Position Reports to: Land Information Director

Pay Grade Level: I – J, II – K

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

This position assists the Land Information Director with the administration of zoning/sanitary functions. This position administers the County Zoning, Shoreland/Wetland Zoning, Floodplain Zoning, Sanitary and Nonmetallic Mining Reclamation codes. Other duties include answering questions about the various codes, helping applicants complete applications, investigating complaints, entering information in the permit database and issuing permits.

ESSENTIAL JOB FUNCTIONS

I/II

- A. Perform inspections on newly installed Private Onsite Wastewater Treatment Systems (POWTS) including preparing and recording the inspection.
- B. Review permit applications for accuracy, completeness and compliance with various codes.
- C. Answer questions related to various codes or ordinances.
- D. Investigate violations of various codes and issue and document citations when necessary.
- E. Update, maintain and enter permits in the database.
- F. Assist applicants with completion of permit applications.
- G. Attend annual training sessions to maintain POWTS certification.
- H. Serve as back up to Landfill Operator and Scale Attendant.
- I. Administer various County codes under the authority of the Land Information Department.
- J. Operate handheld GPS unit to collect various data.
- K. Image, index and file various Land Information Department documents.
- L. Determine high water marks, floodplains and wetland boundaries.

II

- A. Verify Soil onsite for landowners, plumbers, realtors and state personnel to determine site suitability for POWTS.
- B. Review and approve POWTS plans associated with County Agent status.

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. Properly operate tools and machinery, including handheld GPS equipment.
- E. Properly operate power tools and machinery in a construction and/or logging environment.
- F. Read, understand and direct work according to blueprints.
- G. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- H. Communicate orally and in writing effectively.
- I. Present information to management, small groups and individuals.
- J. Respond to inquiries, complaints or questions from a group or individual setting.
- K. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- L. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- M. Apply excellent trouble shooting skills.
- N. Define problems, collect data, establish facts and draw valid conclusions.

- O. Add, subtract, divide and multiply.
- P. Process information derived from numbers.
- Q. Memorize and retain information over long and short periods of time.
- R. Apply attention to detail.
- S. Apply procedures and interpret instructions accurately.
- T. Plan and monitor assigned activities.
- U. Prioritize multiple tasks and meet scheduled deadlines.
- V. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- W. Work as team player in the absence of or with minimal supervision.
- X. Manage unexpected changes within job duties.
- Y. Work independently and exercise sound professional judgment.
- Z. Read and understand legal descriptions, topographic maps, wetland maps, floodplain maps, soil maps, aerial photos and plat books.

QUALIFICATIONS

I/II

- A. Requires a High School diploma or equivalent.
- B. Requires college credits or coursework in soils, land conservation, natural resources, GIS, surveying or plumbing field.
- C. Requires one year of experience in the soils, land conservation, natural resources, GIS, surveying or plumbing field.
- D. Possess and maintain an insurance acceptable driver's license.
- E. Requires an active WI POWTS Inspectors Certification/License.

II

- A. Requires three years experience in the soils, land conservation, natural resources, surveying, GIS or plumbing field.
- B. Requires an active WI Certified Soil Tester Morphology (CSTM) Certification/License and POWTS Maintainer Registration.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Work outdoors but in the confines of a vehicle.
- D. Work in wet or humid conditions.
- E. Deal with challenges and criticism on a regular basis.
- F. Work near moving mechanical parts on a regular basis.
- G. Subjected to fumes or airborne particles.
- H. Adapt to rapid changes in environmental conditions.
- I. Interact with abusive and/or difficult individuals occasionally.
- J. Work in fast-paced high-pressure situations.
- K. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Sit for long periods of time.
- B. Stand for long periods of time.
- C. Walk for long periods of time including rough and uneven terrain.
- D. Bend, squat, stretch, and twist frequently.
- E. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Maintain all required license/certifications.

NOTE: A Zoning/Sanitary Technician I shall move to II pay and perform the additional II Essential Job Functions after completion of and providing proof of acquiring II Qualifications.

