



MINUTES

Personnel and Veterans Service

March 9, 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: County Clerk Kathy Brandt, Human Resources Director
Jennifer Holtger, Corporation Counsel Gale Mattison, County
Administrator Ellen Sorensen, HHS Director Robin Elsner
and Peshtigo Times

1. Call to order

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

2. Agenda

Motion (Martens/Keller) to approve agenda and addendum in modified order. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Lakari/Casper) to approve minutes of February 17, 2012. Motion carried.

5. Change in Job Description from ADRC Coordinator to ADRC Supervisor

Motion (Lakari/Casper) to recommend County Board approve position description title change from ADRC Coordinator to ADRC Supervisor, pending HHSD Committee approval. Motion carried. Exhibit A

6. ADRC Specialist Position and Job Description

Motion (Casper/Martens) to recommend County Board approve creating two (2) ADRC Specialist positions, pending HHSD Committee approval. Motion carried. Exhibit B

7. Administrative Assistant-ADRC Position and Job Description

Motion (Lakari/Casper) to recommend County Board approve creating Administrative Assistant - ADRC position, pending HHSD Committee approval. Motion carried.
Exhibit C

8. Marinette County Personnel Policies and Procedures Manual Section 1.26

Motion (Keller/Martens) to recommend County Board approve amending the Marinette County Personnel Policies and Procedures Manual Section 1.26 Conditions of Employment (g) Uniforms. Motion carried. Exhibit D

9. Quarterly Resolution Recognizing Retired Marinette County Employees

Motion (Casper/Martens) to authorize County Administrator to prepare a quarterly resolution recognizing employees retiring from Marinette County for the Personnel Committee to present to the County Board. Motion carried.

10. Human Resources Director's Report

Exhibit E

Annual Summary of Work-Related Injuries and Illnesses – Exhibit F

11. Administrator's Report

- Recognition of Highway and Forestry Departments for cleanup of February 29, 2012 snowstorm
- Update on Finance Department re-organization
- Delineations of Act 10

12. Schedule of Invoices

Committee reviewed February Schedule of Invoices - \$3,847.99.

13. Future Agenda Items

14. Adjournment

Chair Seefeldt expressed sincere thanks to Supervisor Martens for his years of service on the Personnel Committee and County Board.

Motion (Martens/Lakari) to adjourn at 10:17 a.m. Motion carried.

Next meeting date: If needed, Thursday, April 12, 2012 – 9:30 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:



Job Title: Aging & Disability Resource Center (ADRC) Supervisor Coordinator

Department: Health and Human Services

Position Reports to: Long Term Services Manager/Deputy Director

Pay Grade Level: TBD

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to supervise the operation and administration of the Aging and Disability Resource Center programs designed to meet the needs of the elderly and adults with disabilities residing in Marinette County. Further duties include advocacy, planning quality improvement, coordination of program service delivery and supervision of ADRC staff. Decisions regarding daily work activities are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Supervise Information & Assistance Specialists, Disability Benefits Specialists and support staff working within the Aging & Disability Resource Center.
- B. Direct, assign and supervise all work activities of the ADRC including hiring staff, conducting performance evaluations, scheduling work hours for staff, assigning workloads and conducting disciplinary procedures.
- C. Orientate, instruct and train employees in proper methods of service delivery for the ADRC and review work progress and report issues to the Long Term Services Staff.
- D. Provide supervision and consultation to ADRC staff regarding consumer issues and concerns and lead weekly staff meetings.
- E. Serve as liaison to community agencies including the Marinette County Aging Unit (Elderly Services) and coordinate activities of the Elderly Benefits Specialists.
- F. Collaborate with the ADRC board and management team on reporting requirements and other contractual obligations.
- G. Provide community education, information and marketing of ADRC services.
- H. Provide information to ADRC staff regarding data entry/computer software questions, support the reporting needs of the ADRC within software capabilities and maintain key information on services contained within the ADRC resource database.
- I. Update information regarding service delivery for the ADRC website.
- J. Maintain the approved enrollment plan documenting the exchange of information between the ADRC, Income Maintenance Unit, Managed Care Organization and IRIS Consultant Agency.
- K. Develop and implement enrollment screen plan in collaboration with Long Term Services Manager/Deputy Director.
- L. Enforce current policies and procedures within the division.
- M. Participate on special task forces and community committees to assist with the coordination of services in the Marinette Community.
- N. Be available for public speaking engagements for educational purposes of the ADRC services in the community.
- O. Participate in regional and statewide task forces or committees as needed.
- P. Recommend the purchase of new equipment, the repairs of present equipment and utilization of rental equipment when necessary.
- Q. Assist in the budget preparation for the ADRC and monitor expenditures.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials, specifically protected health information.
- 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. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Possess excellent public relation skills.
- H. Apply excellent trouble shooting skills.
- I. Respond effectively to the most sensitive inquires or complaints.

- J. Add, subtract, divide and multiply.
- K. Memorize and retain information over long and short periods of time.
- L. Plan and monitor assigned activities.
- M. Prioritize multiple tasks and meet scheduled deadlines.
- N. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- O. Work independently and exercise sound professional judgment.
- P. Plan, organize and direct the work of others.
- Q. Possess outstanding flexibility in order to shift focus of priority on short notice.
- R. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program.

QUALIFICATIONS

- A. Requires a Bachelor's degree from an accredited school in the human service or related field.
- B. Requires five years experience in the long term services field with one year supervisory experience.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires Alliance of Information and Referral Systems (AIRS) Certification within one year of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors but in the confines of a vehicle.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. 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.
- C. Possess and maintain all State required license/certifications.

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: 12/2011
 Revised: 01/2012
 Approved: 01/31/2012 Human Resources Director and County Administrator
 02/08/2012 Governing Committee

01/31/2012 Position approved by County Board

02/23/2012 Position pending evaluation

03/01/2012 Title Change pending approval



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 Position Type: Permanent
 Seasonal (14 wks max)
 Department Head: Robin Elsner Project (6 mos-2yrs)
 Position Title: Aging and Disability Resource Center (ADRC) Specialist *ITA worker in Budget* LTE (599 hours max)
 Old Position Title: None
 Justification for Position: **See Reverse Side**

Human Resources Completes and submits to Finance

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> AFSCME LOCAL 1752 (Courthouse) | <input checked="" 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) |

Union Acknowledgement:

Name (Print): NA
 Signature: _____
 Date: 1/1/12

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 40
 Hours per Year: 2080

Effective Start Date of Position: TTBD

Human Resources Initials: VE

Finance Completes and returns to Administration

Account Number: 205-55-54510
 Funding taken from: 2012 Budget

Cost of Request:

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

Total Cost: \$ (2) 144,890

Finance Initials: PK 2/23/12

Approval

Department Head: Robin Elsner 2/22/12
 County Administrator: [Signature] 2/23/12
 Committee of Jurisdiction Chair: _____
 Personnel Committee Chair: _____
 Finance Committee Chair: _____
 County Board Chair: _____

if applicable

Justification for Position (be specific)

During the 2011 budget process for the department, the development of the Aging and Disability Resource Center was approved by the County Board through resolution. As part of the budget process, the department budgeted five (5) positions to be created to fulfill duties of the ADRC. This request pertains to creating the Aging and Disability Resource Center (ADRC) Specialist. The department budgeted for two (2) ADRC Specialists. Attached is the job description and budget amount to fill the position. These positions are professional positions that will be rated through the previous Professional Union Pay Range scale.

Working on
job description
KA
02/23/12



Job Title: ADRC Specialist

Department: Health & Human Services
Position Reports to: ADRC Supervisor
Pay Grade Level: TBD
FLSA Status: Exempt
Position Status: Full Time

JOB ANALYSIS

The Aging and Disability Resource Center (ADRC) Specialist provides information and assistance regarding community resources to the general public, but particularly adults who are elderly or have a disability. This position will also help inform and educate people about their options; assist in connecting them to programs and services, including public and privately funded options.