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: 10/05

Approved: 12/29/2005

Revised: 05/07

Approved: 05/23/2007 Administration & Human Resources
06/14/2007 Governing Committee

09/05/2007 Rated J by Position Evaluation Committee, effective 01/01/2008

Revised: 02/2012 – Zoning/Sanitary Technician I/II transition

Approved: 02/08/2012 – Human Resources Director and County Administrator
02/13/2012 – Governing Committee

02/15/2012 Position pending Personnel Committee and County Board approval

**Personnel Request
Zoning Zanitarian & Zoning Technician in Budget
Change to Two Zoning Technician Positions**

*2012
Budget*

(This comparison shows the budget at 36 month rate, proposals shown at starting & 6 month rates)

Current Budget:	Category	Wages	S.S.	Retirement	W/C	Total
Zoning Technician	J	41,815	3,199	2,467	836	48,317
Zoning Sanitarian	L	45,483	3,479	2,683	910	52,555
		87,298	6,678	5,150	1,746	100,872

Proposal A:						
Zoning/Sanitary Tech I	J	37,281	2,852	2,200	746	43,079
Zoning/Sanitary Tech I	J	37,281	2,852	2,200	746	43,079
		74,562	5,704	4,400	1,492	86,158
						Budget Difference ----- (14,714)

Proposal B:						
Zoning/Sanitary Tech I	J	37,281	2,852	2,200	746	43,079
Zoning/Sanitary Tech II	K	38,952	2,980	2,298	779	45,009
		76,233	5,832	4,498	1,525	88,088
						Budget Difference ----- (12,784)

Proposal C:						
Zoning/Sanitary Tech II	K	38,952	2,980	2,298	779	45,009
Zoning/Sanitary Tech II	K	38,952	2,980	2,298	779	45,009
		77,904	5,960	4,596	1,558	90,018
						Budget Difference ----- (10,854)

Personnel Request
Zoning Zanitarian & Zoning Technician in Budget
Change to Two Zoning Technician Positions

(This comparison shows all positions at 36 month rates)

Current Budget:	Category	Wages	S.S.	Retirement	W/C	Total
Zoning Technician	J	41,656	3,187	2,458	833	48,134
Zoning Sanitarian	L	45,483	3,479	2,683	910	52,555
		87,139	6,666	5,141	1,743	100,689

Proposal A:						
Zoning/Sanitary Tech I	J	41,656	3,187	2,458	833	48,134
Zoning/Sanitary Tech I	J	41,656	3,187	2,458	833	48,134
		83,312	6,374	4,916	1,666	96,268
Budget Difference -----						(4,421)

Proposal B:						
Zoning/Sanitary Tech I	J	41,656	3,187	2,458	833	48,134
Zoning/Sanitary Tech II	K	43,494	3,327	2,566	870	50,257
		85,150	6,514	5,024	1,703	98,391
Budget Difference -----						(2,298)

Proposal C:						
Zoning/Sanitary Tech II	K	43,494	3,327	2,566	870	50,257
Zoning/Sanitary Tech II	K	43,494	3,327	2,566	870	50,257
		86,988	6,654	5,132	1,740	100,514
Budget Difference -----						(175)

RESOLUTION NO. ____

RESOLUTION ESTABLISHING ANNUAL COMPENSATION
FOR ELECTED OFFICIALS

WHEREAS, the Marinette County Board of Supervisors is required to establish the annual compensation for elected officials prior to the earliest time for filing nomination papers for the upcoming election,

THEREFORE, BE IT RESOLVED by the Marinette County Board of Supervisors the annual compensation for the following elected officials to be elected in the November 2012 election and to commence serving a term of office January 1, 2013, shall be as follows:

<u>Position</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
County Clerk	\$56,974	\$58,113	\$58,113	\$58,113
Register of Deeds	\$56,974	\$58,113	\$58,113	\$58,113
Treasurer	\$56,974	\$58,113	\$58,113	\$58,113

Elected officials are required to pay one-half (½) of total WRS required contribution. It is expressly recognized that this share may change each year, when the required WRS rate is adjusted each year. These contributions will be pre-tax.

Additionally, elected officials shall be entitled to such fringe benefits as are allowed by law and as are provided to other salaried exempt employees on the same terms as apply to those employees.

Approved by a majority of a quorum of the Marinette County Board of Supervisors this 28th day of February 2012.

Katherine Brandt, County Clerk

George Bousley, Chairperson

Recommended: Personnel and Veterans Service Committee
Date: February 17, 2012

Marinette County Finance Department
Fiscal Impact Statement

Number _____

RESOLUTION ESTABLISHING ANNUAL COMPENSATION FOR ELECTED OFFICIALS

Ordinance

Resolution

Fiscal Impact Statement:

Total fiscal impact based on current fringe benefit rates would be \$27,247.



Patrick Kass
County Finance Director



Date



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: DPW
Position Reports to: County Administrator
Total Hours: 20 hours per week
Pay Rate: \$ 25 per hour.
Number of Positions: 1
Justification:

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)

NA

If you feel additional testing is required, please list tests along with justification.

Department Head Signature: [Signature] 2/10/2012

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:
Finance Director: [Signature] 2/10/2012
County Administrator: [Signature] 2/10/2012
Governing Committee Chair:
Personnel Committee Chair:
Finance Committee Chair:

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