ESSENTIAL JOB FUNCTIONS

- A. Provide customer service by ensuring a positive consumer experience and achieving consumer satisfaction.
- B. Communicates to consumers through telephone contact, face-to face contact and email to develop client rapport and address service needs.
- C. Conduct home visits at a time and place that best meets the consumer's schedule.
- D. Gather sufficient information to accurately identify and clarify consumer problems and needs by exploring the presenting problem, looking at short and long term solutions, and working with the consumer to identify what they are requesting.
- E. Conduct searches through the Information and Assistance resource database and other information resources to identify, evaluate and suggest potential programs and services.
- F. Provide consumers with options, prioritize services specific to eligibility for services and assist consumers to make a connection to resources.
- G. Research additional or alternative resources as needed.
- H. Provide information about programs, services (public and private) and public benefits, make referrals and help consumers get connected to appropriate services.
- I. Provide short-term service coordination according to ADRC policy.
- J. Provide follow up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.
- K. Provides information about publicly funded long-term care and assists consumers throughout the eligibility determination and enrollment process.
- L. Assist individuals in completing Medicaid application and other public benefit programs, i.e. Foodshare.
- M. Collect preliminary financial data and refer to Economic Support Unit to determine financial eligibility. Participate in various transition activities designed to help youth with disabilities transition from school to the adult service system.
- N. Maintain accurate and complete documentation in a timely fashion in the Information & Assistance (I&A) database.
- O. Participate in prevention activities, support groups, classes and other initiatives.
- P. Administer the Long Term Care Functional Screen to determine functional eligibility.
- Q. Complete required ADRC recordkeeping, activity reporting and 100% time reporting.
- R. Participate in Quality Assurance/Quality Improvement projects and activities.
- S. Represent the Marinette County ADRC through public speaking, media presentations and participation in community advisory groups as requested.
- T. Participate in staff meetings and training activities.
- U. Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- V. Participate in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- W. Adhere to the national Alliance of Information and Referral Specialist (AIRS) standard.

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. Possess working knowledge of general office procedures, computer hardware/software and office equipment.

- D. Communicate orally and in writing effectively.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- H. Respond effectively to the most sensitive inquires or complaints.
- I. Define problems, collect data, establish facts and draw valid conclusions.
- J. Process information derived from numbers.
- K. Memorize and retain information over long and short periods of time.
- L. Apply procedures and interpret instructions accurately.
- M. Plan and monitor assigned activities.
- N. Prioritize multiple tasks and meet scheduled deadlines.
- O. Work as team player in the absence of or with minimal supervision.
- P. Work independently and exercise sound professional judgment.

DRAFT

QUALIFICATIONS

- A. Requires a Bachelor's degree from an accredited school in the health or human services field.
- B. Requires three years experience in the long term services field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires and active WI Information and Referral Specialist Certification within one year of hire.
- F. Requires an active WI Adult Long Term Care Functional Screen Certification at time 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 fast-paced high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. 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.
- C. Possess and maintain all required certifications within specified time periods.

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Prepared: 02/2012
 Approved: 03/08/2012 Human Resources & Administration
 03/09/2012 Job Description pending Governing Committee Approval
 Position pending Governing Committee, Personnel Committee and County Board Approval



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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 Position Type: Permanent
 Seasonal (14 wks max)
 Department Head: Robin Elsner Project (6 mos-2yrs)
 Position Title: Administrative Assistant-ADRC - Financial Acct Clerk in Budget LTE (599 hours max)
 Old Position Title: None
 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) |

Union Acknowledgement:

Name (Print): NA
 Signature: _____
 Date: 1/1

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 40
 Hours per Year: 2080

Effective Start Date of Position: TRD

Human Resources Initials: KG

Finance Completes and returns to Administration

Account Number: 205-55-54510
 Funding taken from: 2012 Budget

Cost of Request: See worksheet

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

Total Cost: \$ 56,421

Finance Initials: pk 2/23/12

Approval

Department Head:	<u>Robin Elsner</u>	<u>2/22/12</u>
County Administrator:	<u>Allen Smith</u>	<u>2/23/12</u>
Committee of Jurisdiction Chair:	_____	<u>1/1</u>
Personnel Committee Chair:	_____	<u>1/1</u>
Finance Committee Chair:	_____	<u>1/1</u>
County Board Chair:	_____	<u>1/1</u>

if applicable

Justification for Position (be specific)

During the 2011 budget process for the department, the development of the Aging and Disability Resource Center was approved by the County Board through resolution. As part of the budget process, the department budgeted five (5) positions to be created to fulfill duties of the ADRC. This request pertains to creating the Administrative Assistant-ADRC to serve as receptionist as the first point of contact for consumers requesting services from the ADRC and direct consumers to ADRC staff and services. This position will also provide support to the ADRC Supervisor and serve as the ADRC Committee secretary. The position would have been in the former Courthouse Union and should be evaluated by the process that is currently in existence.



Job Title: Administrative Assistant - ADRC

Department: Health & Human Services

Position Reports to: ADRC Supervisor/Financial Manager

Pay Grade Level: TBD

FLSA Status: Non Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include assisting with the administration of the Aging and Disability Resource Center (ADRC) programs and services, and serving as the first point of contact for individuals seeking those services. This includes appropriately directing consumers/advocates to other ADRC staff and available resources. Additional duties include providing support to the ADRC Coordinator and staff to assure that financial reporting requirements are met. This position will also provide assistance and backup to the ADRC Committee Secretary.

ESSENTIAL JOB FUNCTIONS

- A. Assist with the administration of programs and services.
- B. Assist with preparing and monitoring the annual budget.
- C. Prepare and submit necessary reports as required.
- D. Maintain supply of Marketing, Outreach and Public Education materials.
- E. Assist in the development and distribution of news releases and articles.
- F. Process and monitor accounts payable and receivables.
- G. Edit and process employee payroll and 100% time reporting requirements.
- H. Provide clerical support and schedule appointments for staff as needed.
- I. Maintain files, and assist with data base monitoring and input.
- J. Answer and direct all incoming phone calls to the proper person.
- K. Assist the public, consumers/advocates or employees who come into the office.
- L. Open and distribute mail.
- M. Provide assistance and backup for the Committee's Secretary.

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. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate orally and in writing effectively.
- F. Present information to management, small groups and individuals.
- G. Respond to inquiries, complaints or questions from a group or individual setting.
- H. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- I. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- J. Possess excellent public relation skills.
- K. Apply excellent trouble shooting skills.
- L. Respond effectively to the most sensitive inquires or complaints.
- 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. Plan and monitor assigned activities.
- R. Prioritize multiple tasks and meet scheduled deadlines.
- S. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- T. Work as team player in the absence of or with minimal supervision.
- U. Manage unexpected changes within job duties.

QUALIFICATIONS

- A. Requires a High School Diploma and special course work or college credits in the administrative assistant or accounting field.
- B. Requires three years of experience with administrative assistant related duties, preferably in a Human Services field.
- C. Prefer additional experience in/working knowledge of accounting.
- D. Possess and maintain an insurance acceptable driver's license.
- E. Requires advanced tested proficiency in Microsoft Excel 2000 – HHS Financial, Microsoft Word 2000 – HHS Financial, Filing – Standard and Grammar – General.
- F. Requires intermediate advanced tested proficiency in Data Entry – Alphanumeric.
- G. 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. Interact with abusive and/or difficult individuals occasionally.
- E. 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.

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Prepared: 02/2012 & 03/2012

Approved: 03/08/2012 Human Resources & Administration

03/09/2012 Job Description pending Governing Committee Approval
Position pending Governing Committee, Personnel Committee and County Board Approval

2012 Budget Estimate - ADRC

Start Date - 3/1/12

Code	Description	Amount
ITEM 1 - SALARIES		
111	Salaries	180,628
	ADRC Coordinator	46,673
	I&A Worker	46,442
	I&A Worker	46,442
	DBS	11,737
	Support Staff - G	29,334
114	Salaries - OT	1,000
133	Longevity	1,000
	Totals	182,628
ITEM 2 - FRINGE BENEFITS		
151	CO Share of SS	13,972
152	CO Share of State Retirement	10,775
154	Health & Dental Insurance	115,629
155	Life Insurance	-
159	Workmen's Compensation	311
	Totals	140,687
ITEM 3 - GENERAL EXPS		
214	Data Processing	500
225	Telephone	500
291	Purchase of Service(Translation)	500
410	Office Supplies(Marketing)	500
411	Postage	100
413	Courthouse Printing	100
424	Training(Dues, Registr., Tuit)	100
435	Meals & Lodging	500
436	Meals Non-Qualified	100
439	Travel	500
	Overhead(AMSO)	23,719
	Totals	27,119
	TOTAL ALL	350,434
	ADRC ALLOCATION - GPR	181,965
	FED MATCH	70,764 28%
	TOTAL	252,729
	Tax levy	97,705
		(22,784) Variance to Original Budget

Revision Notes(3/1/12)

ADRC Coordinator - Level 10
All Staff 35 to 40 Hours per week



AMENDMENT 30
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL

The Marinette County Policies and Procedures Manual shall be amended to read as follows:

1.26 **Conditions of Employment**

- (g) **Uniforms.** Marinette County shall reimburse ~~each non-represented employees~~ required to wear uniforms or department specified clothing an annual clothing allowance not to exceed the amount of three hundred dollars (\$300) from the departmental budget upon approval of the Department Head. Employees receiving uniforms through department direct purchase are not eligible for reimbursement. ~~Marinette County shall reimburse Sheriff Department employees required to wear uniforms or department specified clothing an annual clothing allowance not to exceed the amount of three hundred fifty dollars (\$350) from the departmental budget upon approval of the Department Head~~

Approved by Personnel Committee:

Approved by County Board:



HUMAN RESOURCES DEPARTMENT

Personnel Agenda Report

Personnel Committee Date: **March 9, 2012**

WORKER'S COMPENSATION

Description of Injury	Report Type
Sore left thumb	Medical

Total Number of Claims this Month:	1	1 - Medical, 0 - Report Only, 0 - Lost Time
YTD Lost Time:	0	
Pending YTD Lost Time:	0	
Updates/Additional Comments:		

DEPARTMENT OF COMMERCE

Monthly Trainings

March	Defensive Driving
April	Heat Stress Safety

EXITING EMPLOYMENT

Resignations	---
Retirements	---
Layoffs	---
Dismissals	2

NEW HIRES

Date of Hire	Job Title	Department
02/20/2012	Facilities Director	Maintenance
03/01/2012	Interim Highway Commissioner	Highway
03/07/2012	Receptionist/OWI Clerk – Clinic Division	Health & Human Services
03/12/2012	Scale Attendant	Land Information
03/19/2012	State Patrol/Bridgetender – Crivitz	Highway
03/20/2012	State Patrol/Bridgetender – Pembine	Highway
03/2012	CSP Supervisor	Health & Human Services

POSTINGS

Date Closed	Job Title	Department
03/01/2012	CCO 40-Hour Fill	Sheriff
03/05/2012	Zoning/Sanitary Technician	Land Information
03/07/2012	LIHEAP Reception/Clerical	Health & Human Services
03/19/2012	Receptionist – Clinic Division	Health & Human Services
03/21/2012	Financial Specialist	Child Support

JOB DESCRIPTIONS

Health & Human Services	3 - ADRC
Finance	6 – Finance Re-Organization

Summary of Work-Related Injuries and Illnesses

Year 2011

Per chapter Comm 32, (32.10), all Wisconsin Public Employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. Using the Log, count the individual entries you made in each category. Then, write the totals below, making sure you've added the entries from each page of the Log. If you had no cases, write "0". Please Print all answers.

Number of Cases

Total number of deaths:	Total number of cases with job transfer or restriction:	Total number of other recordable cases:
0	4	0

Number of Days

Total number of days of job transfer or restriction:	Total number of days away from work:
423	25

Injury and Illness Types

Total number of:	(1) Injuries - 6	(4) Poisonings - 0
	(2) Skin disorders - 0	(5) Hearing losses - 0
	(3) Respiratory conditions - 0	(6) All other illnesses - 0

ESTABLISHMENT INFORMATION

Establishment name: Marinette County
 FEIN number: 39-6005718
 Street address: 1926 Hall Avenue
 County: Marinette, WI 54143
 County: Marinette

EMPLOYMENT INFORMATION

Department of Commerce
 Annual average number of employees: 284.95
 Total hours worked by employees last year: 569,913.69
 OSHA
 Annual average number of employees: 382
 Total hours worked by employees last year: 569,913.69

CONTACT INFORMATION

Employer contact name: Jennifer Holtger
 Title: Human Resources Director
 Telephone number: 715.732.7417
 Date: 01/31/2012
 Work e-mail address: humanresources@marinettecounty.com

Return this summary by March 1 of each calendar year to: Safety and Buildings Division at the address above
 or e-mail to healthsafetech@wisconsin.gov or fax to (608) 283-7419

